Step 4: Managing an Internship

Appropriate Paperwork
Be sure to sign documents to be returned to student’s Instructing Faculty. Please see the table below for the appropriate documents needed. Forms can be downloaded from our online Employer Toolkit: www.nmu.edu/careerservices/employer-internship-toolkit.

<table>
<thead>
<tr>
<th>Type</th>
<th>NMU Arrang.</th>
<th>Student-Arranged</th>
<th>Paid?</th>
<th>Credit?</th>
<th>Forms Needed</th>
</tr>
</thead>
</table>
| 1    | Yes         | No               | No    | Yes     | • NMU-Arranged Template  
|      |             |                  |       |         | • Learning Agreement Template  
|      |             |                  |       |         | • Implied Consent |
| 2    | No          | Yes              | No    | Yes     | • Individually-Arranged Unpaid Template  
|      |             |                  |       |         | • Learning Agreement Template  
|      |             |                  |       |         | • Work Experience Course Registration Form  
|      |             |                  |       |         | • Implied Consent |
| 3    | No          | Yes              | Yes   | Yes     | • Individually-Arranged Paid Template  
|      |             |                  |       |         | • Learning Agreement Template  
|      |             |                  |       |         | • Work Experience Course Registration Form  
|      |             |                  |       |         | • Implied Consent |
| 4    | No          | Yes              | Yes/No| No      | • Employment Agreement  
|      |             |                  |       |         | • Work Experience Course Registration Form |

Getting started on the right foot will lay a good foundation for the intern’s experience. Using the work plan you have developed for the internship, set up an orientation for your new intern.

Give your intern the resources he or she needs to do the job
A proper workstation, telephone with voicemail, computer and email account is vital to your intern’s success. Point out the supply room and introduce any appropriate personnel.

Monitor the intern’s progress
- Make sure you are aware of what is happening with their daily tasks.
- Keep in mind that this could be the student’s first work experience. When work is assigned, make sure it is given with a detailed explanation of expectations. A few extra minutes of explanation will pay off later when the intern produces good work independently.
- Help your intern set goals for completion of various tasks, including daily, weekly and monthly goals. This will help establish a solid work ethic for the intern.

Evaluate the intern’s progress periodically and give feedback
- Evaluations are important for the success of your intern’s experience. Processes differ and yours may be a formal written review given at the halfway point and at the end of the program, or it may be delivered over an occasional lunch with the intern.
- Different departments may require onsite visits or conference calls during the internship to facilitate evaluation for grading. The intern should be able to share with you what is expected and a representative from the department will contact you if this is a requirement for credit.