

LUTHER COLLEGE

THE CAREER CENTER

JANUARY-TERM INTERNSHIP EXPECTATIONS FOR HOSTS/SITES

By definition, internships are supervised, career-related work experiences combined with reflective, academic study that help students “learn by doing.” A January-term internship may be a full-time or part-time experience during the three-and-a-half week period that comprises Luther’s January term.

Below are general guidelines that we expect from those organizations who host Luther students as interns.

- Assist the intern in developing objectives for her/his learning plan (if the student is earning academic credit).
- Provide the intern meaningful projects and/or work tasks for the duration of the internship.
- Provide the intern with an orientation to the position and the organization.
- Establish a work schedule and set appropriate deadlines for projects/work tasks.
- Explain organizational policies such as safety, appropriate attire, and the disclosure of proprietary information.
- Create opportunities for the student to interact with and meet other members of the organization.
- Invite the intern to staff meetings and other activities.
- Provide the intern a work space and the appropriate tools to complete the assigned projects.
- Supervise, monitor, and coach the intern to ensure open communication and the successful completion of projects/tasks.
- Provide feedback to the intern on a consistent basis and complete an evaluation at the end of the internship (this form will be provided by student if academic credit is to be awarded).

Note: If there is any additional paperwork to be completed for this experience, it will be provided to you by the student.