



Winter 2003, Volume 2, Issue 2

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- Tips for Surviving Your Internship!
- DC Interns



## Career Services

Campus Center  
Room 8  
(508) 531-1328  
jpaganelli@bridgew.edu

## Where to Start:

If you want to explore internship opportunities, make an appointment with John Paganelli in Career Services who can assist you in the planning process.

If you are seeking academic credit, make sure you also meet with the faculty internship supervisor for your major.

## Here's to a Successful Internship Fair!

*By Katie Sagarin '03 Career Services Intern, Fall 2002*

On Wednesday, November 20<sup>th</sup>, Bridgewater State College hosted its second annual internship fair. The fair was a huge success, with over twenty employers present representing a variety of career fields. The over 200 students who visited the fair ranged from freshmen to seniors; some seriously interested in pursuing an internship

and some simply exploring the options available to them. Employers were impressed by the enthusiasm and interest of BSC students who attended the fair. Harry Vibert, a 1995 BSC alum representing the Old Colony YMCA, said he was impressed by the diversity in age and grade level of the students. Pro-Fitness HealthSouth representative, Richard Rogers '97, said "the

students that visited our table definitely seemed interested and prepared". Surveys indicated that most everyone who attended the fair, both employers and students alike, left with a positive impression and said that they would return next year.



Student and employers at the Fair.

## Christina Socci interning with the Dr. Phil Show



*Tell us about the intern assignment. What are you doing? Describe your typical day.*

At this internship I serve a number of functions. Some days I sort through Dr. Phil's fan mail for possible show ideas or guests. If there are any interesting letters they will

be given to the production team for consideration. If there is a show coming up on a specific topic I may have to research via the internet or databases like Lexis Nexis for news stories on the subject. Also, Dr. Phil tapes six shows per week. If my schedule falls during one of these tapings I will be assigned to work during the production. Typically, I will sit in the control room with the director and producers and answer the phones or run errands during the tapings. Sometimes I help out with audience control, ushering

them in and warming them up before the show.

*As a result of this internship experience what have you learned about the workplace and your career field?*

I learned that it is very competitive, and the more experience one has, the better. I also learned that taping a television show is a collaborative effort. There are so many aspects that require people to come together to create a great final product.

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## BSC Alums Offer Internships to Current Students

*"If you are interested in meeting these alumni or arranging an internship, please contact John Paganelli for details."*



**BEHAVIORAL  
SCIENCE  
INTERNSHIP  
FORUM**

**MARCH 19, 2003  
COUNCIL CHAMBERS  
CAMPUS CENTER  
10:00 – 11:15 A.M.**

**Stop by to hear  
Students & Alumni  
discuss their  
recent internship  
experience.**

**Open to  
Sociology,  
Criminology,  
Social Work &  
Psychology  
Majors.**



**Tom Anderson '94**  
Anderson Management Co.,  
LLC - Seeking A & F and  
marketing Interns.

**Mary Beers '87**  
Thornton W. Burgess Society  
Seeking environmental  
education interns.

**William Cain '83 & '91**  
Harvard University - Seeking  
HR interns.

**Maureen Cody '88**  
Jennings Cody and Leahy,  
CPA - Seeking accounting  
interns.

**Tony Colesano '94**  
FitPlan - Seeking exercise  
science interns.

**Brandyn Keating '02**  
Coalition for Social Justice -  
Seeking interns to assist with  
social/political issues.

**Brian P. Kelley '99**  
The MacKinnon / Whalen  
Group at Smith Barney –  
Seeking management  
science majors.

**Debra LaFontaine '00**  
South Bay Adult Day  
Treatment Program  
Seeking interns interested in  
social services.

**Justin Latini '80**  
Massachusetts Department  
of Correction - Seeking  
writers and researchers for a  
documentary on MCI.

**Denise Malenfant '78**  
George P. Johnson  
Company - Seeking  
marketing interns and copy  
writers.

**Jay Olsen '78**  
Old Colony YMCA - Seeking  
all majors for various  
positions.

**Jack O'Neill '83**  
Mansfield Cable Access  
Corporation - Assist at Public  
Access Studio-Community  
T.V. Production.

**Richard Rogers '97**  
ProFitness/HealthSouth -  
Seeking exercise science  
interns.

**Elsa Ryberg '82,**  
South Shore Natural Science  
Center - Seeking biology and  
earth science majors for  
environmental education  
programs.

## Lorraine Warner - Design Intern at Jordan's Furniture

*By Lorraine Warner*

When I began my internship at Jordan's I was given a tour of their gigantic showroom and the office I would be working in. I was given the task of becoming familiar with volumes of binders of furniture manufacturers and designer fabric swatches. These resources act as a base of operation for the designing crew at Jordan's Furniture. Roberta and Michele, two of the designers, explained to me some of the projects I'd be working on, mentioning many names of furniture vendors and other jargon of the trade. Nothing was sounding familiar until the names Martha Stewart and Christopher Lowell came up. Being an HGTV fan, I was quite impressed!

On another day at Jordan's, I

had to examine vast amounts of showroom inventory, acquainting myself with vendor names and styles. We also discussed other possible projects for me. Large shelves filled with accessories are starting to look "old" and they need to be reworked. China hutches need to be re-accessorized in different color schemes. Jay, a lead designer, mentions he's heading for a commercial shoot with Barry and Elliot – apparently they need a designer on the set. Mention is made of my going out with an in-home designer for a day at some point; I'm looking forward to this! One of my favorite courses at Bridgewater was Interior Design, and it was packed with information on designing interior spaces, furniture placement, lighting, building materials, etc. It also included a visit to the Design Studio in Boston, an oral

report on an assigned architect/interior designer, and culminated in our own design for a student lounge in the Art Building. Fortunately, I had just completed 2D and Graphics I, so this seemed like a logical extension of those two also rather challenging classes.

