BVU FACULTY INTERNSHIP SUPERVISOR INFORMATION

PROMOTE
◆ Promote internship planning to students early in the academic year.
◆ Investigate employer and internship opportunities in your academic area; remember BVU’s Internship Coordinator can help.
◆ Help students avoid placements with family members and using current employment for internship credit.

PLAN
◆ Create and communicate an internship timeline including:
  
  **Employer contact date:**
  - Mid-September for Interim interns
  - Mid-November for Spring/Summer interns
  - Mid-July for Fall interns
  
  **Placement commitment date:**
  - Mid-October for Interim interns
  - Mid-December for Spring/Summer interns
  - Mid-August for Fall interns

◆ With learning objectives completed, meet with BVU Faculty Supervisor, and Internship Coordinator*

  **Application and Agreement forms signed and submitted to registrar by:**
  - December 1st for Interim interns
  - December 1st for Spring/Summer interns
  - Mid-August for Fall interns

◆ Communicate assignment expectations and due dates to students

PARTICIPATE
◆ Communicate and encourage students to plan and take part in Career Services events including Mock Interviews, Etiquette Dinner, Career Symposium and many others.
◆ Confirm student placement and work timeline with the employer.
◆ Communicate with employer and student DURING the internship.
◆ Evaluate journal, paper and presentation of the internship.

*Students must arrange a 15-minute meeting with BVU Internship Coordinator, Cindy Cone, for her signature on the Internship Application form before the Application will be processed.

All forms are to be filled out electronically, printed, signed, and submitted to the Registrar. Fillable Forms can be found at: www.bvu.edu/bv/career-services/internships/ and campus connect.