EXPECTATIONS OF INTERNSHIP SUPERVISORS

The Student Academic Affairs and Career Services Office in the School of Human Ecology has developed a list of expectations to outline what constitutes a valuable internship experience. If you are considering hiring an intern, please familiarize yourself with these expectations to ensure both you and the intern have a quality experience.

1. The internship supervisor will not be the parent or relative of the company employing the intern.

2. The internship should directly relate to the student’s major and career goals.

3. The internship supervisor should provide the intern with a job description that clearly explains the duties of the internship.

4. The internship should be more than a ‘job shadowing’ experience.

5. The supervisor should provide a training period in which he/she briefs the intern on company policies and the job responsibilities for the internship.

6. The internship supervisor should provide students with daily/weekly duties to complete at the internship site.

7. The intern should report directly to the assigned supervisor, and the supervisor should serve as a mentor.

8. Clerical work (i.e., data entry, copying, filing, stuffing envelopes, answering phones, cold-calling, etc.) is limited to no more than 25% of the internship experience.

9. The supervisor and the intern will agree upon the number of hours the intern will work during the semester to ensure s/he is completes enough hours to receive academic credit. Students must complete a minimum of 150 hours to receive credit.

10. The supervisor and intern should set time aside regularly throughout the semester to ensure the intern is completing duties appropriately, feeling comfortable with the internship experience, etc.

11. As part of the internship course, the internship supervisor will be asked to complete a midterm and final evaluation of the student’s performance during the internship. The evaluations should be discussed with the student.

12. Depending on the student’s major, the supervisor may be expected to work with the intern to develop an independent project that s/he will complete during the course of her/his internship. More information about the project would be provided if the student enrolls in the internship course.