Making the Most of Your MFin Summer Internship
integrating the left and right brain since 1861
you are the C.E.O. of your own life
Answer Common MFin Questions

1. Day 1 – where/when to arrive, who to check-in with, your manager, etc.
2. How do I prepare for my internship? What should I do now?
3. How do I stand out and get a return offer?
4. How do I interact with colleagues? What is professional behavior?
5. How do I network? Do I have to if I’m doing well on my projects?
6. What tips do you have for an in person / remote / hybrid internship?
7. What if I need help during my internship?
8. What if I get a return offer? What if I don’t?
9. What about full-time recruiting?
How do I prepare for my internship? What should I do now?

<table>
<thead>
<tr>
<th>Think about Skills &amp; Projects</th>
<th>Identify Contacts</th>
<th>Technology &amp; Logistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Skills you have and those you hope to learn</td>
<td>• Search for company contacts in advance</td>
<td>• Set up your professional space</td>
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<tr>
<td>• Knowledge you want to acquire</td>
<td>• Reconnect with your interviewers</td>
<td>• Download any technology you need (e.g. Zoom, Slack, virtual backgrounds)</td>
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<tr>
<td>• Ways you can contribute</td>
<td>o Thank them and make sure they know you’ll be interning this summer</td>
<td>• Test your technology; does it work and do you know how to use it?</td>
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<tr>
<td>• Experiences you’d like to gain and projects you’d like to work on</td>
<td>o Ask for advice</td>
<td>• Complete any requirements (e.g. forms, tests)</td>
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<td>• Understand your <strong>Strengths!</strong></td>
<td>o Stay in touch throughout the summer</td>
<td>• Travel/Commute logistics</td>
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<tr>
<td></td>
<td>• Reach out to your manager</td>
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Wall Street Prep has an [Internship Prep List](#) for you to reference, posted on YourCDO. They recommend different courses based on industry: IB, PE, Real Estate, Consulting, Investment Management, Restructuring.
How do I stand out and get a return offer?

▸ Treat your internship like it’s a multi-week interview… because it is!
▸ Do your assigned work and do it well
▸ Learn, be engaged, share ideas, show your curiosity – connect with colleagues
▸ Be proactive and take initiative to offer help – suggest how you can!
▸ Communicate – ask questions, share updates, and ask for feedback
▸ Frequent check ins with your manager(s) – determine a frequency that works
▸ Express your interest in working there full time

IQ + EQ = Success

Communication Skills · Team Player · Curiosity · Passion · Can-do Attitude · Collaboration
How do I interact with colleagues? What is professional behavior?

- Communicate regularly with your manager and colleagues
- Adjust to your manager’s preferred work style and company’s culture
- Clarify expectations and deadlines upfront – ask what success looks like for your projects
- Don’t be afraid to ask questions, especially while you are onboarding
- Arrive early for meetings
- Be professional in all your written communications
- Don’t overdo it, take guidance from your manager re: hours
- Be kind, respectful, and friendly to everyone
- It’s ok to be yourself – employers want to get to know you!
How do I network? Do I have to if I’m doing well on my projects?

- Yes! Building relationships during your internship is essential
- Connect with everyone on your team and reach out to new people to introduce yourself and network!
- Leverage your intern community – learn together and connect with their analysts
- Your interviewers were your advocates – they want you to succeed
- Engage MIT Alumni – LinkedIn, Alumni Advisors Hub, Infinite Connection
- Company directories, meeting attendees, and email recipients are creative ways to find additional contacts
- Keep a spreadsheet of everyone you meet, their emails and any notable discussions
- Be prepared, ask questions, learn what they do, ask for referrals and follow up!
- Same success rules and networking advice apply whether in person or remote
What tips do you have for an in person / remote / hybrid internship?

<table>
<thead>
<tr>
<th>Always</th>
<th>In Person</th>
<th>Remote</th>
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<tbody>
<tr>
<td>• Arrive early each day (15-30 min) and for meetings (5 min)</td>
<td>• Prepare your “desk” space</td>
<td>• Dress and act as if you were in office</td>
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<tr>
<td>• Be prepared for meetings</td>
<td>• Keep desk tidy and don’t leave food/papers behind</td>
<td>• Be aware if your video.microphone is on/off</td>
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<tr>
<td>• Always make eye contact when speaking</td>
<td>• Carry your laptop to meetings</td>
<td>• Prepare your “home office” space</td>
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<td>• Dress appropriately and match company attire</td>
<td>• Have a notebook and pen</td>
<td>• Work in a professional setting or use a professional virtual background</td>
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<td>• Maintain professional hygiene</td>
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<td>• Test your internet connection</td>
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<td>• Understand the company’s polices and be aware of compliance rules</td>
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<tr>
<td>• Do not record conversations</td>
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<td>• Don’t copy files to personal email/computer</td>
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<td>• Your emails and messaging apps may be monitored – be professional in communications</td>
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<table>
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<th>Hybrid</th>
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<td>• Follow your team’s practices to keep your manager and colleagues informed of your schedule</td>
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<tr>
<td>• Take home your personal items at the end of the day</td>
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<tr>
<td>• Reserve your desk space, if applicable</td>
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<tr>
<td>• Be aware that distractions (e.g. kids, pets) may occur during meetings</td>
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What if I need help during my internship?

- Reach out to the CDO
  - Challenging situations – made a mistake, performance concerns, people challenges
  - Return offer conversation (navigating it, or setting it up)
- Sign up for individual career advising directly in Career Central
- Your CDO has many resources to support you
  - Networking Advice
  - Research Resources
  - Alumni Directories
- Check your MIT email
How do I know if I'm getting a return offer?

- In most cases, interns will have a good idea if they will receive a return offer by the end of the internship.
- Usually receive an indication from your manager, or they will have discussed it with you.
- Not common to have no idea where you stand, but can happen if a company is going through a reorg of some sort (downsizing, restructuring, layoffs, etc.).
- If you haven't heard anything about a return offer and it's getting towards the end of the summer, you can ask to meet with your manager to get an idea if you're on the right track, or if there's anything you can be working on to get a FT spot.
- Banking specific: offers typically given out on the last day of the internship, or at least a verbal indication ("you did great work this summer, HR will be reaching out to you..."). Unusual for it to take more than 2 weeks unless there are vacations, systems down, etc.
What if I get a return offer? What if I don’t?

▸ Getting a return offer should be your goal, even if you’re unsure if you’ll accept it
▸ Reflect on your experience – Internships are a two-way street
▸ What skills did you develop and demonstrate through projects?
▸ What contributions did you make? What were your successes?
▸ What challenges did you experience?
▸ Is the role a match for what you want to do full-time?
▸ Do the people and work environment a cultural fit for you?
▸ How does this path fit into longer-term career goals?

CDO is here to help you evaluate / negotiate an offer and prepare for full-time recruiting
What about full-time recruiting?

- Reflect on your full-time goals
- Update your resume – highlight the skills you are building and desired in your target roles
- Update your LinkedIn profile to include your internship experience
- Check Career Central and Handshake for job postings
- Check your MIT email for information from the CDO over the summer
- Stay engaged – the CDO is here to support you
Debrief session
May 2nd 3:30 - 4:30pm
CDO Conference Room E52-335

› Drop-in session in the CDO Conference Room E52-335
› No appointments necessary
› Goal is to answer questions you may have after this session
› All questions welcome