2014 Columbia Experience Overseas (CEO) Program Manual
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Columbia Experience Overseas (CEO)

Welcome to the 2014 Columbia Experience Overseas (CEO) Program!

CEO is a unique internship program that offers Columbia undergraduates high-quality internships developed through alumni and employer partnerships with the Center for Career Education (CCE). CEO has created internship opportunities in a diverse array of fields, including fine art, IT, journalism, museums, not-for-profit, economic policy, consulting, and finance.

During your eight weeks as a CEO intern, you will explore a career field and develop professional skills while gaining international experience in a vibrant cosmopolitan city. You also have the opportunity to connect with Columbia alumni who have chosen to support you as a fellow Columbian by participating in CEO as an employer or a mentor.

Furthermore, you have been selected as a CEO intern because we believe you will be an excellent ambassador for Columbia University and the Center for Career Education to employers, alumni, and others you encounter while abroad.

Congratulations and get ready for an extraordinary summer!
I,…………………………………………………., a student in the ……………………………………….. school of Columbia University, would like to be a member of the Columbia Experience Overseas program in 2014. By signing this form I agree and undertake to Columbia University’s Center for Career Education (CCE) to:

- Complete the requirements as outlined in the offer letter;
- Attend all training and business meetings of my organization unless prior permission has been granted;
- For reasons of health, safety and courtesy, notify sponsoring organization of any absence/sickness immediately;
- Participate fully with all organizational work and activities;
- Dress appropriately (please check the dress code of your sponsoring organization);
- Be on time, follow instructions and take my share of responsibility for tasks;
- Reside in Columbia University provided housing;
- Follow all rules of my Columbia University provided housing;
- Be co-operative and support all team members by listening and being respectful of their ideas and values;
- While within business premises behave in a responsible manner so as not to disturb the employees or work processes;
- Treat workplace and equipment with respect and care;
- Avoid hurting any team member verbally or physically; and
- Agree to share my experiences with CCE and the University, including participation in a post-program reflection sessions, individual review session, and information sessions upon returning to campus in the Fall of 2014 to assist in the evaluation and promotion of the program.

For the CCE Sponsored Internship programs, I understand that signing the student agreement confirms my acceptance to the program and agreement with the policies outlined in the document. Should I renege on this offer prior to beginning the internship, I will be suspended from LionSHARE for the remainder of the current semester. Should I leave my internship commitment early, this could lead to suspension in LionSHARE. I am also aware that if I fail to complete program requirements, this may result in loss of access to CCE programs and/or services

I understand the expectation that I must behave in a responsible manner at all times; failure to do so could result in my parent/guardian being contacted and my being excluded from the remainder of the program. I also understand that if I or my sponsoring organization should terminate my internship at any time and for any reason, my funding may be revoked subject to review and that I will immediately vacate my housing. I understand that I am liable for damages and expenses that the University may incur for repair to my assigned space caused by my misconduct or neglect. If my misconduct or neglect leads to early termination from housing, I understand that I am liable for all expenses and fees incurred by the University in connection with my housing as part of this program. I agree to accept the above conditions and will strive to maintain the positive image and reputation of my university.

Signature …………………………………..            Date ……………………………………..
2014 Reflection Opportunities

It is stated in your offer letter for your internship through the CCE Internship Program that a reflection component is required at the completion of the internship experience. We hope that you look at this as an opportunity to showcase and express your experience in a way that best suits your interests. The primary focus of this exercise should be on the professional experience you are having.

For all of these options you must confirm with your supervisor that he or she approves of the reflection exercise.

Be creative and have fun with the exercise!

1. **Video, PLUS be able to enter the 3rd Annual CCE Video Contest!**
   Create a one to three minute video showcasing your internship experience. We want to see your work experience “brought to life” in an entertaining and original way. See some great example videos created by Columbia students including Madeline Rathbun who worked at ReelGrrls or Parida Tanti who interned at Arenson by viewing the Video Contest link: [http://www.careereducation.columbia.edu/news/internship-video-contest](http://www.careereducation.columbia.edu/news/internship-video-contest).
   Videos can be created over the course of the semester or feel free to film it all in one sitting during the workday. Please don’t hesitate to include music, text, additional graphics or enhancements to make your video that much more exciting!

