

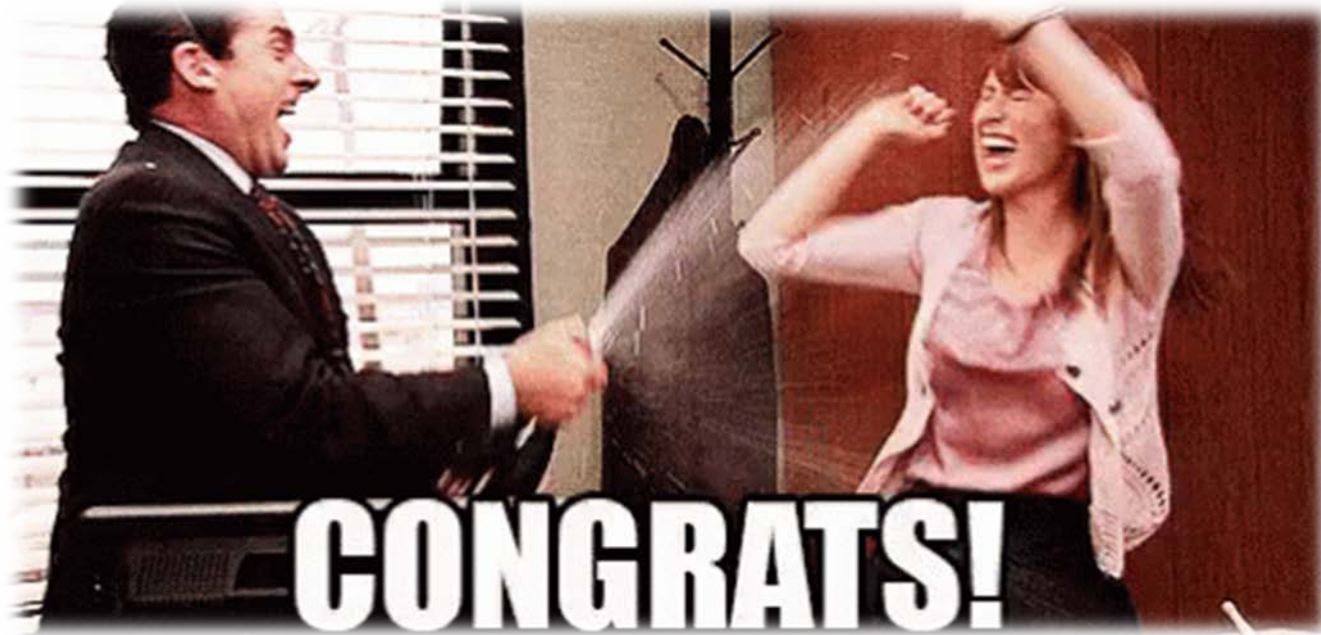


GEORGETOWN LAW

Making the Most of Your Externship

**Office of Graduate Careers
Spring 2020**

Congratulations!



Overview

- A. Tips for making the most of your externship
- B. The importance of getting feedback
- C. Observe
- D. Questions



Making the most of your externship

1. Punctuality

- Show up on time or early
- Meet deadlines

2. Complete tasks with excellence

- All tasks, no matter how big or small
- Make sure you know exactly what the task is

3. Take on more without being asked

- You should always be working on something



Making the most of your externship, contd.

4. Be resourceful

- Look for the answer before you ask your supervisor
- Come up with solutions

5. Ask good questions

- The questions you ask reflect your level of preparation and thoughtfulness

6. Build professional relationships

- Get to know as many people as you can



Making the most of your externship, contd.

Impressing your supervisor

1. Manage yourself

- Be proactive
- Do perfect work

2. Understand your supervisor

- Understand their work habits
- Learn their communication styles - respect his/her time
- Nurture the relationship



Importance of getting feedback

- What kind of feedback should you ask for?
 - Work product
 - Are you meeting the supervisor's expectations
 - Future opportunities
 - Reference



Common Feedback Complaints

- I didn't receive feedback on any of my work during the externship.
- I didn't receive much feedback, and what I did receive was unhelpful.
- My supervisor teleworked *a lot* so I hardly ever saw her.
- I received feedback, but it was very generic, like "good job," or worse, "write better!"

Common Barriers to Effective Feedback

Students may...

- give the impression that feedback from their supervisor is not welcome;
- be afraid to "look stupid"; or,
- not want to be seen as wasting the supervisor's time.

Supervisors may...

- be afraid of hurting the extern's feelings;
- want to avoid a tough conversation or create a tense situation;
- feel they are too busy to give feedback; or,
- not believe feedback is valuable or is not part of office culture.

Other Tips for Soliciting Feedback

1. Ask questions
2. Look for ways to get timely feedback and keep reminding your supervisor that you want feedback
3. Try not to read more than necessary into your supervisor's style
4. Ask for examples to make sure you understand your supervisor's comments
5. Learn from the final work product
6. Share your learning goals and ask for your supervisors help from the beginning.

