Managing interns requires commitment to developing, educating and providing meaningful experiences for the interns. Since the internship experience may be new to both the you and the intern, this document will help you through the internship process. It is important to treat the intern(s) like regular employees as much as possible to help the interns feel welcome and appreciated.

A Checklist for Working with Interns

- Welcome the intern to the unit and introduce them to the team members and individuals they will be working with regularly
- Be available to supervise/mentor the intern on a regular basis. Set a recurring appointment for these meetings.
- Introduce the intern to the company’s overall mission and goals, and explain why the work of your department is critical to the organization’s success.
- Introduce the intern to your dress code and code of conduct, and any other policies/rules/unwritten rules that may be present within the organization.
- Assign a mentor for the intern. This person will be their day-to-day go-to for questions and help. The mentor should be willing and able to help the intern throughout the duration of the internship, and should be someone who can communicate clearly, delegate responsibly, and teach and develop the intern.
- Discuss the learning goals and/or an overall expectation of the intern. Write out those goals and fulfill them, as much as possible, during the duration of the internship. The work that the intern does should be meaningful, challenging and allow the intern to learn.
- Evaluate the intern at the beginning, in the middle and at the end of the internship. Offer support, encouragement and guidance. Help interns to accept responsibility and learn from mistakes.
- Check-in, as needed or required, with the intern’s campus advisors.
- Be available to discuss strengths and weaknesses of the intern program with the program coordinator.
- If any performance issues with the intern arise, they should be discussed with Human Resources, or the program coordinator, before any dismissal decisions are to be made.