TEXAS STATE UNIVERSITY

The rising STAR of Texas

Management and Marketing Internship Program

McCoy College of Business Administration
Department of Management
McCoy Hall 524
512-245-2571
mgt_mktinterns@txstate.edu

JUNE 2016

Important Upcoming Dates

1. MPR 1 due: June 27

2. Midterm Checkpoint*: July 5-13

***There will be two midterm "meeting" group sessions available for you to attend if you wish to choose that option to satisfy the midterm checkpoint requirement. You may attend either session. This is a new option this semester that we think you will enjoy! Everyone is encouraged to share some of your experiences, insights, and learning opportunities; I can't wait to hear how your internships are going! Please select *one* of the following:**

Monday, July 11 – 6:00 PM – McCoy 105
Tuesday, July 12 – 6:00 PM – McCoy 105

Please note that we have slightly modified the midterm checkpoint options. If you prefer to satisfy the midterm checkpoint requirement in a way other than attending a group session, please note the remaining options:

- One-on-one visit in my office (you and me); contact Amber to schedule between July 5-13.
- One-on-one conference call (you and me); contact Amber to schedule between July 5-13.
- 3-way conference call (you schedule – you, me, your supervisor); contact Amber to schedule between July 5-13.
- Send your supervisor and me a brief email (4 paragraphs) with the subject line "Midterm Checkpoint" no later than July 13. Let us know:

  -What your favorite aspect of the internship has been thus far
  -What strengths you feel you have exhibited in your internship
  -What challenges/weaknesses you feel you have
  -How you're working to overcome those challenges/weaknesses

Greetings!

Hello, and welcome to your summer internship course! We look forward to sharing our monthly news with you and we encourage you to share with us any comments or concerns that you may have.

Our hope is that this internship program blossoms into an even bigger and better one. With your suggestions and comments we feel that we can accomplish this goal.

These newsletters will contain such things as important information or upcoming due dates, and other tidbits that we feel could be useful to you!

This internship program has been around for almost 30 years! We have had hundreds of students intern with places in Houston, Austin, Dallas, and even New York City and Spain!

We look forward to creating history with you all!

Meet Your Instructor!

Mrs. Judy Dietert
Assistant Chair
Department of Management

Judy Dietert received both her B.S. in Education (Business and English) and M.B.A. from Texas State University back when it was Southwest Texas State University. She has been a member of the Texas State faculty since Fall 1984 and serves as Assistant Chair in the Department of Management in the McCoy College of Business Administration. Her primary teaching and research interests are in the areas of entrepreneurship, small business management, and internships.
Mrs. Dietert started the internship program for management and marketing majors at Texas State in 1986. She loves directing the internship program and working with her interns! Stop by for a visit with her when you get a chance!

How to get the most out of your internship!

Your internship experience is one of the most important pieces of the foundation you are laying for a successful career. Use these tips to help you make the most of this valuable experience:

- First impressions are very important, as is maintaining good ones. It is important for you to dress, speak, write, and generally behave like a professional. Shake hands, make eye contact, smile, and be friendly and confident.
- Show up to work on time.
- Focus on your communication skills, both written and verbal. Proofread your written work carefully. When communicating with your coworkers choose respectful, tactful, and professional language at all times.
- Establish good relationships with your coworkers.
- Take advantage of the transition time at the beginning of your internship and ask lots of questions.
- Meet regularly with your supervisor to ensure that both of your expectations are being met.
- Ask for things to do. Don't wait to be told what to do. Solving problems and taking initiative are the best ways to stand out from the crowd.

Most common MPR blunders:

- ◊ **Headings and page numbers; make sure that these are included!**
- ◊ **Numbers 1-10 are written out in a sentence. For example: we have three internship students. Any number above this is in number format. However, there are exceptions to this rule, be sure to research it!**
- ◊ **Proofread, proofread, proofread! This is IMPORTANT! Most small errors can be prevented by simply rereading your essay multiple times.**
- ◊ **Be sure to include all information required as per the MPR templates.**
- ◊ **Do not be afraid to expand in certain areas. It is better to be thorough than to not say enough about a topic.**
- ◊ **Do not forget to follow the MPR guidelines as well as the written MPR example format that we have provided!**

Internship Postings

HELP
WANTED

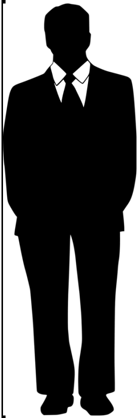
Our internship postings are up-to-date and display pre-approved internships that can be completed for course credit. View them here or you can also find them on the department website under 'Internship Postings'.

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

View our most recent opportunities below:

- Beanitos—Field Marketing: Grassroots and Large events, Social Data Analysis, Social Influence Finder
- Coppera—Marketing
- Hurricane Junior Golf Tour
- Kidventure
- The Wrase Home Group

Dress for Success



DO'S	DON'TS
Neutral makeup	Messy hair
Cleanly shaven	Sandals, open-toed shoes
Neutral colored clothing	Visible tattoos
Business casual attire	Avoid distracting accessories

**Every business is different, so be sure to research the company before your interview to ensure what is required of you!*

RIDE
Dream
Future
LIVE LAUGH LOVE
SEE THE GOOD IN PEOPLE

KIND
DREAM BIG
LAUGH
BE HAPPY
LOVE
JUST BREATHE
Dream
Future

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—Friday 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
12:00 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