**Kentucky Wesleyan College: Expectations for an Internship, Practicum, or Externship**

**Employer Sponsor:**

* Establish a semi-professional job description in writing for the student. This means that the bulk of their duties should be similar (with supervision) to what an entry level professional would be doing. This description should include duties, responsibilities, and hours. Note: No more than 25% of the duties can be clerical in nature.
* Check to see if your insurance covers the student during the time period of the experience. The student is covered under KWC insurance during the experience and we ask the students to confirm their own insurance. However, we recommend that the employer sponsors be covered by their own insurance as well. Note that a student is not covered by college insurance during any dates worked outside of the dates stated on the internship contract approved through Handshake.
* Arrange a supervisor for the student to provide feedback and insure policies and procedures are understood and followed. Establish regular meeting hours/days between the supervisor and the student and provide regular constructive feedback to help the student improve.
* Provide proper training and an orientation for the student. Clearly establish expectations such as dress and communication.
* Establish a safe working environment and appropriate training and equipment.
* Immediately contact the students’ faculty mentor should any problems occur. This can include the student not fulfilling their obligations or any type of accident or conflict.
* Complete an end of term evaluation on the student (provided by the college).
* The employer sponsor will be clear with the student as to the pay status of this opportunity. KWC highly encourages employers to pay students if at all possible
* The employer sponsor may dismiss a student if necessary but please keep in mind that the student may not be able to complete their credits for graduation without the experience. Please contact the faculty mentor for possible solutions or alternatives first.

**Students:**

* Students are expected to know and understand all policies and procedures of their employer sponsor. The student will report for all scheduled hours unless otherwise approved by their employer supervisor.
* The student will dress appropriately as indicated by the employer.
* Students are expected to treat the employer sponsor and co-workers with respect at all times.
* Students will track their contact hours for the experience and track their progress toward the required number of hours for the credit hours they are seeking.
* If there are any problems completing the requirements of the experience, the student will notify their faculty mentor immediately to work out a solution.
* Should something occur which makes the student feel uncomfortable, the student will immediately contact the faulty mentor.
* Students will maintain and respect the confidentiality of the employer sponsor and their clients/customers.
* The student will complete any academic requirements set out by the faculty mentor, including, but not limited to, a reflection paper.

**Kentucky Wesleya**n:

* KWC will provide guidelines for students to receive academic credit for this experience.
* KWC will provide a support system for employer sponsors and for student participants.
* Should problems occur and are reported by either the student participant or the employer sponsor, KWC will work to resolve any issues in a prompt manner.
* Representatives of the institution will respect the confidentiality of the employer sponsor information.
* The college will work to find appropriate students for employers who wish to sponsor a student but the college makes no guarantee of a placement.