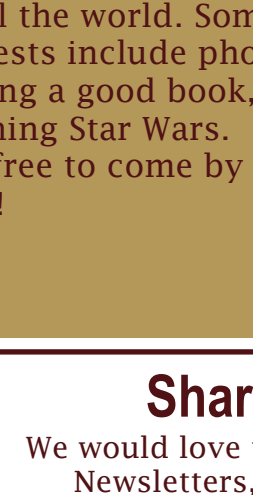


Important Upcoming Dates

- ◇ **Deadline to submit Final Presentation request form: July 25**
- ◇ **MPR 2 or Final Presentation* PowerPoint: August 3**
- ◇ **Supervisor and internship evaluations: August 3**

***A Final Presentation may be done in lieu of your final MPR. Even if you did not choose this option, all are welcome to attend the presentations! Details for the final presentations will be posted on TRACS.**

Meet Your Internship Assistant!



Amber is a senior working on her bachelor's degree in International Relations! Originally from Fort Worth, Texas, she hopes to one day travel the world. Some of her interests include photography, reading a good book, and anything Star Wars. Feel free to come by and say hello!

Amber's stress management tips:

For those of you juggling summer classes on top of a full workload due to your internship, I'm sure there are times when you feel overwhelmed!

Below are a few stress management tips that I find helpful:

- ◆ Make a list of all of the things that need to get done, and knock them out one at a time.
- ◆ Reward yourself; finish an assignment or two, and watch some Netflix before continuing.
- ◆ Go to the gym, or for a walk (and catch some Pokémon). The endorphins from a little physical activity will do wonders.
- ◆ Be sure to get enough sleep.
- ◆ Make time for the hobbies that make you happy.

Share Your Ideas With Us!

We would love to feature some of our students in future Newsletters, via quotes or articles written by you!

We encourage you to email us with information regarding the internship program and your experiences!

Below are some ideas:

- ◇ Do you have any great ideas for future articles?
- ◇ What has been your favorite memory from your internship so far?
- ◇ How has your internship been beneficial to you?
- ◇ Do you have any tips for future interns regarding how you acclimated to your internship experience?
- ◇ Are there any memorable stories that occurred in the workplace that you wish to share?

Most common MPR 2 mistakes:

When it comes to writing an MPR 2, the most common mistakes that we have noticed in the past are in the following sections:

Competitive Analysis/SWOT, Human Resources Management, and Ethics/Social Responsibility/Globalization.

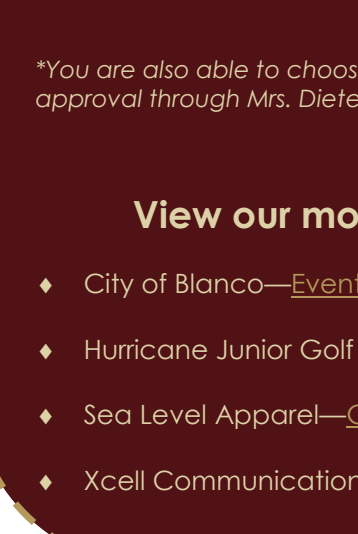
As you are writing these sections within your report, make sure to read the instructions carefully!

For Competitive Analysis/SWOT, be sure to describe the things required not only for your company, but for your company's competitors as well. In the Ethics/Social Responsibility/Globalization section, don't blend everything together. Remember to cover all three topics, and to make a suggestion for your company if they are not doing something to satisfy a topic. For example, Social Responsibility. If your company is not making an effort in this category, then suggest that they start recycling within the office or make donations to a charity.

As always:

- Don't forget to include all headings, sections titles, and page numbers!
- Make sure to read and re-read your MPR to catch any last minute grammar or spelling mistakes.
- Be thorough when describing information, it's better to give too much information than not enough!

Internship Postings



Our internship postings are up-to-date and display pre-approved internships that can be completed for course credit. View them [here](#) or you can also find them on the department website under 'Internship Postings'.

**You are also able to choose your own company and request internship approval through Mrs. Dietert.*

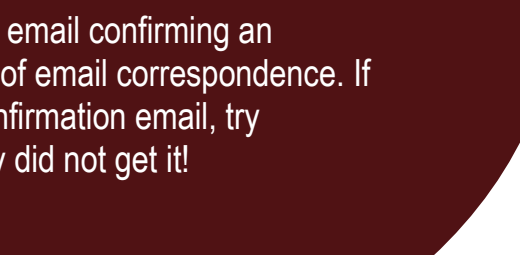
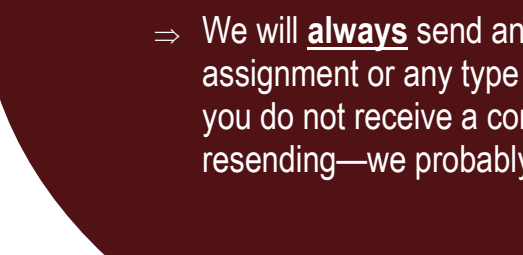
View our most recent opportunities below:

- ◆ City of Blanco—[Event Planner, Marketing](#)
- ◆ Hurricane Junior Golf Tour—[Various](#)
- ◆ Sea Level Apparel—[Graphic design](#)
- ◆ Xcell Communications—[Marketing](#)

Resume Tips

Never underestimate the importance of a well written resume! This will be your first chance to capture your possible future employer's attention. A resume is not a work history, it's a chance to demonstrate that you have the skills necessary to do the job!

- ◇ **Keep it simple**—be creative but make sure that your resume isn't "too busy".
- ◇ **Your resume shouldn't be any longer than one page, single-sided.**
- ◇ **Include a heading at the top of your resume that includes your name, mailing address, phone number, and email address.**
- ◇ **Make sure that you have a professional voicemail, and email address** (For example, don't use anything along the lines of "2cute4u@gmail.com").
- ◇ **PROOFREAD! Spelling or grammar errors almost always get your resume thrown into the trash!**
- ◇ **Need help? Check out the information [here](#).**



Career Closet

You only have one chance to make a strong first impression! Eye-contact, a strong handshake and your attire are **3 keys to success**.

Not sure what to wear? Visit the Career Services Career Closet for professional attire to wear to your next interview. Contact CareerCloset@txstate.edu for more details.

Location: Career Services, LBJ Student Center, 5th floor

Hours of operation: Monday through Friday from 8:30 am to 4:30 pm

Plan, prepare, and dress to impress!

Important Information

- ⇒ Please send in all assignments including MPRs to mgt_mktinterns@txstate.edu, NOT Mrs. Dietert's email!
- ⇒ We will **always** send an email confirming an assignment or any type of email correspondence. If you do not receive a confirmation email, try resending—we probably did not get it!

University Resources

- * [Career Services Liaisons](#)
- * [Job Search Help](#)
- * [Occupational Outlook Handbook](#)
- * [Practice/Mock Interview with Career Services](#)
- * [Jobs4Cats—Student & Alumni](#)

Office Hours

Mrs. Dietert

Monday & Wednesday
11:00 a.m.—2:00 p.m.

Amber

Internship Assistant
Tuesday, Thursday, & Friday
1:00 p.m.—4:00 p.m.



Editor: Amber

If you have anything you would like to include in the newsletter, please email the program at mgt_mktinterns@txstate.edu