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*From left to right: Jay Filipski, Store Designer, Lorraine Warner, Intern & Michele Reynolds, Store Designer.*

## Surviving Your Internship

### Important Tips While You Are On the Job!

**Define** the scope of the experience at the onset. Try to get a broad generalist's perspective but also have some clearly defined projects for completion.

**Plan** and set regular staff meetings with your site supervisor to let each other know your progress and where you need support.

**Report** concerns or problems immediately to your site and faculty supervisors.

**Be on time** and be willing to go the extra mile. Show your enthusiasm, professionalism and ability to work well with others.

**Consider** keeping a journal or daily log of your experience. This will help you to identify your accomplishments more easily at the end of the experience.

**Dress professionally.** Observe the dress code of the organization.

**Learn** about the organizational culture, norms, and expectations.

**Seek out** mentors and support people in the organization.

**Attend** professional association meetings, conferences and staff meetings when appropriate.

**Avoid** office politics, gossip and romantic relationships.

**Treat everyone** with respect and kindness including clients, secretaries, and constituents.

**Be polite** and assertive. Have a positive attitude even if some tasks are not what you hope to do in the future.

**Be a good listener** and establish yourself as a professional colleague.

**Establish** good working relationships with both your site and faculty supervisors so you can leave with contacts within the field and strong letters of reference.

### Mark Your Calendar!

The Washington Center, (TWC) Internship Program Deadline Dates:

Summer 2003  
Fri, Feb. 21<sup>st</sup>

Fall 2003  
Thurs, May 1<sup>st</sup>

ALL MAJORS  
WELCOME!

Applications are available in Career Services

## Interior Design Intern

**Continued from page 2**  
Much of the information I learned in these classes has transferred well to this internship. Even my courses that may not seem so obviously related to design, such as painting, art history, and crafts, have come into use to reinforce principles of color, balance, and symmetry. As an example of another task assigned to me, my boss, Michele, asks me to review a shipment of vintage prints that needed to be logged and displayed. She begins by using a lot of designer jargon in acquainting me with the use of "negative space" and using "proportional" size prints on certain walls.

She continues to explain design techniques and tips that I'm taking notes on and I'm thinking back to my classes on campus and hearing a familiar phrase that is bringing my theoretical knowledge into actual practice. Somewhere in the recesses of my mind, I hear the voices of Professors Donna Stanton and Mary Dondero saying those same words. I feel a surge of confidence. This is familiar territory; I can do this! The prints go up in record time and they look great. Even some customers were commenting on them; I couldn't help but feel more confident!

## Dear John – Advice to Interns

Dear John:

*I'm considering a summer 2003 internship. I've never done one before and I have several concerns about what I should wear. Could you please tell me if there is a dress requirement for interns?* Tricia.

Dear Tricia:

*There are a few things you can do to find out about proper dress at a particular internship site. When you go on an interview, I suggest a conservative look, maybe even a professional dark suit depending upon the organization you are interviewing with (i.e., a bank or investment firm). Casual business attire can be a nice blouse/sweater,*

*skirt, or nice pants. For guys, a nice button down shirt and nice pants, but wear a tie for the internship interview. At the interview, you should make note of how others dress in that setting. If you're still not sure, just ask your site-supervisor; he/she will be able to advise you.*

**Fashion Don'ts:** No crazy colored hair. Remove piercing from lips, tongue, eyebrows, etc. Cover tattoos so that they're not visible - wear long sleeves or cover up if you have to. First impressions do count!

If you have ideas for featuring BSC student interns or other story ideas, contact John Paganelli at 531-1328 or by e-mail at [jpaganelli@bridgew.edu](mailto:jpaganelli@bridgew.edu).



## Look Who's Heading to DC

The following four BSC students have been accepted to The Washington Center Internship Program for Spring 2003, they include:

**Melissa Cellular '03**,  
Accounting major,  
Bridgewater, MA

**Loren McMullen '04**,  
Communication Studies  
major, W. Bridgewater,  
MA

**Kristen Slack '03**,  
Political Science major,  
Blackstone, MA

**Brittany Strojny '03**,  
Political Science major,  
Nantucket, MA

Besides interning 4.5 days a week for 15 weeks, these students will take an evening course of their choice, attend presidential lecture series, complete a portfolio, and they will also be handing out their business cards to network while in the nation's capital. Interested in learning how you can participate? Contact Prof. George Serra, BSC Faculty Campus Liaison

or John Paganelli in Career Services



## Dr. Phil Show Intern - Christina Socci

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*"My advice is to not to worry about the lack of compensation, but focus on the knowledge and opportunity that come as a result of your hard work"*

*Christina Socci  
Saugus, MA*

*What have you learned about yourself?*

I have learned that what I really enjoy the most is the creative aspects of the television industry. I love reading the fan letters and finding the story that just needs to be told. I find myself constantly thinking of people's letters in terms of what would make a great show, and the fact that I have a say and influence in this area is very rewarding.

*What advice do you have for other students about interning?*

Right now I'm not receiving credit for this internship from BSC, however, the benefits and invaluable experience I am getting from this job will really pay off. In this field, you're more likely to get a job at a company if you intern there first. Paramount is a very difficult place to get into, and what better way to

gain access and experience? My advice is to not to worry about the lack of compensation, but focus on the knowledge and opportunity that come as a result of your hard work.



*Christina Socci,  
Communication Studies '03*

Newsletter produced and edited by John Paganelli and Brian Salvaggio