2. **Blog or Journal**
   Write a blog or journal throughout the course of the semester and provide a window into your experience. We would like your blogs/journals to give a sense of not only what you are doing but more importantly what you are learning and how you are growing from the experience, both personally and professionally. Include at least 6-8 entries during the course of the internship. Include in the blog/journal both photos and written entries and also feel free to add graphics to engage your readers.

   **Blog specific:** You are welcome to use the blog service of your choice. There are several free options. A list can be found on Mashable.com - [http://on.mash.to/teMo](http://on.mash.to/teMo). Some of the most commonly used options are wordpress.com or blogger.com. Send the link to your program manager once created.

   **Journal specific:** Create in a Word, PowerPoint, or another application of your choice.

   Here are some questions to help guide you regarding the content of the blog/journal. You certainly do not have to cover all of them, but hopefully they will help you get started.

   **Your internship experience**
   - Your role and projects you are working on.
   - What do you enjoy? What do you find challenging and what do you feel you are learning?
   - What has surprised you about the work?
   - What, if any, cultural differences have you noticed in your workplace?
   - How is your experience shaping your thoughts about your career direction?

   **Your experience of the location where you are spending your internship (if new and different to you, or not!):**
   - What were your first impressions?
   - What have you enjoyed?
   - What, if any, cultural differences have you noticed? What, if anything, has made you step out of your “comfort zone”?

3. **Essay**
   Please type a three-page, double-spaced essay on your internship experience. You can choose a topic of your own or use the questions below as guidelines. Please feel free to branch out and discuss things you feel particularly passionate or enthusiastic about.
1. **Overview**: Describe the specific tasks and projects you worked on as an intern. What were your goals for your internship and were they met? If they were not, what was the reason?

2. **Academic and Career Connections**: How has your experience helped build upon your academics? In which ways do you see your academics and internship fit together?

3. **Self-Assessment**: What did you learn about yourself? What challenges and successes did you experience? Was there project work that you found particularly helpful? Did you learn any new skills?

4. **Field knowledge**: What did you learn about the particular industry you were in? Was this your first exposure to this industry? What surprised you most about it? Is this a field you would like to continue to be involved in?

5. **Experiential**: How has your experience helped you think about your career search moving forward?

6. **Culture**: What was interning in a different country and/or culture like for you? How did your understanding of the country or culture change as a result of your participation in your internship?

4. **Have a better idea?** Contact your program manager via phone or email as we are always open to additional suggestions.

**Why Reflect?** The goal of the reflection exercise is to give you an opportunity to reflect on your internship as well as have a tangible “take away” from your experience that you can review in the future. Many times, reviewing these reflection components is a great way to remember some of the challenges, successes and experiences you had in an internship that you can share with a prospective employer during an interview.

**Please inform your program manager which reflection option you will be completing by the date specified by them.** Your reflection component is due at the reflection session for your CCE Internship Program at the completion of your internship. Halfway through your internship, your program manager will check with you on the progress of your reflection exercise. In all cases, except for the video and essay, you will be required to have started creating reflection exercises. For the purposes of the video and essay, an outline will be required at this time. Contact your program manager with any additional questions.

**One final note!**
Please be mindful of your language and the examples/anecdotes you use. Avoid extremely negative language and examples/anecdotes that paint the location where you are or the people you are interacting with in a negative light, including you. If writing about something that made you uncomfortable, try to offer balanced reflections, rather than opinionated criticisms.
Packing Checklist

**Clothing List**
- Casual Attire: Jeans, t-shirts, sweatshirts, shorts, close-toed sandals (flip-flops okay for hotel room/beach, not worn outside regularly). Again, be modest and neat.
- Traditional business attire: Jacket, dress shirt, tie, slacks, skirts that hit just above the knee, at least one suit. Dress shoes, suitable to wear to formal meetings.
- Sweater/cardigan to wear inside office buildings
- One formal evening outfit that might be worn, for example, to a nice a dinner (for men, a suit will suffice; for women, a dress or skirt with nice top)
- Comfortable walking shoes/sneakers
- Light Raincoat
- Umbrella

