BUSINESS INTERNSHIP FOR CREDIT
APPLICATION

OVERVIEW & GUIDELINES

The Sy Syms School of Business offers business internships for credit to its students. Internships in business must involve a significant amount of high-level exposure and meaningful work within the context of the opportunity. All applications are reviewed by the YU Career Center. In order for an application to be approved for credit by the Career Center, the internship site must provide the intern with an opportunity to grow intellectually and offer a professional experience that is directly related to the intern's business major. Routine office work, summer camp experience, waiting tables, etc., would not be suitable.

➢ STEP 1: Students submit application materials for review to the Career Center by the deadline (see deadlines on bottom of page 2):
   1) Business Internship for Credit Application (Pages 4 – 6 of this packet) – filled out by student
   2) Business Internship Proposal (Pages 7 – 8 of this packet) – filled out by your internship supervisor (or a hiring rep)
   3) Copy of your unofficial transcript (cut/paste copy from "MyYU" account into Word or Excel document)

All application materials must be sent via email to the Career Center (careercenter@yu.edu).
   • It is the student’s responsibility to ensure that all materials are received by the deadlines.

➢ STEP 2: Materials are reviewed to ensure that the necessary information has been provided and that the internship demonstrates sufficient educational merit.
   • NOTE: It may take up to two weeks to review/approve your application once it is sent to the Career Center.
   • If approved, you will be notified by email (at the email address you provide in the application form).
   • Students in summer internships, or students who are enrolled part-time in the fall or spring semester, must pay fee to the Office of Student Finance:
     o Fee should be paid within two weeks of receiving approval notification.
     o You may call and pay by phone at the Office of Student Finance (212-960-5269).
     o Once paid, you need to email the Career Center to let us know, so we can have you registered for the internship.
     For fee details, see http://yu.edu/osf/ tuition-fees/ undergraduate/.
     o Once registered, students MAY NOT drop class

➢ STEP 3: Students send final documentation at the end of the semester to the Career Center (careercenter@yu.edu) by the deadline (see deadlines on bottom of page 2):
   1) Supervisor Evaluation (p. 9 – 10 )
     (filled out by internship supervisor) 4) Student Evaluation (p. 13)
   2) 2,800-word Academic Paper (p.11) 5) Resume (p.14)
   3) Daily Journal (p.12)

➢ Grades will be based on the final documentation, and students will receive a grade of P (“Pass”) or N (“No Credit”).
APPLICATION CHECKLIST

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<th>Due by:</th>
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<tr>
<td>☐ Submit Application (p. 4 – 6)</td>
<td>By Application Deadline</td>
<td>Student</td>
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<td>☐ Submit Transcript (from MY YU)</td>
<td>By Application Deadline</td>
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<td>☐ Submit Business Proposal (p. 7 – 8)</td>
<td>By Application Deadline</td>
<td>Employer</td>
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<td>☐ Pay Registration fees</td>
<td>Upon approval by Career Center</td>
<td>Student (summer or PT students ONLY)</td>
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<td>☐ Submit Updated Resume (p. 14)</td>
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DEADLINES for Final Documents

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“Can I apply?” “Am I eligible?”
- Students must have junior status by the time they begin their internship. This means you must have a minimum of 61 credits completed.
- Students must demonstrate a cumulative average of at least a B (3.0). Internship applicants with averages below a B must be granted written permission from the Sy Syms Dean’s office.
- Students cannot take an internship for credit as their final credits towards a degree. Students must return to campus after their internship.

“How many credits can I earn?” “What kinds of credits can I get?”
- If internship is approved and requirements are successfully met, academic credits are awarded based on number of hours worked at internship during the semester. 1 unit of credit is awarded for each 100 hours of internship work completed.
- Throughout their tenure at Syms, students may earn a maximum of three credits of business internship, which may be earned all at once or in a combination of up to three internships. If a student earns three internship credits, he/she may count the credits as a business elective.
- Both paid, as well as unpaid, internships can be considered eligible for credit, providing internships are approved.

