Dear future intern,

Congratulations! You are now officially a part of the ACP team, and I'm sure Hannah and Beth have a lot of exciting things planned for you! Here are just a few things I would like to share from what I learned as an intern for the ACP! :)

Some (hopefully) useful tips:

- Time management is everything, but so is having fun! Your experience may be a little different in terms of hours and juggling your work with school, but I'm sure you will be able to find a schedule and work-school-life balance that works best for you.
    - My recommendation would be to write everything down and to keep track of the work you do
- Docs to make outside of the shared folder:
    - Have a separate **Time Log** from the one where you log your hours -- this just helps to reduce any confusion about tracking hours and was really for me to use (especially with the many hours I did)
    - I also had a running doc for **notes** I took (especially at the beginning) in order to familiarize myself with keywords and definitions as well as to jot a few things down about readings, websites, etc.
    - Use a **brain dump doc** if you need to! A lot of assignments are self-driven so it might take some time and thinking for you to work through blog posts, designs, etc. It never hurts to keep track of your thoughts.
    - On a similar vein, a **to-do list doc** is a must when you have multiple projects going at once just to consolidate your various projects in one place and to have a clear direction with what projects you will be working on that day (it's also gratifying to add a little ✔ when you finish something)
- Don't try to do everything at once… or do! Do what works for you/fits with your rhythm. I found that working on multiple projects kept my brain rolling especially as many projects are long-term projects that require input over the course of a few days or weeks
    - I worked on what I wanted to when I was in the mood which is one of the joys of this internship/remote work so I would take full advantage of this! But at the same time it's important to work on what the priorities are for the day/week

Finally, remember to take breaks and to find enjoyment in the work you do! The ins and outs of the ACP as well as the OA world are super interesting and new, so make the most of this experience, especially as it is a new and up and coming field that could change the world of educational resources, scholarly publishing, and more!

Best of luck and don't hesitate to reach out if you have any questions!!!

Sincerely.
Former ACP Intern