

Supervisor Expectations	Intern Expectations	SLCD Expectations
<p><u>With Interns:</u></p> <ul style="list-style-type: none"> ● Provide meaningful guided reflection and feedback throughout the internship ● Set schedule and hours (Flexibility but also making sure meeting the hours required per week) ● Schedule weekly meetings with intern, 30-minutes to 1-hour per week ● Work with the intern to develop goals and objectives to be completed during internship ● Provide a working environment which allows the intern to gain experience relevant to their goals ● Supply a safe environment for the intern and inform them and the University of any possible, unsafe conditions ● Present both the intern and SLCD with policies and operational procedures that the intern is expected to follow during the internship experience <p><u>With SLCD:</u></p> <ul style="list-style-type: none"> ● Updates on interns process and/or report any concerns ● Time Sheets: have filled out, signed and submitted by stated deadlines ● Goal Agreements: Complete as soon as the intern starts and send back to SLCD 	<p><u>With Supervisors:</u></p> <ul style="list-style-type: none"> ● Beginning of internship, meet with supervisor and develop goals using the Goal Agreement Form ● Engage in learning activities ● Work on the days and times agreed upon with supervisor ● Follow the policies and dress code of the department and University ● Meet weekly to discuss projects and professional development ● Maintain confidentiality and respect for others ● Notify supervisor of planned absences ● Complete a final reflection <p><u>With SLCD:</u></p> <ul style="list-style-type: none"> ● Meet with SLCD career coaches for a career counseling appointment (winter term) and resume/cover letter appointment (spring term) ● Complete an end of internship survey ● Remain in good academic and judicial standing for the duration of your internship ● Notify SLCD should any problems arise during the course of the internship 	<p><u>With Supervisors:</u></p> <ul style="list-style-type: none"> ● Provide ongoing consultation, communication, and support to supervisor ● Notify supervisor of obligations, policies and monitor compliance ● Receive, compile and monitor student timesheets for payroll <p><u>With Interns:</u></p> <ul style="list-style-type: none"> ● Review the developed Goal Agreements and provide intern(s) with feedback ● Conduct meetings with interns for a career counseling appointment (winter term) and resume/cover letter appointment (spring term)