

Kenyon Internship Guide

The Career Development Office relies on our network of dedicated volunteers to provide industry expertise and professional advice through mentorship; to create and share experiential opportunities; and to offer support in other uniquely Kenyon ways. No matter how you choose to help, we're excited to partner with you.

Guidelines for Creating an Internship Program

Internship programs should provide learning experiences that foster the student's experiential and professional development. Companies often alter entry-level career positions to meet the time stipulations for the intern. It is important that the student is able to recognize achievements and complete his or her projects.

1. The supervision of the student should be ongoing, consistent and positively framed.
2. The position should be relatively secure so as to provide the student with employment for the agreed-upon period.
3. The employer may opt to have the student present his/her project to other managers or employees within the department, which causes the student to reflect on his/her experiences and, at the same time, to enhance his/her communication skills.
4. It is helpful for the student intern to be evaluated on overall performance at the end of the internship.
5. The employer and immediate supervisor of the student are the representatives of the company and have the responsibility of informing the student-employee of company rules and regulations regarding such matters as hours of work, holidays, paydays, and so on. Furthermore, it is expected that the employers will provide student-employees with the guidance toward productive adjustment that other valued employees might receive.
6. While students are often hired for pre-recruitment purposes, they should not be subject to contractual job agreements for full-time career positions. Students should be informed that offers of employment are open-ended agreements. To be specific, employers are not obligated to make job offers at completion of the work periods, and likewise, students are not obligated to accept, should the employer make an offer.

Benchmarks of Quality Internship Programs

For decades, many well-known companies have linked students/interns to their long-term hiring goals to attract and retain top talent. Utilizing top-down management support, the goals and objectives for the student employment/internship program are clearly identified within the human resource division. Support for the program is demonstrated through provision of appropriate staffing, sufficient operation budgets and cross-company involvement. Quality internship programs will also have the following characteristics:

Strong Program Processes and Guidelines. The program is managed using well-defined systems and processes. Things to think about include:

- a strategic plan with clearly identified goals and objectives
- an effective recruitment plan

- methods to ensure quality work assignments
- orientation and training programs for student employees and supervisors
- systems to monitor work progress; effective data collection and continuous quality improvement measures; and,
- evaluation processes to measure student outcomes and impact on the company's productivity

Quality Work Assignments. The internship position offered to a student employee provides structure and meaningful learning experiences. To support that experience, it is recommended that each internship have:

- a position description
- selection criteria
- an established salary and benefit policy
- a learning plan (see [Sample Learning Objectives/Corresponding Tasks](#))
- assigned supervision
- ongoing evaluation and assessment, and
- interesting and challenging projects

Established Kenyon and Student Relationships. Effective recruitment plans are built upon well-established and maintained relationships between a company and Kenyon College. Strategies to market and promote the company's employment/internship opportunities and to develop on-campus relationships with faculty, staff, and students help to establish and maintain the company's recruitment plan. When such relationships are established, the CDO staff become important partners through whom potential candidates can be identified and initially screened.

Orientation and Support Programs. Student employment program best practices typically include support programs, such as relocation and housing assistance, general orientation to the company, sponsored social activities, and mentoring programs.

Five-Step Plan for Supervising Interns

Step 1: When you hire the student explain:

- Equipment provided by the company
- Equipment provided by student
- Standards for appearance
- Salary, benefits, overtime pay; work hours, time sheets and sick leave
- Starting date and ending date
- Transportation to/from work; travel reimbursement policies

Step 2: Consider providing the following to students relocating to your area

- Special features of area
- Where to live, grocery stores, etc.
- Estimated housing cost
- Special Events
- Social Activities, opportunities
- Public transportation/parking cost
- Cultural/social "musts"

Step 3: When the student begins work:

- Introduce student to office personnel, including “key players”
- Explain chain of command
- Identify a “mentor” for the student
- Explain office policies
- Include student in departmental activities
- Assign meaningful and challenging work
- Establish a learning plan with student. Identify at least three specific and measurable learning objectives to be mastered during the work period
- Tell student what is needed, why needed, when needed, and format expected
- Explain how student work will be evaluated, by whom and when

Step 4: Schedule several intermediate reviews throughout the work period to:

- Monitor student’s general performance
- Measure progress toward meeting learning objectives
- Make adjustments to learning plan and assignments as needed

