Internship Wrap-up & Hand-off

Internship Webseminar 2

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July, Year 2
Agenda

• Wrapping up your internship
  – Leaving with a good relationship
  – Leaving with a solid hand-off and implementation plan

• Re-entry to campus
  – Thesis planning
  – Leadership activities during Knowledge Review
Leaving a Good Relationship

• On a personal level
  – With the company
  – With the alumni base

• Program related
  – Setting the stage for future internships
  – Continuous improvement of partner relations
Project Wrap-up

• Revisit your stakeholder analysis
  – Who do you need to touch base with?
  – Who else should get an overview of your internship analysis and recommendations?
• Hand-off
  – Is there an individual or team in place to implement and institutionalize your recommendations?
• Closure
  – If the company isn’t already doing so, set up a final presentation for your project champion and other key individuals.
Thesis Planning

- Thesis proposal should be complete and submitted
- Consider additional data that you need to collect before leaving your internship site
- Establish a writing plan, including a review plan for your company supervisor and faculty advisors
- Establish a clear understanding of the company review process, including leadtime requirements
360° Leadership Assessment

• LearningBridge will be sending you (at your MIT email) instructions
  – Same survey that you completed prior to entering LGO

• Your feedback will include scores comparing pre-LGO with post-internship
Activities During KR

• Final KR presentation
  – Review with company supervisor & faculty advisors
    • Alert both relative to schedule

• LGO10/11 internship exchange
  – Be prepared to share surprises, regrets and lessons learned from your internship
  – Remember the 11s will be in the middle of their internship interviews and getting ready for the bidding process

• LGO10 internship debrief
  – Reflection on internship experience
  – 360° leadership assessment survey feedback
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