Tips for a Successful Micro-Internship

It's normal to feel nervous after being selected for your first Micro-Internship but remember, the project manager reviewed your profile and felt confident in your ability to complete the project successfully. Read on for our top tips for working on Micro-Internships. If at any point during the project you have questions or concerns, Parker Dewey is always here to provide support!

Do a GREAT job

While this may seem obvious, remember that this is not for a grade; your client is counting on you to complete the engagement as expected and on time.

This is a tremendous opportunity for you to demonstrate your skills and develop your professional reputation.

The client can be an incredibly valuable resource and reference for you.

Manage expectations

Professionals don't like surprises, so be thoughtful when you commit to deliverables, timing, check-ins, etc.

If you are uncertain that you can meet the initial expectations, address it immediately.

If something unexpected comes up, even if it will only cause a slight delay, let the client know as soon as possible.

If you get stuck, seek help

Parker Dewey has developed a series of MicroLessons tied to the most common projects.

You can also ask professors, alumni, friends, classmates, and others. While they are often willing to help, be considerate of their time and remember that they are not the ones responsible for completing the project.

And, of course, you can always email us at support@parkerdewey.com if you have questions, need help, or anything else.

But be thoughtful when asking questions

Ask the client questions that are specific to the project or help clarify the deliverable. And, when asking the client (or really anyone) questions, demonstrate that you have spent some time thinking about the topic beforehand, and have some ideas around the right approach and options.

Even on the deliverable, you can make a suggestion to confirm the right format ("I am planning on providing you with the data in an Excel sheet unless you prefer something else").

Find someone to review

Before submitting a project or even a draft, it is a good idea to ask a friend, classmate, family member, or someone else to review it. This is a great way to ensure there are no grammatical errors or other mistakes. Better for them to find an error than the client!

Check, re-check, then check again

While a 95% is an A in school, it is unacceptable in a professional environment. If your engagement involves writing, read, re-read, and read out loud to make sure there are no mistakes. If it involves calculation, use a calculator to check the math and do "sanity checks" to make sure the outcomes seem reasonable. And, of course, no spelling errors or typos! When a client sees a mistake, they will question the quality of everything.