

## How to Make the Most of Your Internship

### 1. Take Advantage of the Professional Development Series

- a. Attend professional development and pharmacy committee meetings, participate in shadows, consult your mentor and practice leadership.
- b. The Professional Development series of the internship is meant to serve your growth and learning as a pharmacy professional.

### 2. Develop Relationships with your Supervisor and Team

- a. Having a friendly, professional relationship with those you are with everyday can make for a better experience and they'll be more likely to help you out when you need it.

### 3. Seek Opportunities to Work on Additional Projects

- a. This will expose you to different areas of pharmacy and new people to develop working relationships with; increasing your network and connections.

### 4. Establish Goals and Act on Them

- a. Evaluate what you want to gain from this experience and how you can achieve what you want.
- b. Set achievable goals and work towards them. When you meet one, push yourself further and establish a new goal. Constantly keep challenging yourself.

### 5. Keep Track of “Shining Moments” and Projects

- a. Document the times you made a suggestion that improved workflow or the project you completed that saved the department money. A log of your accomplishments, big or small, will give you talking points in future interviews as well as help you gauge how you are progressing on your goals.
- b. Additionally, try to pinpoint what skills you used in these “shining moments” and what you could work on for the future.

### 6. Schedule Regular Meetings with your Supervisor, Be Prepared, and Be on Time

- a. Regular meetings with your supervisor will help align goals and expectations throughout the internship.
- b. Always have an agenda regardless of who you are meeting with. Your colleagues and supervisors will appreciate the time you spent planning the meeting and it will help you stay on track and ensure you cover everything you wanted to discuss. It will also display your proactiveness and desire for productivity.
- c. Always be on time for your internship obligations and other associated activities.

### 7. Have Integrity and Be Nice!

- a. Uphold the standards set forth by the pharmacy code of ethics. You represent the U-M COP and should always put forth your best effort and practice with integrity.
- b. Professional, kind interactions go a long way, so always be conscious of how you are perceived and treat others respectfully.