Tips for Setting Expectations for Internships

Make sure you and the student(s) know whatever of the following are important (or, for that matter, not important) to either/both of you. Consider the following:

- ID a supervisor/mentor. Make sure the student has all your contact info.
- What is the supervisor/mentor agreeing to do? What is the student agreeing to do?
- Where will the student do the work?
- What does the student need to get started (data, etc.)
- How much time is expected to spend on the project (overall number of hours / hours per day or week)
- What days and times is the student/mentor expected to be available for contact or on-site somewhere?
- What project milestones are expected and when and in what form (printed, emailed, pdf'ed, etc.)
- When are final deliverables expected and in what form (drafted, finalized, printed, emailed, pdf'ed, etc.)
- What about check-ins: Do them regularly? How frequently? Weekly? As needed? By phone? By email? Skype?
- What about questions: How best to ask questions? Phone? Email? IM?
- How much / little supervision does the student want/need or do you want/are willing to provide?
- If the supervisor is away, who is backup?
- What programs/software do you use or is it important for the student to use to ensure the materials students submit to you are in forms you can use!
- Is the student being paid? How much? When and how will pay be sent/submitted.
- Timesheets? Do you want your intern to fill one out?
- Logs? Do you want to create a collaborative log to keep track of the process and/or progress of the project?