INTERN – THINGS TO REMEMBER

1. **ACTIVELY SEEK INFORMATION**
   When presented with a problem or project, don't expect the answers to come to you. Make every effort to cover all bases by speaking to everyone you can think of who can help you.

2. **ASK QUESTIONS**
   Don't be afraid to make inquiries of those who may have the answer you need. Work independently as much as possible, but ask for help when you need it.

3. **WRITE CLEARLY AND CONCISELY**
   When preparing reports, say what is necessary as understandably as possible in a format that is easy to follow. Verbiage alone is not impressive; it has to say something. Try to anticipate the questions your supervisor might ask. This will save you a lot of extra work in the long run.

4. **CONSIDER PROJECTS IMPORTANT**
   Don't feel that any assignment is petty or beneath you. Although it may seem minor to you, it is important enough for someone else to have brought it up. If you weren't doing it, your supervisor probably would be. So how insignificant can it be?

5. **BE PROFESSIONAL**
   Don't project a cynical or know-it-all attitude. This will only create animosity and will get you nowhere. Remember that the career public officials you are working with have much more experience and recognize the problems to be overcome better than you do. Listen to their point of view and learn from it.

6. **BE ATTENTIVE**
   When meeting with other people (especially the public), let them know you are interested in their problems and want to help them. Show people that government can be, and is, responsive.