

Internship Expectations Form

PLEASE READ THE LIST OF EXPECTATIONS AND RESPONSIBILITIES BELOW AND THEN SIGN AND DATE AT THE BOTTOM OF THE FORM.

- Complete and submit all application forms PRIOR to beginning your internship.
- Perform intern work responsibilities in a professional manner.
- Abide by all policies, rules, regulations and guidelines of the site while participating in your internship.
- Participate/assist/observe in a variety of program areas as appropriate for your internship.
- Be prompt, responsible, respectful, and self-motivated during all internship-related activities or work experiences.
- Maintain a mature and professional relationship with clients, staff, and peers.
- Exhibit/practice behaviors as a positive role model for the field and in representation of Valdosta State University.

•
TO THE SUPERVISOR AT INTERNSHIP SITE: PLEASE READ THE LIST OF EXPECTATIONS AND RESPONSIBILITIES BELOW AND THEN SIGN AND DATE AT THE BOTTOM OF THE FORM.

- Review student's resume.
- Interview student interested in your site (by phone or on-site). Or have student complete your formal application process if one is in place. Inform student of the format of your internship program and discuss/agree upon objectives/goals of the internship.
- Supervise the intern during hours and provide both positive and constructive feedback as part of the learning process.
- Maintain open communication with the Dept. of Educational Leadership's Intern Coordinator.
- Provide exposure to a variety of settings and opportunities appropriate for the internship.

The objectives of the internship are decided upon by the site supervisor and student and reviewed by the program advisor and intern coordinator to ensure they are in keeping with the student's academic and professional goals. The objectives may range from observation to hands-on experience as appropriate for the setting.

Supervisor signature: _____ Date: _____

Intern signature: _____ Date: _____