

## **MMC6949: Professional Internship – Student and Supervisor Expectations**

### **Student Expectations:**

- There will be some internship opportunities that are announced, but ultimately it is up to you to secure an internship. Contact companies that you do not have a current working relationship with to avoid “double dipping.” If you are already interning with the company, make sure there are enough projects to satisfy the hour requirement.
- You need to pay tuition for this course, and all internship hours must fall within the UF semester calendar. You can arrange special start and end dates within this time frame as long as your hours get completed.
- You will have to complete 120 internship hours. This averages to 10 hours/week, but that is flexible if the 120 hours are met at the end of the semester.
- Participate in the department component of the course. This will involve watching two pre-recorded lectures, participating in discussion forums about your internship, and submitting a final assignment in Canvas.
- Fill out and submit all the paperwork needed for the internship portion of the class. This includes submitting the application packet before the semester starts, submitting weekly emails/hour trackers, having supervisors complete mid-semester evaluations, and submitting all final evaluations at the end of the semester.
- Complete assignments related to the department portion of the course.
- Understand that it is up to your employer whether you receive compensation or not. The amount of compensation that you receive will not impact the program accepting or declining your internship site.
- Maintain a high standard of professionalism throughout your internship. This includes sending professional emails, dressing appropriately, showing up on time, completing your tasks on time, etc.
- Inform and remind your supervisor of mid- and end-of-the-semester evaluation form due dates.
- Read all the materials posted on Canvas such as the Internship Policies and Procedures Manual, the syllabus, etc. It is highly recommended to set up a meeting with your supervisor to go over what is in the internship manual.
- Ask your internship supervisor for feedback on your work, and be open to the feedback that you receive about your work.
- Communicate any issues or concerns you are having about your internship experience with your instructor.
- Plan on networking. Remember, the department hopes this experience helps you obtain a job after graduation!

## Supervisor Expectations:

- Submit an initial letter of acceptance to the program that details the projects the intern will be working on during the semester and confirms your awareness of the department requirements.
- Watch the recorded internship supervisor orientation and review the slides. This will be around a 20-minute time commitment at the beginning of the semester.
- Find projects that are suitable for approximately 10 hours a week over the course of a semester (around 12 weeks). These tasks/projects should also be meaningful and allow the student to develop his/her skills.
- Have existing knowledge about the project(s) you are overseeing. We want our students to learn from your expertise too!
- Communicate any issues you may be having with the internship experience to the course instructor (Jorie Scholnik – [jorie.scholnik@ufl.edu](mailto:jorie.scholnik@ufl.edu)).
- Review the intern's work and offer feedback on a regular basis. We are requiring a weekly feedback meeting with the intern. The meeting can be held in-person or virtually (Skype, Facetime, etc.)
- Communicate if the intern will be receiving compensation. This is optional, and will not impact the department's approval of the internship. Of course, we do encourage paying our interns because they have previous work experience and have gone through the majority of the program.
- Complete all paperwork that is needed – two mid-semester evaluations, the end of the semester evaluation form, and the end of the semester letter of evaluation. This is in addition to the initial letter of acceptance and the weekly feedback.
- Be open to having your intern shadow people in other departments and attend company meetings.
- Contact the course instructor (Jorie Scholnik – [jorie.scholnik@ufl.edu](mailto:jorie.scholnik@ufl.edu)) if you would benefit from having an intern during a future semester.