Step 5: Near the conclusion of each work period, meet with student to:

- Review work period with a formal evaluation
- Review and evaluate student’s learning objectives
- Identify skills developed during work period and skills needed development
- Suggest academic courses that could be helpful

Facilitating Intern Student Skills and Development

If your company has hired student interns, your challenge is to help them develop the skills and gain the experience that will meet the organization’s future needs. You can use the following sequence of skills to set expectations and measure student progress throughout their internship experience:

LEVEL ONE SKILLS

Students should be able to:

- Identify the basics of the business through training, orientation, or observation.
- Define the functions and purpose of their departments.
- Identify internal resources and procedures.
- Identify and operate all necessary equipment.
- Adjust to the work environment.
- Translate occupational terminology.
- Exercise initiative in work assignments.

LEVEL TWO SKILLS

Students should be able to:

- Apply academic knowledge to the work situation.
- Work independently without continual guidance.
- Exercise problem-solving skills.
- Function as contributing members of a project team.

LEVEL THREE SKILLS

Students should be able to:

- Identify creative solutions to problem solving.
- Exhibit growing self-confidence in daily tasks.
- Communicate in a professional manner both in writing and speaking.
- Travel for company business under company policy.

LEVEL FOUR SKILLS

Students should be able to:

- Investigate and define project requirements.
- Contribute to the design and development of new systems.
- Recommend suggestions for improvement of departmental procedures.
- Develop professional techniques (e.g., effective time management, assertiveness, etc.)

LEVEL FIVE SKILLS

Students should be able to:

- Coordinate activities associated with a project (e.g., meetings, deliveries, etc.)
- Move a project through from start to finish.
- Provide guidance to less experienced workers.
- Deal with outside sources as a company representative.

Key Internship Outcomes

Deliverables interns produce often include:

A Documentation/Portfolio Component. The student intern should document key contributions, accomplishments and events in a portfolio. Documentation to include:

- initial job description
- a journal
- record of hours worked
- copies of projects completed
- supervisor's evaluation
- a revised (end of internship) job description reflecting actual experience, and
- other materials as appropriate

An Analytic Component. The student should complete some kind of business or project analysis as part of the internship. ([See sample project here](#)) ([See more sample tasks here](#))

A Reflective Component. The student should reflect on how the internship experience connects to future job experience (keep a journal). This should include consideration of skills developed and used in the internship that will be needed in a future job, as well as relationships developed that may be meaningful later in their career or life.

An Academic Component. If the intern is receiving academic credit, work with their faculty advisor in determining criteria the student must meet to receive academic credit for their internship. More information for students and employers can be found here: [Kenyon College EXPL 205/206 Student Checklist](#).

Assessing Quality

At the conclusion of the internship, an employer may use the following questions to assess the quality of the program and revise future programming as needed:

- Do students have easy access to someone who can answer questions?
- Are students assigned a mentor?
- Does the supervisor establish learning objectives, thoroughly explain the project and periodically review student progress?
- Does the supervisor involve the student, discuss assignments, discuss performance expectations?
- Are there student orientation programs?
- Have supervisors demonstrated the ability to develop people?
- Does the supervisor regularly spend time with the student?
- Is the supervisor willing to listen to suggestions and ideas?
- Is the supervisor periodically reviewed for effectiveness?
- Are supervisors evaluated by the students?
- When reviewing supervisors, is consideration given to the quality of the assignments?
- Does each student have a documented learning plan and set of performance criteria?
- Does each assignment include specific, measurable goals, objectives, and criteria to be accomplished and learned?
- Are students entrusted with responsibility in their work yet monitored closely enough to assure that they have enough work?
- Do supervisors evaluate student work performance to determine potential for the next assignment?
- Is the student evaluation process similar to that used for full-time employees?
- Are specific ratings thoroughly explained to the students?
- Is the student's work quality and quantity evaluated?
- Does the evaluation identify skills needing development?