**Travel necessities**
- Passport/Visas
- Flight information
- Travelers checks/credit card
- Emergency contact information (e.g., personal contacts, health and travel insurance companies)
- Country-Specific Plug Adapters & Converter (can be bought at Radio Shack, Target)
- Umbrella
- Addresses of people you may want to send postcards to
- Alarm clock
- High SPF sunscreen

**Other items**
- Toiletries and medicine
- Towels

**Recommended Extras**
- Laptop
- Alarm Clock
- Swimwear
- Personal music player
- Camera
Travel Tips

**Before you go (At least 4-6 weeks in advance, if not more)**

- Visit the doctor to receive a general physical as well as a travel consultation. Receive any required immunizations before departure (typically 4-6 weeks in advance). These can be completed at the Columbia Health Center.
- If you take any prescriptions regularly, please contact your insurance company and your doctor to make them aware that you will need the entire dosage throughout the duration of your stay.
- Read about the country in which you will be living: its history, culture, politics, etc.
- If you don’t speak the language of the country in which you will be living, become familiar with basic greetings and phrases.
- Take some time to think about what you would like to get out of your experience—both through your internship and the general experience working and living there. What would you like to learn from your internship (i.e., skills, knowledge)? What types of attractions would you like to see and do? Eight weeks can go by very quickly, and having an intentional and proactive approach will help you make the most of your time there.
- Give a copy of your passport and important contact information to your parents/guardian.
- Call your debit and credit card companies to make them aware that you will be using your cards internationally. This will avoid your cards from being turned off, due to potential fraudulent activity.
- Sign up for all travel-specific advisory list-servs (i.e. US Department of State STEP Program, ISOS etc.)
- Determine how you will arrive at the CEO housing upon arrival to the respective city. In addition, map out your travel to your employer location.
- Reach out to your employer to learn about: attire in the workplace, time of arrival on the first day of work, things to bring and also recommended commuting information.

**At least one week before you go**

- Determine how much money you will need and how you will manage it (e.g. traveler’s checks, open a bank account, etc.)
- Determine how you will make phone calls home (e.g., sign-up for international service on your current cell phone; use Skype or other Voice-over Internet Phone services; use international phone cards)
- Find out what your airline luggage policy is: How many bags do they allow you to check and carry on? What is the weight limit for each? How long before the departure time must you check in your bags (e.g. 45 minutes before departure?).
- Email your internship supervisor to let them know when you’ll be arriving and to say that you look forward to meeting them soon.
- Email your mentor as above.

**One day before departure**

- Verify your flight time, as schedules may change.
- Weigh your luggage to make sure they do not exceed the weight limitations

**When/After you arrive**

- If you did not bring foreign currency with you, be sure to exchange some money at the airport so that you can pay for transportation and your first few meals.
Take a trip out to your internship organization’s/company’s office so that you know exactly how to get there and how long it takes and so that you can avoid being late on the first day. Be sure to go on a weekday so that you know what the weekday public transport schedule is like.

**Other Tips**

- You may experience jetlag for several days after you arrive. Here are some websites with tips for avoiding or dealing with jetlag.
  - [http://www.roadandtravel.com/health/jetlag.htm](http://www.roadandtravel.com/health/jetlag.htm)
- After you pack your bags, take out half of what you packed. Even if you don’t take out half, try not to overpack.
- Create a budget given your financial situation and anticipated costs so that you don’t overspend.

**Cultural Etiquette**


**Questions to Get Answered Before You Go**

It is recommended to learn at least the very basic cultural aspects of the country before you arrive. Having this knowledge will enable you to have intelligent and appropriate conversations with those that you meet during your time abroad. Below is a list of key questions that may be helpful in learning more about the country before you leave. Check out the details of this manual, as many get answered throughout the cultural comments. This is just a starting point, and we encourage you to learn as much as you can about the country in which you plan on visiting before, during and after the experience.

