



Indiana State University

Internship Handbook

This is meant to be an outline of the fundamental elements of Internships including Policies, Guidelines, and Responsibilities

(For Departmental Use Only)

Contents

Introduction.....	3
Acknowledgements.....	3
ISU Glossary of Terms for Experiential Learning, Internships, and Related Experiences.....	4
Clinical Experience.....	4
Community Engagement	4
Co-op	4
Experiential learning.....	4
Field work:	4
ISU Internship Repository:	4
Internship	4
Internship Host Site.....	5
Non-credit Internship:	5
Practicum	5
Service Learning	5
Site Supervisor	5
Supervision	5
University Internship Coordinator	5
University Sponsor.....	5
Indiana State University.....	6
Internships, Co-Ops, and Related Experiences	6
Policies, Guidelines, and Responsibilities	6
Policies.....	6
General Guidelines.....	7
Responsibilities	8
Student	8
Academic Program.....	10
Site	11

Introduction

There has been a strong trend toward development and enhancement of community engagement and experiential learning opportunities in recent years. Indiana State University is extremely supportive of internships, and wants students to find the rewards of such to be educationally beneficial, as well as instrumental in the transition from college to employment.

The departmental structure for internships varies tremendously across campus, ranging from verbal agreement to meet individual circumstances, to very extensive and comprehensive departmental handbooks. However, until now, there has not been a universal measure of foundation for all internships. This Handbook defines the fundamental structure of internship practices, offers clarity of roles and responsibilities, and provides a tangible tool as a resource for defining such standards. Note that the handbook defines only minimum policies and guidelines, and should be enhanced by departmental handbooks, policies, and guidelines for more departmentally specific components of practice.

An additional component of establishing the structural foundation of internships is to enhance understanding about University sponsored internships, collectively. Establishment of an ISU Internship Repository is designed to resolve the historically unanswered question regarding the number of both credit and non-credit internships that are University sponsored in any given semester. The repository will include basic data about numbers of credit and non-credit internships, the originating department, and demographic information. Ongoing attempts to enhance internships across the ISU campus are occurring, with a goal of continuously offering higher quality internships, more internships, and a better means of recording the experiences. Indiana State University employs a decentralized approach to internships. For this reason, more than one University sponsor may be engaged with a given experience. Example would include a student that is completing an internship for academic credit as a Focus Indiana Scholarship recipient. Students should always be instructed to consult with each University Sponsor to ensure that all necessary components are successfully completed.

Acknowledgements

The need for a highly educated and prepared workforce is the primary purpose of internship, job shadow, or co-op programs. A student's educational journey does not only involve their educational achievement; but, it involves applying academic learning to hands-on situations. This development is of paramount importance to ISU. Opportunities for community engagement and experiential learning are the tools that will ensure that our students are prepared to meet any challenge they may encounter in the work place. We, at the Career Center, are here to serve as facilitators for students, staff, and faculty while they guide our students while they advance socially, civically, professionally, and academically.

--Dr. Elonda Ervin, Career Center Associate Director for Experiential Learning

ISU Glossary of Terms for Experiential Learning, Internships, and Related Experiences

The ISU Internship Handbook makes reference to several roles and terms throughout the document. Brief definitions are provided for clarification. These are broad, general definitions intended to be widely applicable. Specific fields may have specialized definitions.

Clinical Experience: Supervised course work within which the student has the opportunity to engage in clinical activities similar to those performed by a departmentally approved professional. Departmental policies and accreditation criteria often define the experience. Site supervisors are often held to specific credentials as a component of such.

Indiana State University has defined community engagement as: the development of

Community Engagement: collaborative partnerships between education, business, social services, and government that contribute to the academic mission of the University and directly benefit the community. Community engagement at Indiana State University includes activities in the teaching, research, and service endeavors of faculty, students, and staff.

