

Yavapai College Internship Program

Internship Supervisor Expectations

As an Internship Supervisor, you play a critical role in shaping a student's early professional experiences. Your mentorship, guidance, and oversight help bridge the gap between academic learning and practical application. A well-structured internship provides students with the opportunity to develop essential workplace skills, explore career paths, and contribute meaningfully to an organization. The following expectations outline your key responsibilities in supporting a productive and impactful internship experience.

Provide Structure and Onboarding

Offer a clear introduction to the organization, including its mission, culture, and expectations. Provide your intern with a tour, orientation, and any necessary training to help them integrate into the workplace.

Define Clear Roles and Responsibilities

Work with the intern to outline specific duties, learning objectives, and a schedule that aligns with both organizational needs and the intern's academic requirements. Make sure expectations are realistic and educational.

Offer Supervision and Support

Maintain regular check-ins to monitor progress, answer questions, and provide guidance. Create a supportive environment where interns feel comfortable asking for help or clarification.

Encourage Skill Development

Assign tasks and projects that help the intern build relevant skills, gain hands-on experience, and engage with real-world challenges. Encourage critical thinking, creativity, and initiative.

Model Professionalism

Demonstrate appropriate workplace conduct, ethics, and communication. Set a professional example for interns to observe and learn from in terms of punctuality, work ethic, collaboration, and integrity.

Provide Feedback and Evaluation

At designated points, assess the intern's performance as well as offer ongoing, constructive feedback throughout the internship.

Support Goal Setting

Help the intern identify specific, achievable goals that align with their career interests and the scope of their role. Revisit these goals periodically to track progress and support reflection.

Encourage Independence and Responsibility

Allow interns to take ownership of projects and tasks within a safe, supportive framework. Promote problem-solving and accountability while remaining available for guidance as needed.

Foster Inclusion and Respect

Create an inclusive environment that respects diverse backgrounds and perspectives. Treat interns with the same respect and professionalism extended to all staff members.

Communicate with the Academic Institution

When appropriate, remain in communication with the Internship Coordinator. Address any concerns, provide documentation, and collaborate to ensure the intern meets their academic requirements.

Ensure Legal and Ethical Practices

Adhere to all labor laws and institutional policies regarding internships. Ensure that the intern's duties are appropriate, their time is respected, and their experience is educational in nature.

Provide Closure and Reflection

At the end of the internship, offer a final evaluation, discuss overall achievements, and provide a space for reflection. If appropriate, offer advice on next-steps, resume building, or networking opportunities.