1. Who is the current President and/or Prime Minister?
2. What is the structure of the government?
3. What are the most current events that have gone on at least one month before you depart for your international experience?
4. What is the weather typically like?
5. What sports is most watched by the people of the country? Are there any major players that have come to the USA from that country? If so, know the name of the person, sport and team they are currently on.
6. What are some of the current events in that are associated with your major?
7. How do you say some basic phrases (hello, goodbye, thank you) in the local language?
8. Read at least four newspaper opinion articles. What are the articles about? Do you agree with the opinions?
9. What is the current state of the financial market?
10. What is the capital of the country? What are some of the other major cities in the country?
11. What do people do for fun on the weekends? (Check the entertainment section of the news).
12. Compare newspapers of that country and US newspapers. What are the differences? What are the similarities?
13. Are there topics of conversations you should avoid (i.e. politics, historical events) discussing with others?
14. What historical events have happened in the past 200 years?
15. How does the country feel about other countries in the region?
16. What is the general impression of foreigners in that country?
17. What is the cuisine like?
18. What are some customs that would be considered rude in the culture?
19. What are some customs that would be considered polite in the culture?
## EMERGENCY PROTOCOL

In the event of a life-threatening emergency, **call the equivalent of the local 911**
- Amman: 911 (Ambulance, Fire, Police)
- Bangalore: 100 (Police), 101 (Fire), 108 (Ambulance)
- Beijing: 110 (Police), 119 (Fire), 120 (Ambulance)
- Hong Kong: 999 (Ambulance, Fire, Police)
- London: 999 or 112 (Police, Ambulance, Fire)
- Mumbai: 100 (Police), 101 (Fire), 108 (Ambulance)
- Shanghai: 110 (Police), 119 (Fire), 120 (Ambulance)
- Singapore: 999 (Police), 995 (Ambulance, Fire)

*Be sure to put into your phone upon arrival, this information can also be found in your manual.*

In the event of a natural disaster, political uprising, or for medical services information specific to a region, **call ISOS**
- Columbia Member ID: 11BSGC000064
- 215.942.8478
- www.internationalsos.com

*Be sure to register for the service, you must register in order to be in the system*

In the case of an emergency situation (24 hours)

<table>
<thead>
<tr>
<th>Contact</th>
<th>Instructions</th>
<th>Number</th>
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<tbody>
<tr>
<td><strong>CCE Program Manager</strong></td>
<td>If someone does not pick up, leave a message. <strong>Call next number.</strong></td>
<td>Amman: <strong>Jennie Preis</strong> 212-854-4948 (office), 646-784-2547 (mobile)</td>
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<tr>
<td></td>
<td></td>
<td><strong>Mumbai: Jill Burya</strong> 212-854-6305 (office), 440-488-9814 (mobile)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Hong Kong, Shanghai: Laura Maltz</strong> 212-854-5484 (office), 917-825-6331 (mobile)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Beijing, London: Emily Rosenberg</strong> 212-854-9546 (office), 610-329-3432 (mobile)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Singapore, Philip Grace</strong> 212-854-3847 (office), 347-255-6409 (mobile)</td>
</tr>
<tr>
<td><strong>CCE Associate Dean</strong></td>
<td>If someone does not pick up, leave a message.</td>
<td>Heather Perceval, 212-854-4952 (office), 917-691-2236 (mobile)</td>
</tr>
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</table>

Also notify:

<table>
<thead>
<tr>
<th>Global Center Contact (for Amman, Beijing and Mumbai only)</th>
<th>If someone does not pick up, leave a message. <strong>Call mobile number.</strong></th>
<th><strong>Amman:</strong> Zein Jardaneh +9626 5777955 ext. 234, +962 77 9999675 (cell)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Beijing:</strong> Eyra Xiong +86-10-8248-3997 x802 (office), +86-158-0118-8673 (cell); Cindy Qiao +86-10-82483997 x818 (office), +86-158-0118-8673 (cell)</td>
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<tr>
<td></td>
<td></td>
<td><strong>Mumbai:</strong> Sudakshina Mallick Gupta +91 22 6610 0534 (CGC general line), +9920480919 (cell); Kaushik Borad +9820849208 (cell)</td>
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</table>

