

# Career Services

*Change Yourself, Change Your Community and Change Your World*



## **Guidelines for Employers & Internship Supervisors of SNC Interns** **Professional Internship Experience**

### **EXPECTATIONS OF INTERN SUPERVISORS**

Internships are most effective and satisfying to both the interns and the supervisors when the internship includes:

- An orientation to the organization, its “culture”, and their work assignments.
- Professional career-related work experiences, with increasing amounts of responsibility as the intern progresses
- Assisting the student in developing and achieving learning goals and objectives, which are to be recorded on the Learning Agreement and submitted by the student via Career Connections.
- Good communication between intern and supervisor and consistent supervision and feedback.
- An on-site visit by a Career Services staff member, depending on location. Feel free at any time to request a site visit.
- Completion of written evaluations at the end of every semester and/or summer to report on the overall performance of the student. The supervisor evaluation will be emailed to you if the Learning Agreement has previously been submitted.

### **ORIENTATION**

- Provide a position description and student job title. Explain specific duties, responsibilities, and reporting relationships.
- Explain the goals, functions, or services of the organization. Provide organizational information on the company, the department, and any appropriate human resources policies.
- It is highly encouraged to have a discussion about ethical issues (including sexual harassment and discrimination) and the way any problems should be reported.
- Determine the student’s work schedule and make the necessary physical arrangements for workspace.
- Give the student a tour of the office or plant. Introduce co-workers and point out supplies, resources, and basic office procedures. Some interns, based on personality and culture, may need coaching on people interaction.
- Clarify what is expected with respect to deadlines, dress, quality of work, degree of independence, and confidentiality.

### **SUPERVISION**

- Schedule a regular weekly meeting to go over assignments, answer questions, evaluate work, and suggest how the student could improve. Adjust the level of responsibility and possibly add new paths or additional training as needed.
- Periodically discussing the Learning Agreement with the student will assist both of you in gauging progress. New goals may need to be set as responsibilities increase.
- If possible, provide the student an opportunity to attend activities, meetings, and other networking opportunities.
- Discuss career opportunities in the field, appropriate preparatory work, etc., with the intern.

### **BENEFITS FOR ALL**

Supervising an intern requires an investment of time, but is often a rewarding and beneficial experience. As a supervisor, you may be called upon to act as a teacher, mentor, director, or role model. Supervising a St. Norbert College student provides you with access to qualified and motivated workers, an opportunity to screen future employees, attain assistance with special projects, and fresh ideas, perspectives, and enthusiasm. It is an excellent opportunity to help shape the worker of tomorrow. Supervisors provide valuable feedback regarding work habits, career opportunities, interpersonal skills, and job responsibilities. Your guidance, training and feedback provide an important link between academics and the world of work.