

Yavapai College Internship Program

Intern Expectations

As a student intern, your internship experience is a vital part of your professional development. It offers a chance to build skills, explore career interests, and apply what you've learned throughout your academic program to real-world settings. To make the most of your internship, it's important to approach it with dedication, professionalism, and a willingness to grow. The following expectations outline the key responsibilities that will help ensure a successful and meaningful internship experience.

Find an Internship

Secure an approved internship position before the internship course begins. Take the lead in searching and applying for as well as securing an internship to ensure a timely and effective start to the internship course.

- *Students enrolled in LAW296 are required to have their internship approved by the Paralegal Studies Program Director.*

Complete Required Documents

Fill out and submit all necessary forms, including the Internship Information Sheet and Internship Agreement prior to the start of the course or internship. These documents help formalize your placement.

- *Students enrolled in LAW296 must obtain internship approval by the Paralegal Studies Program Director prior to completing the information sheet.*

Set Clear Goals

Work with your site supervisor and internship course instructor to define specific, measurable goals for your internship. Use these goals to guide your learning and reflect on your progress throughout the experience.

Course Engagement & Responsibilities

Stay actively engaged in all course-related requirements connected to your internship.

- *Students enrolled in BSA496 are expected to complete a contract identifying learning objectives for the internship. This will be issued, completed, and submitted during the first week of class.*

Professionalism & Conduct

Uphold a professional demeanor at all times. Dress appropriately, adhere to workplace norms, and represent yourself as well as Yavapai College with integrity and respect.

Punctuality & Attendance

Be consistently present and on time for your scheduled work hours. Notify your supervisor in advance of any necessary absences and make arrangements to complete the missed work.

Responsibility & Accountability

Own your role and responsibilities within the organization. Meet deadlines, follow through on assigned tasks, and seek clarity when expectations are unclear.

Communication

Foster respectful and effective communication with your supervisor, colleagues, and course instructor. Keep others informed of your progress, challenges, or any changes in your schedule or goals.

Willingness to Learn

Approach each task as a learning opportunity. Be open to new experiences, accept feedback, and demonstrate curiosity and initiative in your work.

Confidentiality & Ethics

Respect the confidentiality of workplace information. Demonstrate ethical behavior, honesty, and professionalism in all interactions and tasks.

Initiative & Engagement

Take an active role in your internship experience. Ask questions, seek feedback, and offer to assist beyond your assigned duties when appropriate.

Adaptability & Resilience

Be flexible and willing to adjust to new tasks, schedules, or challenges. Maintain a positive attitude and stay solution-focused when faced with obstacles.

Collaboration & Teamwork

Work effectively with others. Contribute positively to team efforts, show appreciation for different perspectives, and communicate respectfully.

Feedback & Growth

Actively seek and reflect on feedback from your supervisor. Use it to identify areas for improvement and make meaningful changes.

Respect & Cultural Awareness

Demonstrate respect for your coworkers and clients, recognizing and valuing diversity in the workplace. Uphold an inclusive and welcoming environment.