- A parent, guardian, family member, spouse
- Your personal/family legal contact
- Your employer if you will not be returning to work
Strategies for Coping with Culture Shock

Interning abroad is an experience you will remember for the rest of your life. However, the reality is that living and working in conditions that you’re not used to for an extended period of time can cause major stress. Below is a list of coping strategies for handling culture shock:

- Realize that culture shock, or just plain old anxiety and depression, may occur.
- Learn as much as you can about the country that you are visiting. Pay attention during your pre-departure training.
- Take time to acclimatize to the jet lag, the food, the heat and the job. You don’t have to change the world in your first week!
- Learn basic vocabulary or commonly used phrases in the local language.
- Keep in touch with your family and friends back home—email, Skype and phone cards are minor miracles, along with snail-mail care packages.
- Don’t lose sight of your personal goals. Keep those goals realistic. Be patient…really patient!
- Take along some special treats for yourself. While it may be admirable to adopt the local lifestyle, remember, you are a foreigner working. You are entitled to your culture too. Take along pictures of your family and friends, an iPod with four billion songs, your favourite coffee, book, or familiar personal care products.
- Find a time and place for some privacy.
- Be proactive about your health. Be conscious of maintaining proper rest, hygiene, diet and relaxation. Practice yoga, meditation and get your exercise.
- If you think you need help, ask for it.
- Maintain your sense of humour. There will be many situations that, if you don’t laugh about them, you’ll have to cry!

Source:
Verge Magazine, How to Cope with Culture Shock:
Internship Goal-Setting

Setting objectives are important; it focuses you on specific aims over a period of time and can motivate you to meet the objectives set.

A SMART objective is one that is **Specific**, **Measurable**, **Achievable**, **Relevant** and **Time-bound**.

<table>
<thead>
<tr>
<th>Specific</th>
<th>Is the objective precise and well-defined?</th>
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<tr>
<td></td>
<td>Is it clear?</td>
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<td></td>
<td>Can everyone understand it?</td>
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<tr>
<td>Measurable</td>
<td>How will the individual know when the task has been completed?</td>
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<td>What evidence is needed to confirm it?</td>
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<td>Have you stated how you will judge whether it has been completed or not?</td>
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<tr>
<td>Achievable</td>
<td>Is it within their capabilities?</td>
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<td></td>
<td>Are there sufficient resources available to enable this to happen?</td>
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<td>Can it be done at all?</td>
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<tr>
<td>Realistic</td>
<td>Is it possible for the individual to perform the objective?</td>
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<td></td>
<td>How sensible is the objective in the current business context?</td>
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<td>Does it fit into the overall pattern of this individual’s work?</td>
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<tr>
<td>Timely</td>
<td>Is there a deadline?</td>
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<td>Is it feasible to meet this deadline?</td>
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<td></td>
<td>Is it appropriate to do this work now?</td>
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<td>Are there review dates?</td>
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**Specific**

Specific objectives are clear and well-defined. A specific objective is an observable action, behavior or achievement which is also linked to a rate, number, percentage or frequency. For example, you may set an objective like “I will answer the phone quickly.” While this is an objective it lacks specificity. Instead, you may say, “I will answer the phone within 3 rings.” Now, a rate has been added and the behavior is now much more specific.

**Measurable**

A system, method or procedure has to exist which allows the tracking and recording of the behavior or action upon which the objective is focused. Setting an objective that requires phone calls to be answered in three rings is fine, provided a system exists which measures whether this is actually being achieved.

**Achievable**

The objectives that are set with people need to be capable of being reached, put most basically; there is a likelihood of success but that does not mean easy or simple.

**Relevant**

Objectives should also add useful value within the context where they are being set, being aligned with strategies and higher goals. The goal or target being set with the individual is something they can actually impact upon or change and secondly it is also important to the organization. As to whether it’s relevant to what the individual is trying to achieve, the employee and the manager can talk about this together considering the wider picture.

