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# Internship Wrap-up & Hand-off

## Internship Webseminar 2

Jan Klein  
July, Year 2

# Agenda

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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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