Samples

- [Sample Job Descriptions](#)
- [Sample Work Schedules](#)
- [Sample Supervisor Evaluation](#)
- [Sample Student Evaluation of Internship Experience](#)
- [Sample Projects 1](#)
- [Sample Projects 2](#)
- [Sample Learning Objectives and Corresponding Tasks](#)
- [Determining Pay Scales](#)

Ways to Promote Your Opportunities to Kenyon Students

Handshake

(<http://joinhandshake.com/employers>)

Handshake is our job/internship platform that offers a dynamic interface, streamlined for student and recruiter use. We utilize Handshake because of the intuitive user interface, simple navigation, and improved processes for recruiters and students. Click on the [Sign Up](#) link to get started.

You can post opportunities directly, but first you'll need to [make a free employer profile](#) using your company email. The advantage of creating a profile is to make yourself available to Kenyon students and alumni for questions about positions you post. Included with your account is access to a robust applicant dashboard, and the ability to reach out directly to any Kenyon students/alumni with a completed and public Handshake profile (580+) to recruit directly. You can [post opportunities](#) to Kenyon anytime and we'll get notified of your connection to the employer. This earns you an Alum Employer and KC Connection 'Label' which elevates your Handshake Profile and on-campus marketing channels.

LinkedIn

You can share information directly with students and alumni via our LinkedIn group Kenyon Career Connections: <https://www.linkedin.com/groups/7479222/>

Instagram

You are welcome [to "take over" our CDO instagram](#) for a day if you'd like to draw attention to your available opportunities.

On Campus Recruiting

Below are options for on-campus engagement opportunities. (more details to follow)

Information Sessions

On-campus or virtual information sessions are a great way to speak directly with students. These are arranged directly through Handshake.

Employer in the Foyer

A great way to meet informally with students is to set up an information table in Pierce Hall during common hour and lunch time.

Lunch and Learns

Invite students to lunch with you at a specified time/location in Pierce Dining Hall.

Interviewing

On-campus interview rooms or virtual interviewing sessions are available.

For more information, contact
Tracy Corrigan, Director of Employer Relations
Career Development Office, Kenyon College
740-427-5406 | corrigan2@kenyon.edu.

References

The Ohio State University, Fischer College of Business
University of Washington
Internship Bridge

SAMPLE LEARNING OBJECTIVES AND TASKS

LEARNING OBJECTIVE	EXAMPLE TASK
Analyze quantitative data, statistical data, or human social situations.	The intern will review and analyze current market data to determine product success.
Convert paper documents to electronic documents related to marketing (eg., correspondences, reports, memos, programs, sales presentations, and promotional material).	By the end of the internship the student will convert all of the organization’s paper records into electronic form in Microsoft Word/Access.
Utilize time management to organize and prioritize goals and deadlines.	The intern will effectively manage tasks, communications, and required meetings to ensure goals and deadlines are achieved.
Review and report on market trends.	The intern will conduct a literature review on Patient Care, including trends for sharing medical diagnoses with patients and their families within the first three weeks of the internship. Intern will then write a report explaining potential new strategies for increasing patient and family understanding.
Locate and research information from various sources, as well as people, that can be helpful with navigating the Salesforce portal.	The intern will review all training modules for Salesforce, go through one-on-one training, and develop shortcuts and resources for learning how to use Salesforce portal over next two weeks.
Conduct research and outreach with current and prospective customers.	By using various methods of communication the intern will research potential clients; conduct a one-week marketing marathon (including phone, email, and other direct marketing); and produce a chart that summarizes the results.
Read/review a historical government policy and its impact on American Society.	The intern will review the New Deal policy, and research each formed agency that was created to determine the impact of those services and address the impact the role of a public servant has on American society.
Examine and reflect on your experience as an intern in this organization, as well as the feedback you received.	The intern will constructively examine written and oral feedback, and reflect on how he or she could have increased his or her understanding of the task to meet the expected goal.
Plan the logistics for the upcoming professional development retreat, from start to finish.	The intern will work with the Director of Special Events on the professional development retreat, and gather information about past retreats and other responsibilities (eg. compiling the invitation list, securing the space, and arranging for food, beverage,

	decorations, and speakers for events involving professional development and technology needs. (This learning task should be broken down into sub-learning tasks for each activity mentioned).
<u>Learn</u> more about this role and the roles that shape the unit team.	The intern will conduct informational interviews with (specified) team members about their specific roles within the company, and write a report that paraphrases their remarks by the end of the internship.
<u>Improve</u> social etiquette skills during mealtimes.	The intern will complete an etiquette workshop before the completion of the internship to better understand formal dining, and attend a company mixer to practice learned skills.
<u>Practice</u> presentation and public speaking skills.	The intern will prepare and present a final presentation on his/her internship experience, providing details and outcomes of assignments, and greatest lessons learned during the internship.

