Greetings!

You all!

Hundreds of students intern with places in for almost 30 years! We have had This internship program has been around dates, and other tidbits that we feel could as important information or upcoming due These newsletters will contain such things as 1. With your suggestions and comments blossoms into an even bigger and better internship course! We look forward to sharing our monthly news with you and we

Upcoming Dates

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**Important Upcoming Dates**

- **July 5**
  - MPR 1 due: June 26
  - Midterm Checkpoint: July 5

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**Meet Your Instructor!**

**Mrs. Judy Dietert**

Department of Management in the McCoy College of Business Administration and serves as Assistant Chair in the Department of Management in the McCoy College of Business Administration. She has been a member of the faculty since 1984. She received her B.A. in Communications from Texas State University, her M.B.A. from Texas State University back in 1984, and an M.A. in English Literature from the University of Texas at Austin. Her primary teaching and research interests are in the areas of entrepreneurship, small business management, and marketing. Mrs. Dietert started the internship program for management and marketing majors in 1988. She loves directing the internship program and working with her interns! You can also find them on the department website under 'Internship Postings'.

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**Most common MPR blunders:**

- Not having a specific goal for your internship.
- Not doing enough research on your company.
- Asking for things to do. Don’t wait to be told what to do. Solving problems and asking lots of questions.
- Not being proactive.
- Not being well-prepared.
- Not taking advantage of the transition time at the beginning of your internship and
- Not establishing good relationships with your coworkers.
- Not focusing on your communication skills, both written and verbal. Proofreading can help you write better essays and communicate more effectively.
- Not showing up to work on time.
- Not being professional. Shake hands, make eye contact, smile, and be friendly and confident.

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**How to get full-credit all of your coursework:**

- **Be sure to include all information required as per the MPR templates.**
- **Headings and page numbers; make sure that these are included!**
- **Proofread, proofread, proofread!**
- **If you are on an adjusted due date schedule, then disregard these upcoming due dates!**
- **AMBER D. DITZEL OFFICE HOURS:**
  - Monday & Wednesday: 11:00 a.m. – 2:00 p.m.
  - Monday: 4:30 pm – 6:30 pm

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**Important Information**

- **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 and hear about other students' experiences!

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**Most common DOS:**

- **Attend a group internship meeting during the midterm time period (Date/Time: TBD); share some of your experiences and thoughts about your internship and working with Mrs. Dietert.**
- **Let us know:**
  - Your progress so far in your internship.
  - Your strengths and weaknesses.
  - How you’re working to overcome those challenges/weaknesses.
  - What challenges/weaknesses you feel you have avoided.
  - What strengths you feel you have exhibited in your internship.

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**Services**

- **Job Search Help**
  - hour of operation: Monday-Friday, 8:00 a.m. – 5:00 p.m.
  - Location: Career Closet for professional attire to wear to your
  - Contact: a strong handshake and make eye contact.

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**Career Closet**

- **Neutral colored clothing**
  - Neutral makeup
  - Cleanly shaven
  - Avoid distracting accessories
  - Visible tattoos

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**How you're working to overcome those challenges/weaknesses**

- **You only have one chance to make a strong first impression.**
  - Be prepared for your interview.
  - Research the company and the interviewer.
  - Dress professionally.
  - Greet the interviewer with a firm handshake and a confident smile.
  - Make eye contact and maintain good posture.
  - Answer questions clearly and concisely.

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**Most common DON'TS:**

- **Don’t be late to your internship.**
  - Arrive on time or early.
  - Be prepared for your internship.
  - Dress professionally.
  - Research the company and the interviewer.
  - Make eye contact and maintain good posture.
  - Answer questions clearly and concisely.

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