



# INTERN TIPS FOR SUCCESS

## Proper Work Attire Guidelines

Dress for Success! Dressing professionally and appropriately during the HIP Internship is very important. A shabby or unprofessional appearance may mislead others to believe that the intern has a similar work ethic. In many DoD work laboratories, the dress is casual: jeans, sneakers, etc. Sometimes, this is appropriate when in a laboratory environment—climbing around equipment, etc. However, a more professional dress code is required in the office environment. Protocol for attire should be discussed in advance with the host organization’s coordinator. Although some organizations may suggest that casual attire is appropriate in their office work space, please remember that this is a ten-week job interview.

## Dress Suggestions

**For Women:** a jacket, skirt or dress (of modest length), slacks, blouse, stockings, and leather shoes. Make sure that all clothes and shoes fit comfortably – not too tight or loose. No sweat pants, midriffs, shorts, or t-shirts with suggestive or inappropriate wording.

**For Men:** collared shirt, polo shirt, slacks and leather shoes. No sweat pants, shorts, or t-shirts with suggestive or inappropriate wording. Ensure the clothes fit well – not too tight or loose.

Although some may be working in an office environment, please remember that DoD laboratories and research centers are industrial environments. Safety first is the rule! Strappy sandals with 4-inch heels or flip flops may be comfortable, but they may pose a safety hazard in the workplace, and are inappropriate.

## Tips for Success

- Be reasonably early to work every day.
- Do not watch the clock and bolt out the door at the precise moment the day ends.
- Do not get involved in “office politics”.
- Take initiative – if assigned tasks are completed ahead of schedule, ask for more responsibilities.
- Be polite and positive.
- Listen carefully and follow directions.
- Offer input as to how tasks can be improved upon, with great care and tact.
- Do not be argumentative.
- Accept, with grace even the most mundane tasks.
- Also accept, with grace, any criticism concerning any aspect of the internship.
- Learn the culture of the organization so no ethical or social mistakes are committed.

- If a mistake is made, admit it, correct it, and move on.
- Sincerely compliment others if appropriate, and accept compliments gracefully.
- Thank people when they help.
- Treat everyone with respect and dignity.
- Do not yell, scream, or throw temper tantrums, and do not whine to co-workers.
- Respect ALL confidences.
- Research Portfolio documents are complete and professional looking.
- Include, in the acknowledgement section of your research paper, people who helped, advised or guided you during your internship.
- Most of all enjoy the experience and have fun!