

Communication Session

Understanding and managing communication processes are keys to success in work/school/internship context

- Preparation of an internship
- Relation mentor-student
- Looking for help
- Evaluation of your work
- Conflict resolution
- Know your rights
- What we like..

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Preparation for an internship

- Share your background with your mentors
- Try to get two mentors / supervisors
- Discuss possible the internship subjects with mentors
 - the more subjects the better
- Investigate what would be the required skills
- Talk to the mentors!
- Check previous experiences with these mentors
 - Beware of mentors with managing positions, they may not be available so often..
- Visit the place and visit the mentors
- Show your enthusiasm!

Interaction mentor/students

- Two mentors are better than one!
- Schedule meeting
 - know your mentor schedule
 - always check appointment
- Get prepared for the meeting
 - list the questions and send them to your mentor before the meeting
 - do you need resources?
 - Task list and action items at the end of each meeting
- Spontaneous report, once a week, at least!
 - review your progress and results
- Understand your mentor

Looking for help

- Try your mentor first!
- talk to the staff/colleagues at the work place
- talk to your peers (other students)
- scan available resources (journals, books, search engine)
- redirect
 - do something else for a while

How are you doing?

- self evaluation -

- Lab book
 - day/day - your work at a glance!
 - include explanations / schematics
- Dialog with yourself
- Plan your work, share your questions, review you results with colleagues.
- Revise your work plans with peers and mentor
- Explain your work to your peers
- Report again / review content with colleagues
- Share your excitement!

Conflict resolution

- Listen to your filters
- Be open to listening to other
- Acknowledge your errors and mistakes
- Ask a third party to help in the process
- don't take it personally
- Move on!
(you find the world full of ass-holes sometime...)



Do

- Know your rights
 - don't tolerate sexual harassment
 - maintain your distance
- Know the rules
 - safety
 - work attitude
 - attitude with colleagues

Don't!!

- show up late on a regular basis
- show up with no energy
- show off your bad attitude
- laugh about the safety rules
- disrespect your colleagues and peers
- date your mentor!!!

What we like..

- motivated
- be curious
- not being afraid to ask for help
- be demanding and engaging
- commitment
- independent thinkers that likes to communicate
- chocolate every second morning...