**EXPECTATIONS of the INTERN:**

         Present yourself in a professional manner, including workplace attire.

         Respectfully communicate concerns with your supervisor or internship director.

         Demonstrate enthusiasm and interest in your tasks; ask questions and take initiative.

         Actively use internship course assignments to enhance self-awareness and identify areas for personal growth.

         Fully participate in meetings at work and with your internship instructor.

         Keep track of and accurately report internship hours worked.

**EXPECTATIONS of the EMPLOYER:**

         Consult with student in development of learning objectives.

         Orient student and provide on-the-job training.

         Provide student with appropriate work space and equipment.

         Offer frequent feedback about student performance.

         Evaluate student performance in written format.

         Consult with faculty sponsor regarding student progress.

**EXPECTATIONS of the UNIVERSITY:**

         Help student develop learning plan and set learning objectives.

         Consult with student, when needed, to complete the online internship registration process.

         Supplement student on-site responsibilities with academic assignments suitable to enrich learning opportunities and enhance reflection.

         Discuss basis of grading and relationship between performance and reflection.

         Consult periodically with student to provide continuous feedback.

         Send work site supervisor an online evaluation to complete

         Provide an instructor who is accessible to student and supervisor when needed.

         Complete mid-term & final evaluations, assign final grade.

**Adapted from:**[**http://www.internshipbillofrights.com**](http://www.internshipbillofrights.com/)