SAMPLE JOB DESCRIPTIONS

SAMPLE: MARKETING INTERNSHIP DESCRIPTION

INSURANCE COMPANY

STUDENT INTERN-MARKETING DEPARTMENT

Internship Description: Our company has more than a century of experience as a personal lines insurance carrier. Consistently ranked highest in customer satisfaction by its policyholders, our company is strong, stable and financially secure.

Our office located in Lincoln, RI, is seeking an intern for our Marketing Department. This is a paid internship, and the working hours are 37.50 hours per week during the summer months. The selected candidate will be responsible for assisting and supporting the Marketing Department with a variety of social media and marketing initiatives.

Job Functions and Responsibilities:

Social Media focus includes:

- Assist with social media engagement by helping manage social channels.
- Drafting and editing copy for social channels.
- Monitoring social media web analytics on a weekly basis (e.g. page views, twitter followers), and provide reports of growth and other activity.

Marketing/advertising focus includes:

- Engaging with marketing teams on a regular basis to brainstorm ideas for new and innovative marketing and social media campaigns.
- Assist with gathering data for marketing reports and supporting a variety of marketing and advertising programs.

General responsibilities include, but are not limited to:

- Researching industry-specific sites (blogs, forums, etc.) for product reviews, customer comments, and other relevant marketing information.
- Maintaining marketing program files.

Job Requirements:

- Must have excellent written and verbal communication skills.
- Knowledge and experience with Facebook, Twitter, YouTube and other social media platforms.
- Strong attention to detail and organizational skills.
- Property and casualty insurance knowledge a plus.
- Our internship is designed for individuals who are currently enrolled at an accredited college/university and who will be continuing their undergraduate studies in the fall. Candidates should be seeking a Bachelor's degree. All applicants must submit a cover letter.
- Transportation to and from the internship environment

Qualifications: Please see job description.

- **Hours Per Week:** 37.5
- **Wage/ Salary:** hourly

SAMPLE: *PSYCHOLOGY* INTERNSHIP DESCRIPTION

YOUTH AND FAMILY SERVICES CORPORATION

BEHAVIOR SPECIALIST

Internship Description: We believe that every child has the right - and should have the opportunity - for full inclusion in life. In 1997, we established a Youth and Family Services Program to help children with disabilities learn the skills they need to become active, participating members of the larger community.

To support a child's development, we create individualized programs that are family-centered, recognizing that parents or guardians are a critical part of the implementation team. We bring together an interdisciplinary team that supports and works with families to find positive ways to deal with the many challenges posed by a child's disabilities. Depending upon what services and expertise are needed, this support team can be comprised of an administrator, treatment consultant, clinical supervisor, treatment coordinator, and behavioral specialist.

Our Youth and Family Services Program is designed for eligible children ages 3-21 with special health care needs or who are at risk for chronic physical, developmental or behavioral conditions.

Our Home-Based Therapeutic Services include:

- Behavior Management
- Social & Daily Living Skills
- Community Integration
- Parenting Skills Training

Qualifications:

- Must have an Associate Degree in human services or currently be enrolled in at least 6 semester hours of relevant undergraduate coursework at an accredited college/university
- Must have a favorable criminal background check
- Must have a valid driver's license and access to an insured vehicle
- Must have a favorable driving record

• **Hours Per Week:** 20

• **Wage/ Salary:** competitive

Sample Intern projects

The following are a collection of projects that you could use to fulfill the analytical component of a student's internship.

COMMUNICATIONS & MARKETING

- Coordinate with internal or external creative partners to create print, online and other collateral.
- Plan, develop and implement strategic social media and public relations initiatives.
- Create, organize and execute email campaigns in MailChimp.
- Plan and coordinate an event or meeting.

DATA, STATISTICS, RESEARCH & ANALYTICS

- Research economic data from multiple sources and create visual aids to display pertinent key findings and information to constituents.
- Transcribe and/or write summaries for a collection of oral histories.
- Collect data related to customer sales and inventory information; assist in data analysis and development of action plans to improve inventory position.
- Evaluate and apply metadata schemas to provide description and access to digital projects.