Co-op: Cooperative education is a unique form of education that differs from summer employment and internships. The National Commission for Cooperative Education (NCCE) explained the development of a co-op model “that incorporates a cooperative education as a structured educational strategy integrating classroom studies with learning through productive work experiences in a field related to a student’s academic or career goals. It provides progressive experiences in integrating theory and practice. Co-op is a partnership among students, educational institutions and employers, with specified responsibilities for each party”. The co-op course is created to ensure that the student’s full-time status is protected. The student does not have to be enrolled in any other course(s) to participate in the co-op program. The required co-op paperwork must be completed before the co-op experience begins.

Experiential learning: Experiential learning, at its core is operationalized by engaging students in learning through sequential exposure to challenging, compelling, and enriching activities conducted in appropriate settings. It integrates development of knowledge, skills, and dispositions, and fosters application of methods of critical inquiry. It engages students in personal reflection in order to organize, interpret, and bring meaning and coherence to their learning experience.

Field work: Activities performed outside the classroom, library, studio, or laboratory for University credit and under the supervision of an instructor.

ISU Internship Repository: A collection of data relevant to all University sponsored internships. Departments report relevant data about all internships to the Repository, and the result is an internship resource with intent to provide more purposeful University action, more accurate reporting, and to substantiate the usage and growth of experiential learning at ISU.

Internship: Internships are work-related learning experiences that provide students with the chance to gain important knowledge and skills in a career related that may or may not be

directly related to their academic study. An internship provides exposure to career fields of interest without making a permanent commitment. Employers are encouraged to place their internship opportunities on Sycamore CAREERlink –for free--where students can search for the best internships.

Internship Host Site: The organization, business, or entity that offers an organized hands-on experience for a student intern. The Host will define the Site Supervisor, provide or assist with the creation of a position description, determine pay for the experience, and define the duration of the experience.

Non-credit Internship: An internship that is elected by the student, for which the student does not receive academic credit. The internship may be a repeated experience, or one that does not meet academic criteria even though it is relevant to the student's major. Non-credit internships may be sponsored by the academic department, the Career Center, or any other University supported area and should also be supervised by at least one practicing professional.

Practicum: An academic course that combines classroom and field activities under the supervision of an instructor.

Service Learning: Service-learning is still evolving as a distinct area of scholarship and, as a result, there is not a common set of terminology used by educators. The core principles of a service-learning experience are that service-learning should engage students in meeting the unmet needs of communities and enhance students' academic learning; their sense of social responsibility, and their civic skills.

Site Supervisor: The individual designated to provide direct supervision to the intern while s/he is at the Internship Host Site.

Supervision: A tutorial and mentoring form of instruction in which a supervisor monitors the student's activities in practicum, field work, and internship and facilitates the learning and skill development experiences associated with practicum, field work, and internship. The supervisor monitors and evaluates the clinical work of the student while monitoring the quality of services offered. (From the Council for Accreditation of Counseling and Related Educational Programs [CACREP] Standards.)

University Internship Coordinator: A Career Center employee dedicated to support for University sponsored internships. The position serves as administrator for the Focus Indiana Internship Scholarship Program, as well as administrator of the ISU Internship Repository. Additional responsibilities include presentations about internships, consult with students, recruit employers to sponsor internships, and consult with academic departments regarding internships.

University Sponsor: The University Sponsor, also referred to as the Faculty Sponsor, is a University employee that is sponsoring, or supporting, the internship. Most often the sponsor will be the course instructor of a for-credit internship course, or the student's academic advisor in the student's declared academic major or minor. A Career Center employee may also act as the University Sponsor for some non-credit internships.

Indiana State University
Internships, Co-Ops, and Related Experiences
Policies, Guidelines, and Responsibilities

The following is created as a foundation for ISU supported internships. The requirements apply to experiences in which the primary element is student engagement in applied experience related to the student's course of study in a work setting. Departmental materials are likely to be more developed, but it is important to insure that essential components match, and that the Departmental Internship Handbook and the ISU Internship Handbook do not conflict. Some experiences, such as student teaching, practicums, and some clinical experiences, have requirements set by the academic departments and/or accrediting entities, and are not required to comply with the ISU Internship Handbook. Deans and Department Chairs will make determination of additional standards and departmental compliance thereto. However, all internships should be included in the ISU Internship Repository.

