

EMPLOYER TIP SHEET
MESSIAH COLLEGE INTERNSHIP PROGRAM

1. Orientation

Please take time at the very beginning to orient and train the student (see the Internship Supervisor's Manual). This includes explaining your organization's mission, structure and policies. Introduce the intern to co-workers. Make sure the intern is aware of available resources to perform his/her responsibilities.

2. Work Objectives

Clearly define the intern's responsibilities and outline your expectations for the student. Inform the intern how work performance will be assessed. What deadlines or standards should the intern be aware of?

3. Learning Objectives

To meet academic requirements each intern must formulate personal learning objectives that articulate what he/she hopes to learn from the internship experience. The intern will present these objectives to you within the first 2 weeks. Comment on the appropriateness of each objective and, wherever possible, support the objective with relevant work assignments or activities.

4. Feedback

The pre-professional needs, and desires, the insight of a professional mentor. Take time on a periodic basis to check-in with the student. Make it a point to both encourage and offer constructive criticism on the intern's work progress and professional development. The Internship Center will send written evaluation forms at two different times (mid-semester and end-of-semester). Please use these, along with the work/learning objectives, as a basis for discussion and feedback with your intern.

5. Site Visit

Whenever geographically feasible, one of the Internship Center Advisors will request a visit to your site. This gives us the opportunity to become more familiar with you and your organization, support the intern and monitor their progress. The advisor will want to meet first with the intern supervisor and then the intern. Contact will be made in advance to schedule the visit.

6. College Holidays

October 12-15, 2006 / Mid-Fall Break
November 22-26, 2006 / Thanksgiving Break
December 8, 2006 / Last Day of Classes for Fall

March 17-25, 2007 / Spring Break
April 6-9, 2007 / Easter Break
May 8, 2007 / Last Day of Classes for Spring

Thank you!

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www.messiah.edu/internship