



R.E.A.L. TERM CO-OP EXPERIENCE

TOP TEN TIPS

Realistic Education and
Authentic Learning
Thursday, April 12, 2018

#1 Arrive on time (if not early)

1

- There will be traffic, leave early!

2

- Before your first day do a practice run.

3

- If you are sick and can't make it, be sure to email your supervisor before you are supposed to be there and let GWCS know as well.

#2 Wear Appropriate Clothing

Look at your confirmation sheet – what does it say to wear?

1

- Professional office: Boys: Slacks (or khakis) and a button down shirt. Possibly Tie. No jeans.

2

- Professional office: Girls: Dresses, skirts/blouse, nice pants and nice top. No revealing clothes, and no jeans.

3

- Other: Possibly closed toed shoes (outside work), dress for weather or to get dirty. Appropriate wording on shirts

#3 Behave in a professional manner

1

- Shake hands when you meet someone.

2

- Establish eye contact when listening and talking.

3

- Avoid using slang words.

#4 Have a positive attitude

1

- Accept all assignments, even the ones you don't want to do.

2

- Greet people with a smile and repeat their name.

3

- Be gracious. Thank them at the end of each day.

#5 Ask Questions and #6 Contribute your ideas to the team

1

- Don't be afraid to speak up and add to the conversations.

2

- Tell stories when appropriate, they want to learn more about you as a person.

3

- Ask questions. That's what you are there for and they'll expect it.

#7 Be Self-Motivated

1

- Once you finish a task ask to do more.

2

- If you see someone needing assistance, offer your help.

3

- If there are additional opportunities outside your internship schedule, ask to join in on the event.

#8 Actively Listen

1

- Pay full attention when talking with co-workers. Don't check your phones or wear your ear buds while engaging with others.

2

- Physically listen, establish eye contact, nod your head or smile at a funny part in the story.

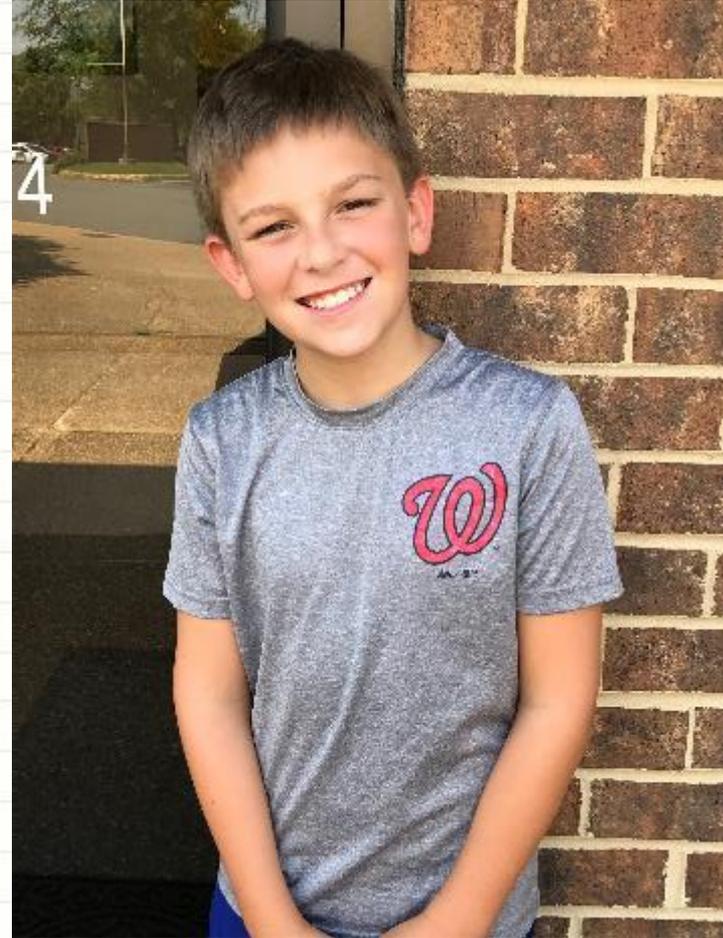
3

- When someone is sharing information with you, ask questions and repeat the essence of what they said, It shows you are really listening to them.

#9 Use Positive Body Language

Smile!

Most people mimic what the person across from them does. So if you smile, they will smile. If you frown all the time, they will get a negative feeling too.

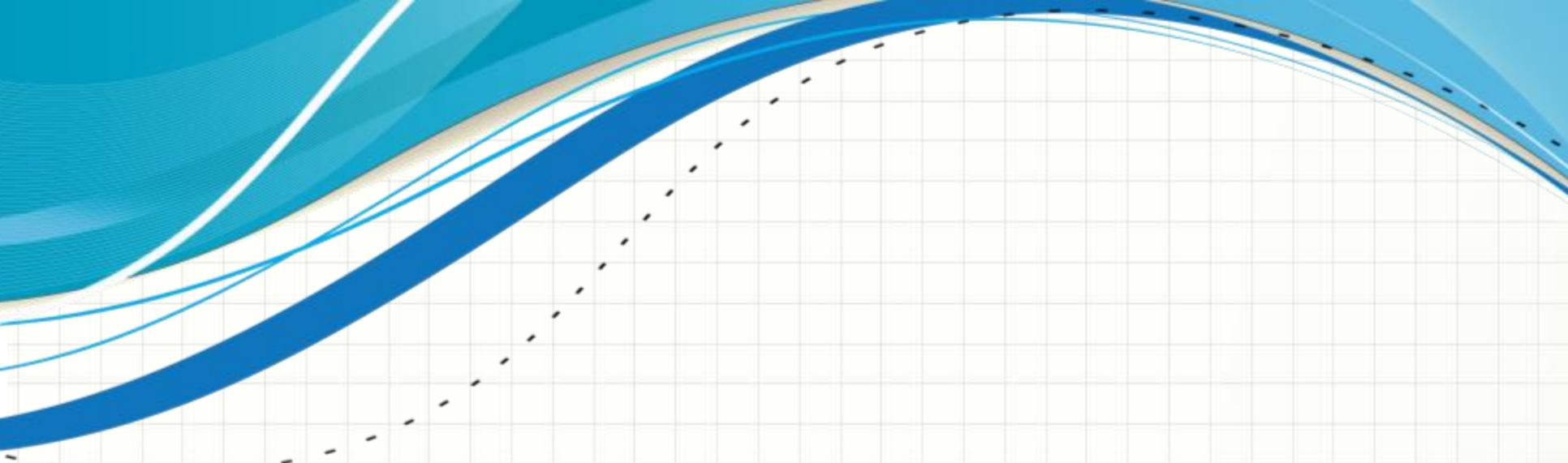


#10 Enjoy Yourself!

This is a wonderful opportunity and a fabulous learning experience.

Just have fun with it.





QUESTIONS?

Email Your Host

Thank you, **Host Supervisor's Name**, for providing me with this wonderful opportunity at **HOST BUSINESS NAME**.

I am excited to get started on Friday, April 20th and to begin learning more about your industry. I appreciate your willingness to share your enthusiasm about your career and look forward to working with you.

See you soon,
STUDENT NAME