



Expectations for Supervisors Conducting Internships

The goal of any internship at Kentucky Wesleyan College is to provide undergraduate students with relevant work experience. Thank you for offering to accept one of our students as an intern.

Aside from the policies and procedures you will have to follow in your organization, this handout provides you with a few guidelines for conducting the internship and subsequent evaluation of our student.

First, your rules about punctuality, dress and behavior apply to your intern. Feel free to express your expectations clearly and completely. Your intern may not understand your work culture immediately, may not understand professionalism, and may not know how quickly business operates. The student will look to you for advice, assignments, and support.

Your intern can do more than filing, word processing, answering phones and running errands. As the work supervisor you know this, but others in your organization may not. Please make sure that your peers understand what your intern can and should do, and what your intern can't and shouldn't do. In addition, the work competencies that our student can learn by shadowing you or being given a project to work on will enhance the student's classroom experience.

Your intern will be expected to either keep a journal, or maintain contact with their academic supervisor over the course of this internship experience via email. Matters that should remain confidential need to be identified for the student's benefit.

You can and should call the academic supervisor with any issues that arise for your intern. We would be very happy to visit your place of work to observe the intern in action with you. However, if your intern is not performing in a manner you expected, the academic advisor needs to know immediately.

Kentucky Wesleyan College students involved in internships are assessed by their academic supervisor in terms of how they have met the learning objectives you both have agreed to prior to the initiation of the internship. Your assessment of the student's achievement of learning objectives, quality of work, ability to learn, initiative and creativity, character traits, dependability, attendance and punctuality, organizational fit and response to you as the supervisor will affect the student's grade for the internship. Please consider your intern to be a temporary employee. As you evaluate the student's performance consider whether you would hire this student if a position were to open in your company. If you would, great! If not, why not? This is important information for both the student and the academic supervisor.

Failing to tell an intern where they need to improve will prevent that student from changing behaviors and learning skills sufficient for an initial career. While this can be a difficult conversation to have with a student, it is necessary to that person's career growth. If you need to have the academic supervisor on hand when you have this conversation, do not hesitate to ask.

For your final evaluation of the student, we ask that you complete the *Final Evaluation Form for Internships*. This form is online at <http://bit.ly/kwcSiteSupervisorEval>. If you are unable to complete the form online, we have attached the form at the end of the document. Once you complete the form and meet with your intern at the end of their internship, please forward the completed form to the academic supervisor. Additional comments about the intern's performance will be greatly appreciated. In addition, if you want to write a letter of recommendation for the intern, once they have completed their time with you that would be appreciated too.

Thank you for partnering with Kentucky Wesleyan College.

Final Evaluation Form for Internship Kentucky Wesleyan College

IMPORTANT – this form is for your information ONLY. The actual evaluation will be completed online at <http://bit.ly/kwcSiteSupervisorEval>

Student Intern: _____

Onsite Supervisor's Name (please print): _____

Phone/Email Address: _____

1. Describe the intern's primary work responsibilities:

2. Please estimate the total number of hours of work performed by the intern this semester: _____

3. Please rate the student intern using the following criteria on a scale of 1 to 5:

(1) Unacceptable (2) Needs improvement (3) Acceptable (4) Exceeds expectations (5) Not applicable

_____ Dependability

_____ Problem-solving

_____ Spoken Communication

_____ Computer Skills

_____ Writing Skills

_____ Performance of Necessary Tasks

_____ Attitude

_____ Interaction with Others

_____ Professional Skills

_____ Ability to Make Contributions

_____ Initiative

_____ Overall Quality of Work

_____ Time Management

Comments on the skills observed:

4. What suggestions would you offer the student intern for skill development for future employment?

5. If you were able, would you hire this student? _____ Yes _____ Maybe _____ No

6. Please assign a final grade based on the student intern's work performance _____

Unacceptable=F Minimal=D Acceptable=C Superior=B Outstanding=A

Supervisor's Name

Date