“What do I need to do?” “What are the requirements for obtaining credit?”
- Students must meet the eligibility requirements (listed above).
- Students must submit all application materials by the Applications Deadline (see bottom of page 2).
- The internship application materials must be reviewed and approved by the Career Center.
- The Career Center will send students an official email lettering them know whether or not their application was approved.
- Once approved, summer and part-time fall and spring students must pay the registration fee at the Office of Student Finance (see Fees below for more details).
- At the end of the semester, students will need to provide final paperwork to the Career Center by the Final Documents Deadline (see bottom of page 2).

“What if I do my internship in the fall or spring during regular courses?”
There are certain rules pertaining to fall and spring semesters:
- Students may work at only one company during a given semester.
- Full-time students in the spring or fall semesters (earning 12 credits or more) may only earn one credit for internship (100 hours maximum).
- Business internship credit will be counted in the student’s workload.

Additional Rules:
- Hours from one semester’s internship cannot be used for credit awarded in another semester. Students may submit/finalize their application after they have begun working but UNDER NO CIRCUMSTANCE MAY A STUDENT APPLY FOR A BUSINESS INTERNSHIP AFTER THEY HAVE COMPLETED THE WORK.
- To avoid any potential conflicts of interest, students may NOT intern for a company owned or managed in any way by a family member. The internship supervisor may not be a family member or working under the supervision of a family member.
- Interns may NOT work at a “home-based” business, work from home, or tele-commute.
- Students must work on location at the internship site for the majority of their internship experience.
- Students may continue the same internship throughout different semesters/summers. However, in order to obtain credit, a new application must be submitted and new final documentation must be completed for each academic semester.

Fees:
- For summer or part-time students in any semester, there will be a flat rate tuition charge plus a registration fee. Contact the Office of Student Finance (212-960-5269) or visit http://yu.edu/osf/undergraduate for details.
- During the fall and spring semesters there is no charge for full-time students. It is the responsibility of the student to obtain financial clearance after they have been registered.
Date: ________________________________

Name: ______________________________ I.D.#: ______________________________

Local or Dorm Address: __________________________

City: __________________________ State: ________ Zip: ____________

E-mail Address: __________________________ Cell Phone #: ____________

Home Address: __________________________ Home Phone #: ____________

City: __________________________ State: ________ Zip: ____________

Are you a Syms Honors student? [    ] Yes [    ] No

NOTE: If you ARE a Syms Honors student, you must send all of your internship application materials directly to: Professor Andrew Geller at andrew.geller@yu.edu. (Please do not send to the Career Center.)

Are you an international student who may need CPT authorization? [    ] Yes [    ] No

Major: ___________________________ Minor: ___________________________

Overall GPA: ___________________________ Total credits earned to date: ____________

For what type of Internship Credit will you be applying? (please select one):

[    ] Accounting Credit (only applicable for accounting internships)
[    ] Business Credit (all other business areas)
[    ] Honors Accounting Credit (applicable only if you are a Sy Syms Honors Student)
[    ] Honors Business Credit (applicable only if you are a Sy Syms Honors Student)

For how many units of Internship Credit* will you apply?

[    ] 1 unit credit [    ] 2 units credit [    ] 3 units credit

*100 hours of internship work will be equivalent to 1 credit

Have you done a business internship previously? [    ] Yes [    ] No

If yes, when and for which company? ___________________________

Did you receive credit(s) for your previous internship? [    ] Yes [    ] No

[    ] How many? ___________________________
Name of Company or Organization: ________________________________

Location of Internship: ________________________________________

Start Date (MM/DD/YYYY): ____________________ End Date (MM/DD/YYYY): ____________________

*Note: Specific start and end dates MUST BE PROVIDED so credit eligibility (number of credits) can be calculated

Days per week: _________ Hours per week: _________ Total hours to be worked during internship: _________

How did you obtain this internship? [ ] Career Center [ ] Friend [ ] Family [ ] Online [ ] Other (Explain) __________________________________________

Are you working for a family member or in the family business? [ ] Yes [ ] No

If yes, please explain the working relationship: __________________________________________

NOTE: Students applying for business internships must demonstrate that the nature of their involvement in the business will be at a sufficiently high level to justify the granting of academic credits. Factors to be considered are the following:

