

EXPECTATIONS OF INTERNSHIP SUPERVISORS



In the School of Human Ecology (SoHE), internships are professional learning experiences for which students may receive academic credit. Internships are a vital part of student career development and a highly valued component of the undergraduate curriculum. High-quality internships foster student development by bringing theories and classroom-based learning to life in real-world settings. In addition, internships give students the opportunity to explore careers related to their major, gain relevant experience in their field(s) of interest, and develop a better understanding of what is expected in a workplace by performing the tasks of a professional.

The Student Academic Affairs and Career Development Office in the School of Human Ecology has developed a list of expectations to outline what constitutes a valuable internship experience. If you are overseeing an intern, please familiarize yourself with these expectations to ensure both you and the intern have a quality experience. If you agree to these expectations, please sign and date this form and return it to the student at least one week prior to the start of the internship.

1. The internship supervisor is not a parent or relative of the intern.
2. The internship must directly relate to the student's major and career goals.
3. The internship supervisor must supply the intern with a job description that clearly explains the duties of the role.
4. The internship must provide more than a 'job shadowing' experience.
5. The supervisor must offer a training period in which the intern is briefed on company policies & job responsibilities.
6. The internship supervisor must assign students daily/weekly duties to complete at the internship site.
7. The intern must report directly to the assigned supervisor, and the supervisor should serve as a mentor.
8. Solicitation/prospecting, sales associate/cashiering, and/or clerical/reception duties (i.e., data entry, copying, filing, stuffing envelopes, answering phones, cold-calling, etc.) must be limited to 25% or less of the student's internship duties.
9. The supervisor and the intern will agree upon the number of hours the intern will work throughout the term to ensure they meet the minimum hours requirement (150 hours).
10. The supervisor and intern should set aside time regularly throughout the semester to provide feedback, discuss performance, share concerns, explore opportunities for growth, etc.
11. As part of the internship course, the internship supervisor will be asked to complete both a midterm and final evaluation of the student's performance during the internship. These evaluations should also be discussed with the student.
12. Interns are expected to develop an independent project to complete during the course of the internship. More information about the project will be provided once the student enrolls in the internship course.
13. Internship employers must agree to comply with Title IX and take immediate, effective, and appropriate action to respond to any and all acts of discrimination on the basis of sex, sexual harassment and sexual violence that may occur during the internship.

Supervisor Signature _____ . Date _____