CHECKLIST for Internship Job Site Supervisors

- Consider your needs and how you plan to involve students in your work setting. Consider a project or event the intern can assume significant responsibility for.

- Determine dates and time frame for the internship.

- Plan if and how you will compensate your student intern, hourly wage? Stipend?

- Create a detailed job description for your intern, be clear with expectations.

- Advertise your company’s internship opportunities through BVU’s Career Services (749.2440 or careerservices@bvu.edu) and on your company’s website.

- Decide on a method for selecting interns, choose any or all:
  - Faculty recommendation
  - Application
  - Resume
  - Interview

- Provide a short confirmation letter or e-mail to the BVU Faculty Supervisor using company letterhead and include the student’s name, dates, hours and responsibilities.

- Decide and communicate expectations and vision for your student intern.

- Consider ways to help your intern feel welcomed and comfortable on the job.

- Communicate clearly and often with the student intern.*

- Post internship, complete the online evaluation form of your student intern.

*If you have questions or concern at any time during the internship experience, contact your intern’s Faculty Internship Supervisor or Cindy Cone at careerservices@bvu.edu • 749.2440.