

# Internship Coaching Meeting

Dr. Ferat Sahin  
May 9th 2023

## Outline

- **To Dos**
- **Not To Dos**
- **Representation**
- **Independent Thinking**
- **Questions**

## To Dos

- Always introduce yourself when you meet a new person
- Reference RIT and AWARE-AI NRT Program and National Science Foundation
- Before accepting a task ask relevant questions to understand the end goal of your task
- Always follow through the promises you make - even failed ones
- Express your opinion freely but always be respectful
- Ask about resources available and resource you may need
- Report your early findings before being asked and make sure you are on the right path
- Presentation skills are very critical - Make your presentation slides with extreme care
- Be punctual. Even if you are late a few minutes, let your meeting attendees know about it.
- Be observant - Remember that your main goals are learning and contributing to the institution
- Dress appropriately at all times. If you are not sure, ask about the dress code at your institution
- Explore other departments/units/divisions at the institution with permission
- Interact with your peers professionally and socially
- Make sure to know whom you are reporting for every assigned task
- Last but not least, always remember you are representing RIT and our NRT program.

## Not to Dos

- Don't do the opposite of any of the To Dos - :)
- Don't be shy about asking questions and seek clarification about your tasks
- Don't be late to critical meetings and show up a few minutes early to mingle with attendees
- Don't challenge any institutional rules and regulations
- Don't look away when answering questions and listening to the instructions. Keep good eye contact.

## Representation

- You are an NSF NRT Program Trainee
- You are representing RIT, NSF, and AWARE-AI NRT Program at RIT.
- Your success in the internship will result in further internship opportunities for your fellow NRT trainees
- Finally, you are also representing your Research Track.

## Independent and Critical Thinking

- Critical thinking and independent thinking are very important for a PhD student
- Work with an open mind and provide your critical thinking/evaluations respectfully
- Be confident about your skills and provide constructive feedback and contribute with your critical thinking
- Your technical skills may be ahead of your colleagues. Thus, bring your knowledge about the modern tools and systems to be table by offering better solutions.

## **NRT Official Tasks**

- Provide the name and contact information of your supervisor to the NRT Coordinator by June 30th
- Make sure to let your supervisor know that they will be filling an evaluation form at the end
- You will also fill an evaluation form at the end of your internship
- Keep good communication with the NRT Coordinator, Leslie Weber, and Internship Coordinator, Dr. Ferat Sahin at all times.

● **GOOD LUCK**