Best Practices for University Sponsored Internships

- **Assist with identifying an appropriate internship site (if applicable)**
  
  Discuss the student’s academic coursework and potential related organizations for internship opportunities. Refer student to departmental colleagues or community contacts to inquire for leads. Encourage the student to visit the Advising & Career Services website or offices for assistance with locating an internship, creating a resume, writing cover letters, and interviewing.

- **Consider the internship and student**
  
  Meet with the student to discuss how the internship fits into his or her academic plan. Discuss the student’s academic course-load and other time commitments that might interfere with an internship. Review the internship description to ensure the experience has sufficient merit as a learning experience to qualify for academic credit.

- **Determine how student's learning will be evaluated**
  
  Present clear expectations to the student for any coursework that will be submitted to evaluate his or her learning and performance during the internship. The specific nature of the coursework will depend on the internship and major of the student. Possibilities include weekly logs, term papers, and/or portfolios, and a Learning Contract is highly encouraged to clearly delineate agreed-upon learning objectives prior to the start of the internship.

- **Follow up with student and employer**
  
  Meet with the student periodically and contact the employer at least once over the course of the term. Verify that the student is on track to achieving the learning objectives set forth in the Learning Contract or similar document.

- **Evaluate student performance**
  
  Meet with the student again at the conclusion of the internship. In addition to any completed coursework related to the internship, consider requesting a completed Employer Evaluation and Student Evaluation. The Employer Evaluation will help you better assess the student’s performance, and the Student Evaluation will provide you with helpful information on the quality of the learning experience provided by the organization. (This information can be shared with colleagues and future students seeking internships.)

- **Submit final grade to the Registrar**