

HOW TO BE A GOOD INTERN

(IN SEVENTEEN EASY STEPS)

NO. **1** **Take your internship very seriously.** (Seriously.)

NO. **2** **Get in on time** (without complaining about how early it is or how late you were up the night before).

NO. **3** **Listen very carefully and always take notes** (just when people are giving you assignments, not during social situations).

NO. **4** **Do more than is expected on every single assignment** (unless more costs more).

NO. **5** **There is (almost) always something you can do** (so let your bosses know when you are available; don't just wait until someone notices you are free).

NO. **6** **Show up. People are relying on you.** (A school assignment is NOT a reason to "call in sick.")

NO. **7** **Understand that you don't know it all** (even though you feel like you do).

NO. **8** **Turn off your cellphone** (even if your ring is really cute).

NO. **9** **Don't smoke cigars.** (Nasty habit.)

NO. **10** **Do not unnecessarily distract others who are busy working** (even though *Project Runway* was particularly great last night).

NO. **11** **Bring snacks** (sometimes sweet, sometimes salty).

NO. **12** **Be proactive. If there is nothing official for you to do, figure something out on your own.** (Like get to know the book collection so when someone is looking for something you can be helpful. Or go through the portfolio so you can really study the company's work.)

NO. **13** **Look out for opportunities to demonstrate what you do know and how you can contribute** (but don't push it—nobody likes a show off).

NO. **14** **There are (almost) no stupid questions.** (Ignorance is not bliss, just ignorant and it can be a major waste of time.)

NO. **15** **Don't just follow directions. Think about what you are doing while you are doing it** (so when the designer says, "but that's illegible" you won't have to say, "I know!").

NO. **16** **Be eager to learn and people will be more likely to teach you.**

NO. **17** **Understand that the success of the internship is (almost) entirely up to you.**

Did we leave something important out? Please e-mail us at all@number17.com and we will include it in our next installment of HOW TO BE A GOOD INTERN.