



INTERNSHIP SUPERVISOR GUIDELINES

An internship allows students to integrate and apply the knowledge obtained in and out of the classroom to their careers. In addition, students can learn new skills and gain professional insight into their potential career field.

If you are thinking of or are an internship supervisor for our business students, please review the expectations and recommendations listed below.

EXPECTATIONS:

The supervisor cannot be a family member or a peer/fellow student.

It creates a conflict of interest for a family member or a fellow student/friend to supervise in the internship. It can compromise the internship learning experience for the student.

Complete the Internship Evaluation Survey:

For the student to receive credit for an internship, the supervisor must complete an evaluation survey when the student completes the minimum required number of hours for work (120 hours for one credit; 240 for three credits).

This Internship Evaluation Survey includes the following categories: business skills and effective interactions, communication skills, and space for an overall evaluation. As a reminder, by completing the survey, you verify that the student intern has completed their required hours within the indicated timeline.

If you have a student who is returning to your internship

Suppose you have a student who is returning to your internship and wants academic credit. In that case, the student's experience should meet at least two of these three criteria: report to a different supervisor, has increased/expanded responsibilities or is completing a semester-long project contribution with new learning objectives. In other words, they cannot earn credit again for doing the same general role.

GENERAL SEMESTER START DATES AND END DATES

*We will provide more specific dates in the Employer Welcome Email

Fall Semester: End of August, with student assignments due the first week of December.

Spring Semester: Mid-January, with student assignments due the first week of May.

Summer Semester: Start dates for student work hours are flexible as long as students apply for credit by the third Monday in June and will reach the required 120/240 work hours from their application date. Student assignments are due in mid-August.

If a student's work hours do not align precisely within a semester start/end date, they should discuss their timeline with the Business Career Center.



RECOMMENDATIONS:

Onboarding & setting expectations.

It would help if you supplied the intern with detailed information about procedures, work code, rules, and regulations of your company's work environment during the start of their internship. It will set your intern up for success and allow you to set expectations for the internship. You can set goals or learning objectives with your intern during this process. Then engage the intern on how you and they want to break down goals or learning objectives into small attainable steps to support success. This includes explaining to your intern why they are doing these specific tasks that may seem important to you but could look menial to them. Finally, when the timing is appropriate, we encourage supervisors to be clear about expectations in terms of extending students' time at an internship or full-time job opportunities. Neither is expected, but from a developmental and relationship perspective, an upfront conversation with the student can be supportive.

Plan a weekly meeting and provide regular feedback.

Being patient and communicative during their internship experience is essential because the goal is for students to learn about their career field. Engaging your intern in weekly meetings and direct conversations builds a more powerful personal bond between you and them, keeps them updated on other work occurring within the organization, and provides an understanding of how they support the organization. Providing immediate, direct feedback can help solve immediate issues and benefit the learning process rather than waiting until the end of their internship. You can also help the intern grow to take more initiative or work better independently by providing them with tips and discussing problem-solving steps. Weekly meetings and direct feedback also allow them to comfortably ask questions or raise concerns about things occurring during their internship.

During your weekly meetings, you could ask the following questions:

1. What are you working on this week?
2. How are you REALLY doing?
3. What do you feel is going well? What do you think is something that you could improve on?
4. How do you feel your internship is going?
5. How are you meeting the basic professional expectations?
6. Are there any issues I should be aware of or assist with?
7. Can I help you with anything?

You also want further your intern's career development beyond the job responsibilities.

This internship can be the gateway to an intern deciding if this career field suits them. Discussing career opportunities, appropriate preparatory work, etc., with the intern is essential. It allows them to explore various options and further their career development. Please encourage them to attend activities, meetings, and other networking events.

QUESTIONS, CONCERNS, OR ADDITIONAL FEEDBACK

If you have any questions, concerns, or additional feedback, please contact the Business Career Center.

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