ENGINEERING & TECHNOLOGY

- Work with product designers to define the user experience for a product and test prototypes.
- Test and implement appropriate security methods and control techniques such as firewalls, intrusion detection software, data encryption, data backup and recovery.
- Support software/web developers in the architecture, design, development, deployment, and management of SQL database.
- Conduct usability testing of internal beta sites and collect/report findings

ENTERTAINMENT & CREATIVE ARTS

- Schedule actors, respond to phone calls and emails from actors/agents, take notes during auditions.
- Develop special effects prototypes and update/enhance documentation for audio animatronics team
- Conduct background research on identity and create mood boards for projects.
- Organize and maintain artist video library and show archive.

FINANCE & ACCOUNTING

- Prepare, examine and analyze accounting records, financial statements and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.
- Collect and analyze health care claims and utilization data including cost projections and evaluations.

JOURNALISM & PUBLISHING

- Produce original online content and write headlines to SEO standards under editor's guidance.

- Review and evaluate literary submissions including query letters, proposals, and manuscripts.
- Research, fact-check, and copy-edit material.
- Call Non Governmental Organizations (NGOs) to verify information, conduct online search, and enter data.

NON-PROFIT

- Coordinate donation drive for needed items to support organization mission and clients
- Revise, pilot test and finalize the organization's scholarship application process.
- Organize and digitize the organization's historical records for future fundraising purposes.
- Identify grant opportunities and manage the application process.
- Research potential sponsorship, draft donation procurement letters, and follow up on donation procurement inquiries via phone and email.

SALES & ACCOUNT MANAGEMENT

- Research and consult sales professionals to outline incremental revenue strategies.
- Partner with sales team to execute sales plans in various locations.
- Establish metrics and benchmarks to determine optimal promotional placement for a product.

SCIENCES & THE ENVIRONMENT

- Survey insect and local plant populations to understand quantity and life cycle of beneficial insects.
- Enter and analyze wildlife monitoring data to include using ArcGIS to produce maps.
- Soil sampling, mapping and implementing variable rate fertility programs.
- Utilize drones to collect imagery and data on natural areas and recreation sites to be used in outreach, education, mapping and the establishment of baselines for vegetation patterns.

Other things to consider:

- Are there elements or pieces of larger organizational projects you could delegate?
- Are there projects you believe strongly in but don't have the time to pursue?
- Was there a project a few years ago that could use a refresh?
- What could an intern accomplish in about 100 hours (10 hrs for 10 weeks?)

Source: University of Washington

18 Useful Tasks for Interns To Do

April 1, 2021

By: Indeed Editorial Team

<https://www.indeed.com/career-advice/career-development/tasks-for-interns>

When managing an internship program, you want to ensure your interns have plenty of work to do. When you introduce them to various responsibilities, they may get a more enriching experience working for your company. Rather than having interns spend time on busy work when they finish their tasks, consider having other tasks ready for them to do. In this article, we share the importance of keeping interns busy and 19 tasks for interns to do in the workplace.

Having tasks for interns prepared can help you ensure you are providing your interns with an enriching learning experience. There may be times when your interns complete their primary duties and need additional work. By giving them a list of possible work they can do, you can ensure your interns are keeping busy.

Likewise, having these tasks prepared is helpful when you are busy with your own work. Rather than coming up with a job on the spot, you can tell your interns to refer to their task list. Having back-up projects and work for them to do helps them continue growing in their role and makes your job easier overall.

Enriching tasks for interns

Here are 18 different tasks for interns:

Do research for a new project. If your team is starting a new project, you can ask an intern to do some preliminary research for it. This is a helpful task to give an intern since it can help them improve their research skills, which are important for any profession. Ask them to figure out things like the resources, budget and timeline you would need for a project.

Learn more about competitors. Ask your interns to use their spare time to research competitors. This is a great way for your company to keep up with what's going on in your industry. They can also look into recent market trends to help your business stay current.

Figure out better systems. Having someone new to the industry can be quite beneficial since they may look at things in new ways. Have your intern look at the current way your company operates and make their own suggestions. Ask them to support their ideas with data and research.

