

Faculty Guidelines for Sponsoring Student Internships

- When you agree to be an Internship Sponsor, please review the description of the internship responsibilities and make certain that you agree that the experience is worthy of the internship credit. If you are comfortable with the description of the internship, please sign and return the “Learning Contract” to the student.

- Review the syllabus with the student and clarify your expectations. If your expectations are significantly different from those discussed in the syllabus, please consider an inclusion of an addendum to the syllabus. Please keep in mind that the School is awarding academic credits (usually three) for the internship. This dictates that an academic component be included, usually in the form of a written assessment of the internship. Please be creative in determining the academic requirements of the internship.

- Agree on a communication process with the student for the duration of the internship, e.g. a monthly meeting, a biweekly telephone conversation, a biweekly paper, regular e-mail correspondence, or whatever you deem appropriate. Please try to familiarize yourself with the student’s internship experience and monitor progress. Regular communication is important.

- Early in the internship, call the immediate supervisor and introduce yourself as the faculty sponsor. Inquire about the intern’s progress and offer your assistance. It is important to build relationships with the companies that provide meaningful internship experiences for our students. If possible, schedule a brief visit to the site of the internship and be sure to communicate with the supervisor. Offer to answer any questions and be aware of the supervisor’s opinion of the intern’s performance. Again, offer your assistance.

- Whether an on-site visit can be arranged or not, plan to meet with your intern and review his/her final academic assignment as well as the evaluation provided by the supervisor.

- Determine whether future interns will benefit from this particular internship. If you are not satisfied with the quality of the experience, notify the Internship Coordinator at 412-396-4332.

- Be sure to submit a grade for your intern. (Pass/Fail/Incomplete) An “Incomplete” should be issued if the internship requirements are not fulfilled.