**Time-bound**

Descriptions of objectives should also include timescales of what is required by when. This may also include details of delivery, stating (if relevant) where objectives are to be completed. Giving a time scale adds appropriate sense of urgency and ensures that the objectives do not dribble out over an unreasonably long timescale.
Objective: To establish personal goals for your participation in the CEO program. We encourage you to discuss your goals and expectations with your supervisor at the outset of your internship and during the course of the program.

1. Goal: 
How I will measure success: 

2. Goal: 
How I will measure success: 

3. Goal: 
How I will measure success: 

4. Goal: 
How I will measure success: 

5. Goal: 
How I will measure success: 

6. Goal: 
How I will measure success:
Internship Success Tips

Your First Day
- Arrive a few minutes early
- Plan what you are wearing the night before and the route you will take to work
- First point of contact?
- Prepare your introduction
- Identification and security
- Salary details and paperwork
- Reading organization literature

Your First Week
- Build rapport with your new colleagues
- Volunteer for tasks when needed, even if they aren’t explicitly in your job description
- Expect some “grunt work”

Remaining weeks …
- Be outgoing and take initiative when possible
- Be positive
- Remember names and faces as much as possible
- Don’t “let your guard down” too early; maintain proper etiquette
- Be an effective listener
- Try not to “take sides” in any inter-office debates
- Understand the policies and procedures, bigger picture of the organization
- Own up immediately to mistakes
- Identify problems and try and solve them
- Find a mentor, if possible
- Avoid office gossip!
- Seek feedback on the work you are doing
- Verbally thank and/or send thank you notes to those who have helped you

Understanding the culture
- Watch and seek guidance from your peers
- What are the routines of the organization? Of the people?
- Read all organizational material, policies and procedures, etc

Understanding your responsibilities
- What are you expected to accomplish every day? Every week?
- Will your schedule be similar every day and week?
- Review your job description
- Request feedback from your supervisor
Meeting Professionalism

- When applicable in meetings, have visual aids
- Non-verbal Communication: dress for your surroundings
- Set the context and purpose of communication at the start
- Keep your employer’s priorities and goals at top of mind
- Phrase critical feedback in terms of opportunities – do not dwell on missteps
- Compile a list of “next steps” identified during the interaction
- Debrief with others after a key meeting
- Exchange feedback with other team members
- Remain professional even if the meeting is in a social situation

Approaching a Supervisor with a status report or update

- What I’m working on now
- What I’ve done so far
- What I’ve found
- Therefore, this is my conclusion
- Given the situation, this is my recommendation on how to proceed
- Here are my findings to support the recommendation
- This was the approach I took to arrive at my conclusions
- Here are the steps I’m currently taking to refine/implement the solution

Initiative and Managing Up

- Ask for help
- Ask to contribute
- Ask for feedback
- Manage unmet expectations
- Think about who you can learn from

Success in an Internship means...

- Treat an internship like a real job
- Maintain a focus or express strong interest in a particular aspect of the position
- Socialize and network
- Maintain contact with your former colleagues and supervisors

Closing Thoughts

Don’t forget that your Internship is what you make of it.

- “Success in business requires training and discipline and hard work. But if you're not frightened by these things, the opportunities are just as great today as they ever were.” David Rockefeller
- “You have to learn the rules of the game. And then you have to play better than anyone else.” Albert Einstein
- “Every success is built on the ability to do better than good enough” Anonymous
- “Some people dream of success while others wake up and work hard at it.” Anonymous
CEO Mentorship Program

To provide you with additional support, you have been matched up with a Columbia alumnus/alumna who has volunteered to serve as an informal mentor. Your mentor is available to answer questions and offer guidance regarding practical and/or professional matters that may arise during your stay. This is not a formal, structured mentorship with a minimum number of regularly scheduled meetings/meet-ups.

Mentee Do's and Don'ts

DO...
- Remember that your mentor is a working professional who is likely to have a busy schedule. Be respectful of your mentor’s limited time and be thoughtful about the frequency with which you contact him/her, the time at which you contact him/her and the appropriateness of questions/issues on which you ask for guidance.
- Be professional in your interactions, whether over email, phone, or in person.
- Ask questions about their careers or life post-graduation to learn more about the industry in which they work, their decision-making process, how to further develop your skills and qualifications, and important lessons they’ve learned. Alumni can be an invaluable resource for career advice.
- Show appreciation. You may consider getting your mentor a small gift at the end of the summer.