Create a presentation. Public speaking is a useful skill for many professionals to have. Help your interns develop these skills by asking them to be in charge of presenting at your next meeting. Creating a presentation can also help them become more familiar with PowerPoint programs.

Complete additional training. Once your interns complete their training, have some supplementary documents or videos for them to watch in their spare time. This is a great way to keep them busy while progressing their knowledge in your field.

Sit in on client meetings. Ask your intern to attend your next important client meeting. While they may not necessarily contribute to the meeting, this is a chance for them to learn what this process looks like. As they become more experienced, you can ask them to participate.

Help with brainstorming sessions. The next time your team meets to brainstorm, ask your interns to join. They may have some innovative ideas to share. This experience also helps them learn to speak up in group settings and collaborate with others.

Train newer interns. Ask your more experienced interns to help train any incoming interns. They may have a helpful perspective since they went through similar training when they first started.

Lead a team meeting. As your interns become more comfortable at your company, you can ask them each to be in charge of leading a team meeting. This gives them the chance to develop their leadership skills and prove their value to the team.

Order office supplies. If you notice your office is running low on supplies, ask your interns to order more in their free time. While this may seem like a simple task, ordering supplies requires them to understand inventory and budgeting.

Do occasional errands for the office. When everyone at work is busy, you can ask your intern to do some errands for the office. They may appreciate taking a brief break from their normal tasks to go pick up lunch or mail some packages. Just make sure to incorporate more enriching tasks into the rest of their day.

Manage the company's social media. Depending on your company, you may be able to have an intern manage your social media accounts. Ask them to create posts on behalf of the company or respond to customers online. Social media skills are valuable for many professionals to have.

Review company materials. Ask your interns to look over different company materials and see if there is anything they would change. They may find ways you can improve your website, social media pages, marketing materials or even your employee handbook.

Attend company networking events. Invite your interns to come along to company networking events. This gives them the opportunity to connect with other professionals in your industry. It also gives them a glimpse into events they might attend when working in their first full-time job.

Draft internal communications. If you noticed one of your interns is a talented writer, consider asking them to work on your company's internal communications. They can write company-wide announcements or draft up important emails.

Create their own capstone project. A capstone project is a long-term project that your intern can work on throughout the course of their internship. This kind of project can be their go-to when they finished their tasks for the day. Ask them to create their own project that applies the skills they are learning at your company. Consider having them present it to your team at the end of their internship.

Enter data into spreadsheets. Knowing how to use spreadsheet software can be a useful skill in many professions. Having your intern enter data is a useful way to spend their time and can be helpful for your company.

Ask customers for feedback. Interns in customer-facing roles can benefit by being responsible for reaching out to customers to learn their feedback. Consider either having your intern call clients or send out surveys. Learning how to nurture clients is especially helpful for sales and marketing internships.

SAMPLE INTERN WORK SCHEDULE 1

Name:

Semester:

CAPS INTERN SAMPLE SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 A.M. Administrative time	8:00 A.M. Administrative time	8:00 A.M. Administrative time	8:00 A.M. Administrative time	8:00 A.M. Client
9:00 A.M. Supervision of supervision	9:00 A.M. Group case conference	9:00 A.M. Supervising a practicum student	9:00 A.M. Administrative time or COT	9:00 A.M. Staff meeting
10:00 A.M. Client	10:00 A.M. Supervision	10:00 A.M. Client	10:00 A.M. Multicultural Mentoring	10:00 A.M. Triage supervision
11:00 A.M. Client	11:00 A.M. Client	11:00 A.M. Intern Seminar	11:00 A.M. Road to Resilience supervision	11:00 A.M. Supervision
12:00 P.M. Lunch	12:00 P.M. Lunch	12:00 P.M. Lunch	12:00 P.M. Lunch	12:00 P.M. Lunch
1:00 P.M. Client	1:00 P.M. Triage	1:00 P.M. Administrative time	1:00 P.M. Client	1:00 P.M. Client
2:00 P.M. Client	2:00 P.M. Triage	2:00 P.M. Dissertation	2:00 P.M. Client	2:00 P.M. Client
3:00 P.M. Client	3:00 P.M. Triage	3:00 P.M. Dissertation	3:00 P.M. Client	3:00 P.M. Client
4:00 P.M. Administrative time	4:00 P.M. Triage	4:00 P.M. Group (Road to Resilience)	4:00 P.M. Administrative time	4:00 P.M. Administrative time
5:00 P.M.	5:00 P.M. Triage end time varies by demand of day	5:00 P.M.	5:00 P.M.	5:00 P.M.

