GUIDELINES FOR INTERNSHIP SUPERVISORS

Required internships provide students with professional experience to complement their academic course work. We appreciate your willingness to make it possible for our students to apply what they have learned. This guide was written to make you more aware of the educational backgrounds of the interns from the School of Public Policy and Management, to assist you in supervising your interns, and to discuss the responsibilities of both the intern and the supervisor.

QUALIFICATIONS OF INTERNS
Students enroll at the Heinz College with undergraduate degrees in a variety of disciplines and with various levels of work experience. Their backgrounds are enhanced by the extensive core curriculum they complete during their first year studies and through project courses stressing team work. Students have developed databases, written strategic plans, and conducted feasibility studies for local organizations. Through these projects, Heinz College students learn to work in large and small groups and to prepare and present complex analyses.

REQUIREMENTS OF AN INTERNSHIP
1. The internship must last a minimum of ten weeks, full-time.
2. The internship must be of significant educational value.
3. The Internship Reporting Form, which includes a thorough position description, must be approved and signed by the supervisor, Career Services, and the Program Director before the student can begin working.
4. At the conclusion of the internship, the supervisor will be asked to complete the Internship Evaluation Form and meet with the student to discuss his or her performance.

Supervisors and students should work together to design an educational experience that is beneficial to the organization and the student. The most successful internships match students’ interests and abilities with employers’ needs. We encourage employers to explore, with the student, possible areas of work for the internship and to prepare a position description which captures those agreed upon activities.
EVALUATION OF THE INTERNSHIP BY THE SUPERVISOR
Throughout the course of the internship, we encourage you to meet with your intern on a regular basis and to provide clear guidelines about your expectations for the work to be done. And, since the internship is a learning experience for the student, we ask you to provide constructive feedback regularly during the time the intern is working for you.

In early August, you will be asked to complete the Internship Evaluation Form. The Career Services Office must receive this completed form for the student to fulfill the internship requirements. The evaluation requests:

1. Information on the projects undertaken by the intern.
2. Assessment of the ways in which the projects were conducted.
3. A rating of the intern on several criteria, such as oral and written communication skills, analytical ability, and managerial potential.
4. Anecdotal information helpful in assisting the intern in his or her search for a permanent position.

Should your organization choose to use its own evaluating form, we ask that you send a completed copy of it to our office at the end of the summer.

We would also recommend that you conduct an exit interview with the intern to provide direct feedback on the intern’s performance; students benefit from your insights into areas in which they can develop further.

RESPONSIBILITIES OF INTERNS
All Heinz College interns are to abide by the guidelines established by their employers. They are expected to be professional in their respective offices; in the hours they work, in their manner of dress, and in their relationships with other members of the staff.

If you have any questions about the internship or encounter any problems, please call (412) 268 – 2166 or email cs77@andrew.cmu.edu.

Thank you for participating in our program. You are a necessary and valuable part of our students’ education and work experiences.