

## **Roles and Responsibilities**

### **Student**

Student internship roles and responsibilities put into practice the same types of responsibilities that professionals have in their work environment. These include developing self-reliance and initiative in the workplace, meeting workplace project deadlines, and problem solving skills. It all starts with the student's initiative. Student initiative drives the search for an internship, subsequent contact with faculty advisor, and completion of the internship contract. In addition, internship responsibilities may include:

- Transportation to the internship site
- Professional work attire and communication skills
- Meeting academic deadlines:
  - Internship Contract: Due no later than the second Monday of the semester
  - Final Evaluations: Due the Monday of finals week
- Approaching the internship with the same type of rigor seen in the classroom setting
- Completing the project proposal outlined in the Internship Contract

### **Gather Career Information:**

An internship is about exploring possibilities for a career. It is about gaining experience with different vocations in different work place environments. An internship tests your abilities and facilitates learning new skills that may be used in your career. Internships are also a great opportunity to gather professional contacts in your chosen field.

Internship provides a variety of additional opportunities to explore a vocation, such as:

- Asking to co-workers questions about their careers
- Scheduling short "informational interviews" with individuals in your internship you want to learn more from
- Participating in trainings, seminars, and conferences
- Using your supervisor as a mentor (Talk to them about their careers and any questions you have about it. At the end of the internship have a conversation with your supervisor about your future professional goals and ask for their feedback on your performance.)

The student will only be given credit for the internship once their project and final evaluations have been turned in and completed.

### **On-Site Supervisor**

The site supervisor is responsible for the student's daily work schedule. A supervisor helps a student bridge academic work to professional experience.

- The supervisor should assist the student in establishing and completing the internship contract.

- The supervisor should take an active role in mentoring the student and providing guidance on the nature of the internship duties and the process of successfully completing them.
- The supervisor should remain available for regular questions and conversations with the student intern.
- The supervisor should contact the faculty advisor if there are any concerns or questions regarding the student and his or her internship.

**Faculty Advisor**

The faculty advisor is responsible for the evaluation of a student intern's academic progress. They should be in communication with the student about the internship criteria: requirements for credit and project proposals that meet academic standards. Faculty advisors should be periodically checking-in on the student's progress and providing any guidance a student may need. The faculty advisor is also responsible for evaluating the final internship project and submitting the final grade.