Notes: Individual brief therapy: average of 11-14 clients/week; Group therapy: 2-3 group(s)/semester; Research time: 2 hours/week; Supervision: 2 hours/week of individual; 2 interns will supervise a practicum student in the fall and the other 2 interns will supervise in the spring; Thurs @ 9AM-meet with Coordinator of Training every other week or have administrative time

SAMPLE INTERN WORK SCHEDULE 2

Week 1: June 20-25

Theme(s) Orientation and Onboarding

Goal(s)

- Understand company mission, vision, & values
- Become familiar with the office and staff
- Get access to administrative and computer systems

Task(s)

- Conduct an office tour, or virtual tour, and introduce intern to your staff
- Host a company 'meet and greet,' or an online group meeting for remote interns
- 60 min meeting with supervisor to discuss company mission, vision, & values and how the internship fits in
- 60 min meeting with HR to go over administrative systems

Week 2: June 27-July 1

Theme(s): Learning Goals and Project Plans

Goal(s)

- Develop overarching learning goals for the internship and define project plan scope
- Train on company protocols and understand how to accomplish tasks for projects
- 60 min meeting with supervisor to finalize learning agreement and work plan

Task(s)

- Complete online training module(s) for new employees on company protocols
- Create a draft of the work product related to the first intern project

Week 3: July 5-8

Theme(s): Building Confidence on Work Tasks/Finalize first intern project

Goal(s)

- Develop communication plan for giving and receiving feedback on work products
- Expand the intern's network of colleagues in the office 30min meeting with supervisor to go over notes and edits to first intern project
- Discuss how to best to give and receive feedback going forward

Task(s)

- Set aside 2 hours of dedicated work time to finalize first intern project
- Schedule a coffee chat, or virtual call, with an office colleague in related department

SAMPLE HIRING TIMELINE AND SCHEDULE (8-WEEK INTERNSHIP)

April 1	Advertise intern position
April 29	Set up student interviews
May 2-7	Conduct student interviews
Mid May	Offer is made
June 1	First day of internship. Activities commence according to the following weekly activities.

Week 1 Complete Intern Baseline survey: expectations activity, library policy orientation, library tour, and introduction to the role of librarians, set up daily time sheet and brief record of duties performed Borrower's Services: circulation desk functions; getting a library card; shadow at circulation desk; searching the catalog, and supervise check-in/check-out

Week 2 Youth Services: Interacting with summer readers & assist with summer reading program Borrower's Services: Assist with unloading and re-shelving the bookmobile in preparation for school bookmobile runs

Week 3 Borrower's Services: Dewey training; shelve books, collection organization Borrower's Services: Interlibrary loan training, overdue books

Week 4 Library careers - research types of libraries, library occupations, schedule and plan field trip visitation with partner library according to intern interests with supervisor

Week 5 Library training: Intern will choose and complete at least two library online training options of intern's choice Borrower's Services: Assisting patrons on computers & weekly maintenance of public access computers

Week 6 Information Services: Databases & Internet searching, usage of Ebooks/reference books and introduction to services available through library websites Information Services: Assist with updating library website

Week 7 Technical Services: Training on collection development & selection, receipt of incoming books, shadow cataloging & processing of new books Youth Services: Summer reading letter mailed to students Public Relations: Assist with Foundation brochure revision and patron bookmarks

Week 8 Technical Services: Book repair Administration: Financial records required, claims & library reports Library careers: Visitation to scheduled library from week 3 with supervisor Complete Post-internship survey; evaluations; farewell

August 12 Last Day of Internship: intern completes evaluation of internship experience

September 1 Supervisor submits required surveys and reports

SAMPLE SUPERVISOR EVALUATION

Dates of Internship: _____	Date of Evaluation: _____
Student Name: _____	
Organization Name: _____	
Supervisor's Name: _____	
Supervisor's email: _____	Phone: _____

Please rate the intern's performance in the following areas:

Rating Scale:

- 5 = Excellent – far exceeded expectations
- 4 = Good – met and exceeded expectations
- 3 = Satisfactory – met expectations
- 2 = Fair – somewhat met expectations, but needs improvement
- 1 = Unsatisfactory – did not meet expectations