Policies

1. An internship is purposeful, has specific learning outcomes, provides opportunities for reflection, presents a continual challenge to the student, and incorporates active learning, with the student as an active participant in all stages of the experience from planning to evaluation.
2. Credit is granted only when an Indiana State University Faculty Member is directly involved in determining both the course content and in evaluating the student's work. Credit bearing internships are part of program curricula and will be reviewed as part of the assessment and program review or accreditation processes to assure quality. Students are responsible to properly register for such courses.
3. Registration of credit and non-credit internships is required, using documents designated by the academic department. The ISU Internship Agreement is available as a resource document for departmental use, and is located in the forms section of the Handbook. Students must submit a completed agreement, with attached position description, to the academic department prior to onset of the internship. Academic units are responsible for setting deadlines related to internship placement, including completion of the agreement. Students participating in non-credit internships should submit the agreement to the University Sponsor. Each actively involved party in the agreement (the University Sponsor, Site Supervisor, and Student) should retain a signed copy of the Agreement and Position Description.
4. Academic departments are responsible for reporting internship data to the ISU Internship Repository, which is housed in the Career Center, Second Floor, Student Services Building. Credit and Non-Credit experiences should be reported. Data should be sent to the Career Center soon after registration closes, and within the first month of the

semester. Departments can either send photocopies of internship agreements, or compile a report of the data. Essential data includes: Student Name, 991 number, academic major/minor, University Sponsor, Internship Host Agency and Address, Site supervisor and email, start date, end date, rate of pay, and credit or non-credit (and for credit should include course number and number of credits). The ISU Internship Repository data is available upon request.

5. At least one Student and one Site Supervisor evaluation should be completed and returned to the designated University Sponsor. Academic departments, scholarship programs, etc. will implement the evaluative tool that meets each need, thus, there is potential for multiple evaluations per internship. Students are responsible for awareness of these requirements and for the completion of such.
6. Problems that arise during an internship should be discussed between the Student, Site Supervisor, and University Sponsor for resolution. However, in some cases, difficult or unusual situations require a mediator, or uninvolved party, to reach a resolution. Departmental protocol outlines the process for resolution of disputes; however, in the absence of definition, then the Department Chair, or designee, will serve this role.

General Guidelines

1. While the ISU Internship Handbook provides a foundation for all ISU internships, Departmental guidelines and materials will outline, in greater detail, the expectations of their internships. Some ISU departmental internship handbooks are available via the web for reference at <http://web.indstate.edu/publicservice/Interncurriculumresources.htm>. Departments should consider web based handbooks and are encouraged to post to this site for compilation of a useful ISU internship resource.
2. Internship postings are available for student independent searches. Students are encouraged to access Sycamore CAREERlink at <http://career.indstate.edu/home.htm> as well as Indiana INTERNnet at www.indianaintern.net and Indiana Job Central at <http://in.jobcentral.com/>.
3. If an internship changes after initiation, then the internship agreement should be amended. All involved parties should be in agreement with the changes, and departmental records should be updated.
4. If an internship fails prior to completion, then the internship agreement should be marked to indicate the date of cessation, the student should provide a brief statement of explanation, and copies should be forwarded to all actively involved parties. If the internship is credit bearing, then the normal procedures for dropping or withdrawing from a class should be followed. If a new internship is to be established for the duration of the semester, then a new internship agreement should be initiated with accurate dates and data. Corrected data should be forwarded to the ISU Internship Repository as well.