1) Active involvement of the intern in business operations (not just administrative experience)
2) Adequate supervision and completion of the evaluation by the on-site supervisor
3) Relevance of experience toward student’s major or career area

Course work relevant to current/proposed internship (please list specific courses): ____________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Relevance of internship responsibilities to career and major (please explain in detail): ____________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Based on your responsibilities, what do you hope to learn and what skills do you hope to gain from this business internship:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
BUSINESS INTERNSHIP FOR CREDIT – APPLICATION (PAGE 3 OF 3)

TO BE FILLED OUT BY STUDENT

Please review the following statements:

☐ I understand that once I begin my business internship, I am required to keep a daily journal, and submit it with a 2,800-word academic paper and my personal student evaluation of the internship by the deadline. In addition, my Internship Supervisor must submit a written evaluation by the deadline. The Career Center also recommends that I update my resume to include my internship.

☐ I agree to the following: As a summer or part-time student in any semester, I will pay a flat-rate tuition charge plus a registration fee (see details at: http://yu.edu/osf/fee/undergraduate/). Or as a full-time fall and spring semester student, I understand that there is no fee, but that I am responsible to obtain financial clearance after I have been registered.

Student Information

Student's Name: ___________________________ I.D. #: ______________________

Student's Signature: ______________________ Date: ______________________

Student's E-mail Address: ___________________ Student's Cell #: ______________

Company/Organization Information

Company Name: ____________________________

Company Address: __________________________

Company Telephone: ______________ Company E-Mail Address: ______________ Company Website: ______________

Supervisor Information

Name of Internship Supervisor: ___________________________ Title: ______________

Address of Internship Site (if different from above): __________________________

Supervisor’s Telephone: ______________________ Supervisor’s E-Mail Address: __________________________

(Students: Do not write below this line. For career center use only)

TO: Office of the Registrar / Office of Student Finance

The above student's Business Internship has been: [ ] APPROVED [ ] REJECTED

FOR: [ ] FALL 201__ [ ] SPRING 201__ [ ] SUMMER 201__

Please register student for: [ ] BUS 4741 [ ] BUS 4742 [ ] BUS 4743 for _____ credits.

[ ] ACC 4741 [ ] ACC 4742 [ ] ACC 4743 for _____ credits.

Internship Coordinator Signature ______________________ Date ______________________

(Do not write below this line. For use of Office of Student Finance and Registrar only)

Office of Student Finance Clearance ______________________ Date ______________________

Registered by: ____________________________ Date: __________________________

CRN _____ Dept. __ Course # 474 __ Credit __ Entered by: __________ Date: __________
Student/Intern Name ___________________________ I.D. # ______________________

Specific internship responsibilities (additional sheets may be attached if necessary):
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Must the student receive credit to participate in the business internship? [ ] YES [ ] NO

Criteria for an Experience to Be Defined as an Internship
To ensure that an experience is educational, and thus eligible to be considered a legitimate internship according to the definitions of NACE (National Association of Colleges and Employers), all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for the application of knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.


I affirm that this internship satisfies the above conditions and that I am willing to work with the above named student/intern during the internship period and that I will provide an evaluation of his or her performance at the end of the term.

Internship Supervisor Signature: ___________________________ Date: ____________

Signature required
INTERNSHIP SUPERVISOR CONTACT INFORMATION:

Name of Supervisor: ___________________________  Title: ___________________________

Company: ____________________________

Address: ____________________________

City: ___________________________  State: ___________________________  Zip: __________

Telephone Number: ___________________________  Fax Number: ___________________________

E-Mail Address: ___________________________  Website: ___________________________

[Please email to careercenter@yu.edu and include student’s name in subject line]

Telephone Verification:  Date_______  Initials_______
SUPERVISOR EVALUATION (PAGE 1 OF 2)

TO BE FILLED OUT BY INTERNSHIP SUPERVISOR AT END OF INTERNSHIP

Please TYPE and fill out this PDF form using the Adobe Reader “Fill & Sign Tools > Add Text Tool”

Intern Name: 

Company Name: 

Company Street Address: 

City: __________________________ State: ___________ Zip: ____________

Website: 

Name and Title of Internship Supervisor: __________________________

Telephone Number: __________________________ E-Mail Address: __________________________

Dates of Internship: ___________ ___________ Total hours worked during Internship: __________

Please answer the following and please note that descriptions are needed, so we may determine appropriateness of internship for credit:

1) Please describe the responsibilities of the Intern (if necessary, additional sheets may be attached):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2) How would you rate the overall performance of the Intern?