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Appearance	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5

15) Completes assigned tasks	1	2	3	4	5
16) Punctual attendance	1	2	3	4	5
17) Time management	1	2	3	4	5
18) OVERALL PERFORMANCE	1	2	3	4	5

Please consider the following questions in your evaluation:

1. From your point of view, how well were your goals for the internship met?
2. What developments have you observed in the intern's skills, knowledge, personal and/or professional performance?
3. In what ways was the intern able to work well with other members of the organization?
4. How well did the intern take on responsibility and manage time?
5. What have been the intern's major strengths in this internship? (Please describe the intern's contributions to your organization during the internship.)
6. What recommendations would you make for improvement? (Please explain any observed weaknesses.)

SAMPLE STUDENT EVALUATION OF INTERNSHIP EXPERIENCE

The questions below are intended to help us determine if you gained practical experience, knowledge, and/or skills from your recent internship experience and if you would recommend this internship experience to other students.

Name:

Semester of Internship: ___ FALL ___ SPRING ___ SUMMER Year:

Name of Organization where you interned:

Department:

City/State:

Name of Supervisor:

What resources did you use to find your internship? (Check all that apply)

- Handshake
- Faculty
- Company Website
- Family/Friend
- Previous Employer
- Job/Internship Search Site (Name: _____)
- Other:

Please rate the following questions about your internship using the following scale:

5 = Strongly Agree 4 = Agree 3 = Neutral 2 = Disagree 1 = Strongly Disagree NA = Not Applicable

This experience gave me a realistic preview of my field of interest.	5	4	3	2	1	N/A
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As a result of my internship, I have a better understanding of concepts, theories, and skills in my course of study.	5	4	3	2	1	N/A
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I was given adequate training.	5	4	3	2	1	N/A
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I had regular meetings with my supervisor and received constructive, on-going feedback.	5	4	3	2	1	N/A
I was provided levels of responsibility consistent with my ability and was given additional responsibility as my experience increased.	5	4	3	2	1	N/A
My supervisor was available and accessible when I had questions/concerns.	5	4	3	2	1	N/A
The work I performed was challenging and stimulating.	5	4	3	2	1	N/A
I was treated the same as other employees.	5	4	3	2	1	N/A
I had a good working relationship with my co-workers	5	4	3	2	1	N/A
There were ample opportunities for learning.	5	4	3	2	1	N/A
I feel that I am better prepared to enter the world of work after this experience.	5	4	3	2	1	N/A

Through this internship I had the opportunity to use and develop my:

5 = Strongly Agree 4 = Agree 3 = Neutral 2 = Disagree 1 = Strongly Disagree NA = Not Applicable

Interpersonal/human relations skills	5	4	3	2	1	N/A
Oral communication/presentation skills	5	4	3	2	1	N/A
Creativity	5	4	3	2	1	N/A
Problem-solving abilities	5	4	3	2	1	N/A
Critical-thinking skills	5	4	3	2	1	N/A
Writing skills	5	4	3	2	1	N/A

Overall, how would you rate this internship?

- Excellent learning experience
- Good learning experience
- Average learning experience
- Below average learning experience
- Poor learning experience

Additional Comments:

Would you recommend this internship to other students?

- Yes
- No

If no, why not?

Please provide suggestions you may have for future interns who select this site:

What was your reason for completing an internship? (check all that apply)

- Practical experience
- Assistance in selection of career direction
- Skill enhancement
- Increased self-awareness/confidence in the workplace
- Potential future employment with internship site
- Professional contact/networking
- For academic credit
- Other:

Were you offered a full-time, part-time, or permanent position with the organization providing the internship?

- Yes
- No

Was the internship paid?

- Yes
- No

If yes, what type of compensation did you receive?

- Hourly wage
- Stipend
- Other:

What was your compensation range?

Hourly wage:

- < \$7.25/hour
- \$7.25 - \$9.00
- \$9.01 - \$11.00/hour
- \$11.01 - \$13.00/hour
- \$13.01 - \$15.00/hour
- \$15.00

Stipend:

- < \$200
- \$201 - \$400
- \$401 - \$600
- \$601 - \$800
- \$801 - \$1000
- > \$1000