



SUGGESTIONS FOR A GOOD INTERNSHIP EXPERIENCE

- Have a detailed job description that includes daily tasks and responsibilities, as well as details of more significant projects the intern will work on.
- Prepare your staff for the intern's arrival. Be sure that staff members understand the intern's role and how the intern will fit into the office.
- Develop an orientation program for incoming interns. A good orientation includes: a tour of the site, introductions to co-workers and the job, identifying how assignments and delegation of responsibilities will be handled and to whom the intern will report.
- Have the intern's workstation planned and adequately equipped for the job to be performed.
- Work with the intern to outline a workplan and clarify expectations. Interns are required to file a workplan with IE₃ within two weeks of starting their internship. Use this as an opportunity to clarify expectations and goals.
- Should the intern supervisor be away from the office for several days, notify the intern of an interim supervisor to report to.
- During the internship, meet with the intern periodically to discuss job responsibilities, performance and progress, and areas for development and improvement.
- Take responsibility for ensuring that the position offers diverse and challenging projects. Be sure that the intern is not excluded from meetings, tours or introductions to people, places or procedures that relate to projects and assignments the intern is working on. Treat the intern as a professional.
- Have the intern develop a handbook to be passed on to subsequent interns. The handbook could include information on how to handle routine responsibilities, a list of facility staff, a diagram of the office or facility layout, organizational chart, standard department protocol and procedures, and corporate policies and services. In addition, the handbook could include non-work related information such as a local map, housing options and recommendations, suggested sites to visit and recreational activities available nearby, as well as other logistical information.
- Ask the IE₃ Regional Director for advice and insight related to your use of the intern and to deal with any problems or concerns you have before, during or after completion of the internship.
- Understand that interns want to prove their ability to do the job. The sooner you integrate them as useful and contributing members of the work group, the sooner their confidence and level of productivity will rise.