

# **Yavapai College Internship Program**

## **Internship Supervisor Expectations**

As an Internship Supervisor, you play a critical role in shaping a student's early professional experiences. Your mentorship, guidance, and oversight help bridge the gap between academic learning and practical application. A well-structured internship provides students with the opportunity to develop essential workplace skills, explore career paths, and contribute meaningfully to an organization. The following expectations outline your key responsibilities in supporting a productive and impactful internship experience.

### **Provide Structure and Onboarding**

Offer a clear introduction to the organization, including its mission, culture, and expectations. Provide your intern with a tour, orientation, and any necessary training to help them integrate into the workplace.

### **Define Clear Roles and Responsibilities**

Work with the intern to outline specific duties, learning objectives, and a schedule that aligns with both organizational needs and the intern's academic requirements. Make sure expectations are realistic and educational.

### **Offer Supervision and Support**

Maintain regular check-ins to monitor progress, answer questions, and provide guidance. Create a supportive environment where interns feel comfortable asking for help or clarification.

### **Encourage Skill Development**

Assign tasks and projects that help the intern build relevant skills, gain hands-on experience, and engage with real-world challenges. Encourage critical thinking, creativity, and initiative.

### **Model Professionalism**

Demonstrate appropriate workplace conduct, ethics, and communication. Set a professional example for interns to observe and learn from in terms of punctuality, work ethic, collaboration, and integrity.

### **Provide Feedback and Evaluation**

At designated points, assess the intern's performance as well as offer ongoing, constructive feedback throughout the internship.

### **Support Goal Setting**

Help the intern identify specific, achievable goals that align with their career interests and the scope of their role. Revisit these goals periodically to track progress and support reflection.

### **Encourage Independence and Responsibility**

Allow interns to take ownership of projects and tasks within a safe, supportive framework. Promote problem-solving and accountability while remaining available for guidance as needed.

**Foster Inclusion and Respect**

Create an inclusive environment that respects diverse backgrounds and perspectives. Treat interns with the same respect and professionalism extended to all staff members.

**Communicate with the Academic Institution**

When appropriate, remain in communication with the Internship Coordinator. Address any concerns, provide documentation, and collaborate to ensure the intern meets their academic requirements.

**Ensure Legal and Ethical Practices**

Adhere to all labor laws and institutional policies regarding internships. Ensure that the intern's duties are appropriate, their time is respected, and their experience is educational in nature.

**Provide Closure and Reflection**

At the end of the internship, offer a final evaluation, discuss overall achievements, and provide a space for reflection. If appropriate, offer advice on next-steps, resume building, or networking opportunities.