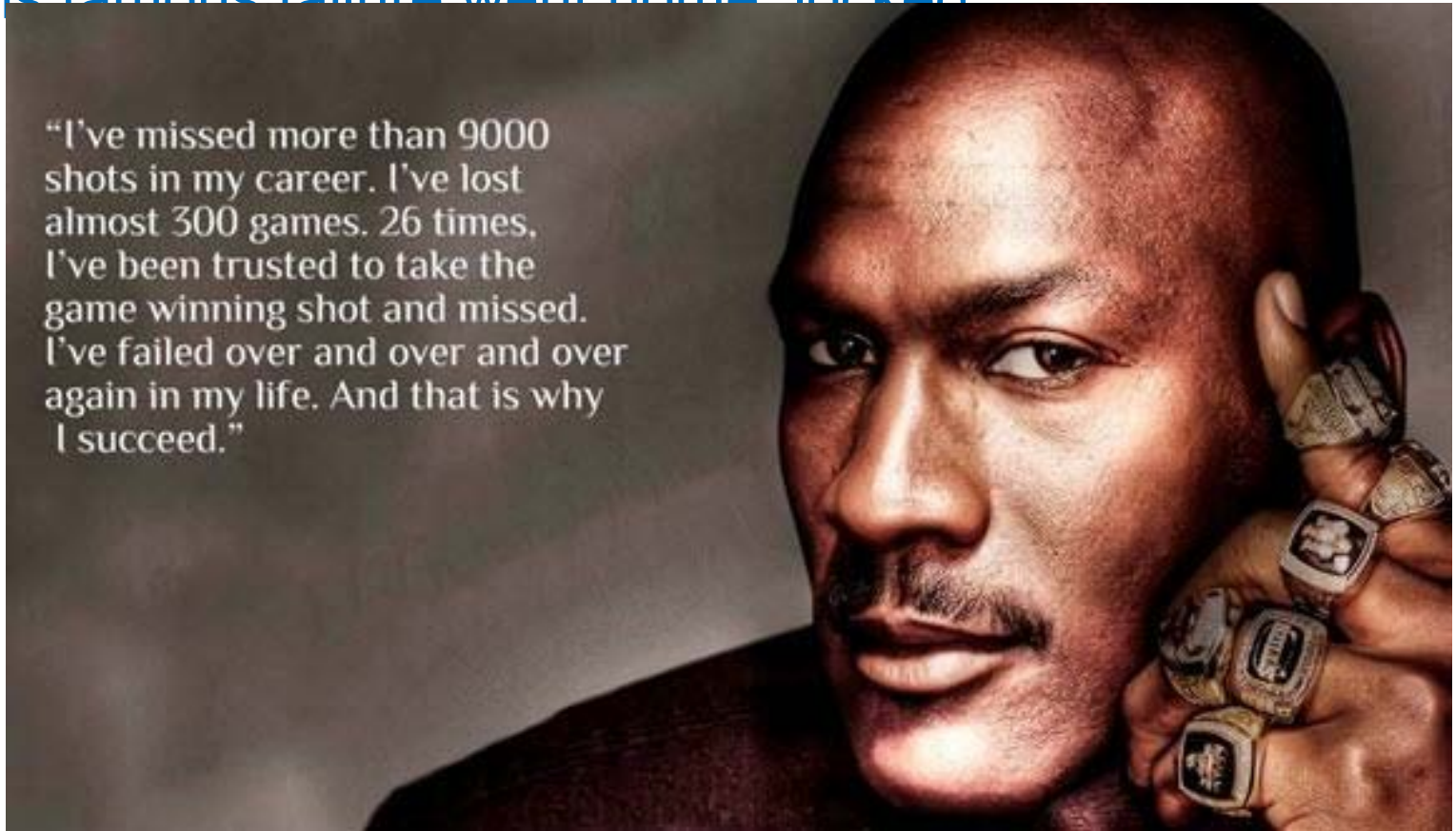
What if you receive negative feedback?

- Reevaluate Your Planning
- Reevaluate Your Preparation
- Reevaluate Your Execution
- Focus on Variables in Your Control

GUESS WHO?

After being cut from his high school basketball team, this famous failure went home, locked himself in

“I’ve missed more than 9000 shots in my career. I’ve lost almost 300 games. 26 times, I’ve been trusted to take the game winning shot and missed. I’ve failed over and over and over again in my life. And that is why I succeed.”



GUESS WHO?

Before she wrote this book series, she was nearly penniless, divorced, depressed, and trying to make it on her own while attending school. The first nine publishers rejected her manuscript before a small business



GUESS WHO?

Was once fired from
"imagination" and h



Observe

- What kind of a work environment are you looking for?
- Can you see yourself working here?
 - Is the office a social environment or do people keep to themselves?
 - Do employees seem happy to be working there?
 - Were people's new ideas welcomed?
 - How did managers interact with their team?



Questions