DON'T...
- Be overly familiar or personal in what you share about yourself or ask your mentor. Avoid controversial topics and offering strong opinions on them since you do not know where your mentor stands on these issues.
- Ask your mentor for a job. Asking someone you’ve just met for a job is off-putting. It is an imposition on your mentor and can put him/her in an awkward situation.
- Offer your mentor’s time or any favors on your mentor’s behalf to another participant without asking your mentor first.
Networking with Alumni

To provide you with additional support, you have been matched up with a Columbia alumnus/alumna who has volunteered to serve as an informal mentor. Your mentor is available to answer questions and offer guidance regarding practical and/or professional matters that may arise during your stay. This is not a formal, structured mentorship with a minimum number of regularly scheduled meetings/meet-ups. You will have several opportunities to meet with Alumni while, whether through your own internship or at Alumni events. Below are some tips and tricks for networking with Columbia Alumni.

Why is Networking Effective?
- Provides invaluable information, support and advice throughout the career exploration process
- Gives you effective job search tips from an insider perspective
- Allows you to gather feedback on job applications from someone who may actually hire for the job you want
- Gives you further contact names who might know of opportunities

The Advantage of Alumni
Networking is about making contacts and building relationships. It is not about sending out a mass email asking for a job. It is easiest to start networking with individuals that you know or with people with whom you have an existing connection. Often times, for current students and graduates, alumni are the best initial contacts. Alumni are not just going to hand you a job because of the Columbia connection but most alumni feel a strong enough connection to their Alma Mater to be willing to speak with you. This will allow you to begin building relationships in your industry of choice, ask for new contacts, and gather information and tips about the industry. Remember, alumni have volunteered to serve as a resource. They are not there to “give” you a job. Use them appropriately by making the building of a relationship your priority.

How to Make Contacts at a Networking Reception
The goal of a networking reception with alumni is to enable you to easily make contacts for future use. It provides a natural setting for professional conversation and exchange of information to take place. It is not, however, a chance to collect as many business cards as possible or an opportunity to conduct a full informational interview. When checking in at a reception, ask about the format and set-up of the evening. Some events provide color-coded name badges based on industry, some separate the room by specialty and many allow you to roam freely and talk with everyone. Once you understand the set-up and format of the event, begin networking. Walk up to someone who might be standing alone or feel free to join a group already engaged in conversation. Be ready to engage in small talk as well as provide a brief background about yourself and why you are there. At the end of your conversation, if you would like to speak with this alumnus/a further, ask for a business card. You can comfortably do this by saying how much you have enjoyed the conversation and inquiring whether it is possible to continue the conversation in an informational interview at a convenient time for them. If they say yes, request a business card.

Final Tips
- Avoid Taboo subjects (politics, war, etc.)
- Do not ‘over share’
- Treat it as an interview
- Try to address people by their name
Feedback from Previous Interns: What I Wish I Had Known for CEO

Former CEO Participants were surveyed about what they wish they had known before they started their CEO experience. Their feedback is listed below in order to better prepare you for your upcoming CEO 2014 experience. Enjoy!

General Feedback:

- “I wish I’d known I was going to have such an amazing time! Be prepared to work very hard but don’t forget to play hard, too. If possible, get to know your roommate (if you have one!) before travelling - it’ll make it much easier to be in a foreign country if you at least know the person you’re sharing a room with! In terms of where you’re working, try not to be too intimidated. You’re likely to be a highly impressive candidate, and your office is lucky to have you. Make friends with locals/other college students your age - it makes it so much more fun, and you really get to see a side of the city you wouldn’t otherwise see. Most importantly: have fun!”
  Natalie Robehmed, 2011 CEO Hong Kong