[ ] Excellent [ ] Good [ ] Fair [ ] Needs Improvement

Please explain: ________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
SUPERVISOR EVALUATION (PAGE 2 OF 2)

TO BE FILLED OUT BY INTERNSHIP SUPERVISOR AT END OF INTERNSHIP

3) Was the intern punctual? [ ] Yes [ ] No

4) Did intern act in a professional manner? [ ] Yes [ ] No

Explain: ____________________________________________________________

___________________________________________________________

5) Would you consider hiring the intern permanently? [ ] Yes [ ] No

Explain: ____________________________________________________________

___________________________________________________________

5) What were some of the areas of strength that the intern demonstrated?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

6) Are there any areas where the intern could improve?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

7) Would you consider hiring other YU students in the future? [ ] Yes [ ] No

Intern Supervisor’s Signature __________________________ Date __________

Please submit directly to YU Career Center at careercenter@yu.edu, not to student, by:

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__________________________  ____________
Office Verification: Date: Initials:
ACADEMIC PAPER
TO BE WRITTEN BY STUDENT

Students are required to submit (via email to careercenter@yu.edu) a 2,800-word final academic paper relating to their experience.

Required Parameters (review your paper and check off the following):
- Overall: Essay must be typed on standard-sized paper (8.5” x 11”) with at least .5” margins on all sides.
- Font: Times New Roman (or similarly clear) font, Size 11 or 12
- Number of Words: 2,800 words (minimum)
- Spacing: Double-spaced
- First page: Should include the title of your paper, your full name, and the company/institution name.
- Headers and footers: Pages must be numbered on bottom right corner and include your full name on each page
- Style: This is an academic paper and should be written as such – with proper grammar, sentences, paragraphs, spelling, etc.
- Due: Final paperwork deadline date
- Outline: Papers must include each of the five headers below. Questions under each header serve as a guide for suggested topics to discuss in each area. You do not have to answer each question. [NOTE: Students interning with the same company for a second time should consult with the Internship Coordinator or Faculty Liaison for a modified outline.]

I. Executive Summary
   - Briefly describe your overall internship experience

II. Background of the Company and Industry/Structure of the Company
   - Describe the company - information can include: name, location, history, size (number of employees, sales volume), type of business, main product lines, brief overview of the organization's mission/work, organizational culture, values, etc.
   - Describe the “key players” with whom you worked and who served as your mentors

III. Nature of the Work/ Significant Learning Experience (this should entail the bulk of your work)
   - Describe the work you did during the internship, specifically describe your project/program, training, key responsibilities, how your project contributed or related to the organization's mission/work/values
   - What skills did you learn or improve upon during this experience? What problems did you encounter? How were you challenged? How did you solve your problems? How did you find solutions?

IV. Academic Application
   - How did your business studies assist you in your internship assignment? Was your business knowledge enhanced by your internship? Will your experience deepen your understanding of your classwork?
   - Describe any academic principles or concepts that you used or saw being used. Which were effective, which were not?

V. Reflection/Recommendations
   - How would you rate your experience in your internship assignment? (Excellent, good, poor?) Why?
   - What did you discover about yourself or the organization? Describe your style as an intern. Did the internship meet your goals and expectations? Why or why not? Did this internship provide you with any insight into what you want to do after graduation? How is your fit with this type of career?
   - What were the strengths of the program? What were the weaknesses? What suggestions do you have to improve the program, if any? Would you or would you not recommend this program to other YU students? Why?
   - What feedback did you receive? How did you deal with criticism? What did you learn from your mistakes?

A note about plagiarism: "Plagiarism" means presenting someone else's work as your own. Plagiarism includes using the words of a source (including other students, reference books, articles and even cutting-and-pasting from the Internet) without citing sources, either intentionally or inadvertently. Penalties for plagiarism range from receiving a failing grade for the course to suspension or expulsion from school. All instances of plagiarism are reported to the Dean and become a part of your permanent file.

