



Expectations for Site Supervisors

The internship experience is an extension of the classroom and should help students build skills that will help them toward their professional goals. Although we understand some work will be clerical, student interns should not spend most of their time fulfilling these duties.

1. Discuss learning objectives, responsibilities, and expectations for student interns on the first day of the internship (these include the nature of the internship, supervisory arrangements, start and end date and work schedule).
2. Assign the student intern a mentor/supervisor who will be responsible for monitoring the progress of the student intern, sharing feedback about work performance, providing training or availability to answer questions and willing to complete an evaluation at the end of the internship (this will be sent by WVSVU).
3. Introduce the student intern to co-workers and other important contacts within the organization and familiarize them with company rules, policies, expectations, and resources at the beginning of the internship.
4. Provide the student intern with a safe, professional environment conducive to learning.
5. Encourage the student intern to ask questions to clarify job responsibilities.
6. Include the student intern in staff meetings and related professional activities when possible.
7. Provide notification as soon as possible to the Career Services staff and/or Faculty Supervisor if work performance is unsatisfactory or there are problems with the placement.
8. Comply with applicable federal, state, and local laws relating to workplace safety and commit to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age, disability, and veteran status. This commitment should also include equal opportunity and nondiscrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace. The internship site should notify WVSVU Human Resources immediately if the student intern has notified them of any issues that need to be investigated.