- 1. If you want to travel around the area with other CEO friends, start planning early! Tickets are usually much cheaper if booked early.
  2. Try to get to know the people in your program before it starts - you’ll be spending a lot of time with them.
  3. Don’t be afraid to ask people for work if you find yourself with nothing to do during the internship.”
  Min Yeoh, 2011 CEO Singapore

- A former CEO Singapore student has created a blog focused on the Generation Y jetsetters. Read more at Ready Set Jet: www.ready-set-jet.com
  Gillian Kemmerer, 2010 CEO Singapore

- “The 8 weeks goes by way too fast when you’re enjoying yourself
  -Go out and do something, even if you feel tired or just want to sleep (travel travel travel)
  -Be proactive in your internship! No one will know what you’re capable of if you don’t show it
  -Make weekend plans that you can’t back out of so you commit yourself and don’t oversleep
  -As someone else said, “No One Looks Back On Their Life And Remembers The Nights They Got Plenty Of Sleep””
  Jason Chen, 2011 CEO Singapore

- “Blog or keep a diary. DO SOMETHING to remember your trip. There were so many memorable moments, trips, restaurants and professional experiences I wish I had taken the time to document. Ask your boss if you can assemble a portfolio of your work to bring home (if applicable). The powerpoint presentations & case studies I performed in Singapore continue to serve me well for applications & jobs at home.”
  Gillian Kemmerer, 2010 CEO Singapore

- “I. The most unexpected thing I ate during the summer was probably various animal stomachs/throats/intestines at a tiny, hidden, but packed restaurant in one of the busiest areas in Hong Kong. An alum invited a few of us to dinner at one of his favorite spots and ordered for the table. We were presented with lots of different animal parts that I had never eaten before, but I figure you should always try something at least once (and I didn’t want to be rude and not eat what this generous alum ordered for us), so I dug in. It was actually not bad at all! The restaurant was full of locals and you could tell it was really a community restaurant.
  2. This internship was my first ‘real-world’ type job. I mean that, this was the first time I really felt like the projects I was working on affected things ‘in the real world.’ When I am a student, everything I do works on a very micro scale. I study and take tests and write papers, but if I hand in a paper late, it doesn’t really affect anyone except me. If I finished a project late at this internship, I realized that so much would be affected. It was nice (and a bit scary, but exciting) to work in a place where your work contributed in a meaningful way. You were a part of something that was definitely bigger than yourself and your life as a student.”

3. My mentor actually worked in the same building as me, just one floor up! We started communicating via email before the internship started, but I met up with her several times over the summer. Since we worked so close, we also grabbed lunch a few times. She was really helpful in just telling me about her own career experiences and how she chose the path she did. She also gave great advice and still does today!

4. Travel! Hong Kong is such a crazy, dynamic place! The entire summer, I only left Hong Kong for one week at the end of the internship to travel to southern China, but for the rest of the time, there was always so much to do and see in Hong Kong that every weekend was filled with some type of exploration. The food was also great. The other CEO Hong Kong participants I and made it a point to try as many different kinds of food as possible. One of my favorite experiences was traveling to a monastery on the far outskirts of Hong Kong where we got to eat vegetarian food cooked by monks there!

5. I was the only intern in my department and they definitely treated me like a member of the team. My first day, they told me that they wanted me to come up with a plan for a new email marketing campaign and that I should start reaching out to technology firms and set up meetings to discuss how CNN and Turner should revamp their email marketing. I was like, “wait, what? I'm not just making copies and doing research?” There are definitely some mundane tasks, but I was lucky in that I was given tasks that full employees would be working on. It definitely gave me a sense of what it would be like to work in the field.

6. I worked with CCE before, during, and after CEO. Before, to talk about my resume and cover letters for the CEO internship. I also coordinated with them during the internship, regarding progress and goals. Since then, I've attended a few CCE events regarding interviewing, social media, and job fairs.

7. My favorite part was working in such an international company in such a dynamic part of the world. It's definitely made me consider working abroad after graduation. My least favorite part? Coming from Columbia where Friday classes are very rare, getting used to the 9am to 6pm grind was a bit grueling at first, but I got the hang of it.”

Laura Ly, Hong Kong 2010