

## **Internship Partner Expectations**

### **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/goals.
- Orient student and provide on-the-job training.
- Offer frequent feedback about student performance.
- Evaluate student performance in written format.
- Consult with internship director regarding student progress (as appropriate).

### **EXPECTATIONS of the UNIVERSITY:**

- Help student develop learning objectives and goals.
- Consult with student, when needed, to complete the on-line 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.
- Communicate with site supervisor (as appropriate).
- Provide an instructor who is accessible to student and supervisor when needed.
- Grade all assignments in a timely manner; assign final grades.

**Adapted from:** [https://twc.edu/sites/default/files/BillofRights\\_Infographic\\_Letter-Size\\_SU14.pdf](https://twc.edu/sites/default/files/BillofRights_Infographic_Letter-Size_SU14.pdf)