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WILF CAMPUS: 500 WEST 185th ST., FH 413 • NEW YORK, NY 10033 • 646-592-4090    BEREN CAMPUS: 215 LEXINGTON AVENUE, 5th FL • NEW YORK, NY 10016 • 646-592-4135
EMAIL: careercenter@yu.edu
DAILY JOURNAL

1. The Daily Journal is an important part of the internship coursework as it provides you with the opportunity to reflect on and process your work experiences and allows you to track your hours and work assignments.

2. The Daily Journal should be kept for **EACH day that you work**, regardless of the number of hours worked. Signed forms will be submitted at the end of the internship and are required to obtain internship credit.
   - Each entry should provide a detailed description of **each day’s** activities. Consider adding your personal comments regarding those activities.
   - Details from your Daily Journal and final academic paper may be useful in future job interviews.

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Additional copies of this page can be made as needed.

Time Period: ___________________________ Total Hours Worked: _______________________

Internship Supervisor’s Signature ___________________________ Date ___________________________
STUDENT EVALUATION

TO BE FILLED OUT BY STUDENT AT END OF INTERNSHIP

Please TYPE and fill out this PDF form using the Adobe Reader “Fill & Sign Tools > Add Text Tool”

We would like to understand what practical experience, knowledge, and/or skills you gained from your internship experience. This information will NOT be shared with the employer. Please answer the following:

Name: ___________________________________________ Student ID#: __________________________

Company or Organization where you interned: ______________________________________________________

Department: ________________________________

1. Overall how would you rate the learning experience of this internship?

[ ] Excellent [ ] Good [ ] Fair [ ] Needs Improvement

Comments: ______________________________________________________

2. Would you recommend this internship to other students?

[ ] Yes [ ] No [ ] Not sure

Please explain: ______________________________________________________

3. Please provide suggestions you may have for future interns who may work here:

________________________________________________________________________

4. What did you learn/gain from your internship? (check all that apply)

[ ] Practical experience [ ] Professionalism (business etiquette, dress, etc.)
[ ] Skills enhancement [ ] Professional contact/networking
[ ] Guidance in selection of career direction [ ] Fulfillment of personal goals
[ ] Increased self-awareness [ ] Increased self-confidence
[ ] Other: ________________________________

5. Was the internship paid? [ ] Yes [ ] No

a. If yes, what type of compensation did you receive? [ ] Hourly wage [ ] Stipend [ ] Other: ______________________

b. What was your compensation range?

Hourly wage: Stipend:
[ ] $5 – $10/hour [ ] $100 - $499
[ ] $11 – $15.00/hour [ ] $500 - $999
[ ] $16 - $20/hour [ ] $1,000 - $1,999
[ ] >$20.00/hour [ ] >$2,000

6. Were you offered a position with the organization following the internship? [ ] Yes [ ] No

If yes, did you accept the offer? [ ] Yes [ ] No

Please explain: ______________________________________________________

______________________________________________________________
Now that you have completed your internship, it is important to include this recent experience on your resume.

**Please upload a copy of your resume to YU CareerLink** ([https://yu-csm.symplicity.com/students/](https://yu-csm.symplicity.com/students/)), updated to reflect the new skills you have learned from the business internship.

**Suggestions:**

- Review your daily log to help you determine your key accomplishments to add to your resume
- Be descriptive – highlighting the skills you gained and your key accomplishments; be sure to consider any transferable skills
- Quantify your accomplishments where possible while still fresh in your mind (e.g., budgets, monies raised, number of people involved)

If you need assistance, please make an appointment with a Career Counselor in the YU Career Center.

**FINAL THOUGHTS**

In addition to updating your resume, there are a number of ways to maintain a positive relationship with your internship connections. The Yeshiva University Career Center suggests that you:

- Send your supervisor a thank-you note
- Send thank-you notes to anyone who helped you or mentored you at the job
- Connect with your new contacts on LinkedIn or other social media
- Keep in touch with your contacts by updating them with relevant news about your major accomplishments