5. Per University policy, the student should participate in the intern experience during the semester of registration, as expected with course/classroom experiences. Hours may extend outside of the defined dates of semester enrollment, with University Sponsor approval, but should primarily fit in the semester of enrollment.
6. The Career Center is a resource to students as noted:
 - a. Working with students to make structured non-credit internship experiences available. As such, the experience is recorded via the ISU Internship Agreement, and the form is presented to the student's academic advisor for signature as acknowledgement of the student's activities, as well as acknowledgement of an appropriate experience in the student's field of study.
 - b. Providing assistance with locating internships, creation of position descriptions, etc.
 - c. Administering the Focus Indiana Internship Scholarship program.
7. The Career Center is a resource to Departments as noted:
 - a. Providing classroom presentations about internships.
 - b. Working with Departments as an internship consultant. Possible supports include departmental enhancement or creation of handbooks, professional development, discussion of specific needs, etc.
 - c. Hosting internship discussion groups for Internship Coordinators.
 - d. The Internship Support Program provides support to departments through administration of internship agreements, site visits, evaluations, and data reporting to the Repository. Contact the Career Center to discuss details.

Responsibilities

Student

1. To be eligible, a student must meet academically defined program requirements for the internship and be in good academic standing, and good conduct standing. To earn academic credit, the student must properly register for an internship class and complete an appropriate internship agreement that includes a position description.
2. The student agrees to complete the necessary registration prior to initiation of the internship experience, and to complete the necessary written requirements throughout the internship as indicated. The individualized Internship Agenda attached to the ISU Internship as indicated. The Individualized Internship Agenda attached to the ISU Internship Handbook can be utilized as an organizational tool for completing the timely requirements.

3. The student agrees to abide by the rules and regulations of the internship host as well as the *Indiana State University Codes of Student Conduct*.
4. The student is responsible to behave in a professional and ethical manner, and to hold in professional confidence any information gained regarding individuals served via the internship Host.
5. The student is responsible to disclose to the Internship Host any information that may bear upon his/her capacity to perform in the designated role, as defined in the Position Description.
6. Permissible work absences from the internship site include illness or other serious circumstances. (Keeping pace with coursework or co-curricular activities are not legitimate excusals). The intern is responsible to notify the Site Supervisor in case of absence.
7. Due to nature of an internship arrangement, the student may not withdraw from a placement except in severe and justified circumstances, as determined by the University Sponsor, in consultation with the Site Supervisor.
8. If an intern feels victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.) s/he should report the incident(s) to an appropriate Internship Host Administrator, as well as to the University Sponsor.
9. The intern is not an employee or agent of the University, and worker's compensation benefits are not provided to the intern in his/her capacity. The University provides guidance and facilitates internship activities only as a component of the educational experience and accepts no responsibility for loss, damages, or injury to persons or property caused by the intern or others while participating in the internship. The University is not responsible for matters beyond its control.
10. The intern is responsible for provision of personal health and accident insurance, or the cost of any expense related to lack thereof. Neither the Trustee of Indiana State University nor the University Sponsor is responsible for any medical or legal expenses that may result from injury or illness sustained while participating in the internship.
11. Interns are responsible for individual transportation to and from the Internship Host, unless provision is stated otherwise in the internship agreement. Students are strongly discouraged from use of personal vehicle while performing internship responsibilities, due to the personal liability of such. If necessary for the internship experience, the intern is encouraged to utilize Internship Host (company) vehicles, supported by proper authority of the Host, or for Internship Host employees to provide transportation, or for other means of transportation support to be utilized.

12. In order to protect an intern's health and safety and/or to guard the integrity of the internship program, the University Sponsor may take action considered to be warranted, under specific circumstances, including termination of the internship experience.

Academic Program

1. Academic programs determine minimum qualifications for Internship Hosts, and expectations from the Site Supervisors. Specifically, the academic program should consider:
 - a. Licensure, accreditation, certification or other professional standards that define the minimum expectations of the Internship Host and/or the Site Supervisor.
 - b. Requirements regarding the Site Supervisor's educational background.
 - c. The nature of supervision that the intern must receive (i.e. Must the supervisor be on site? How often must the intern meet with the supervisor?)
 - d. Compatibility between curricular goals and the mission and philosophy of the Internship Host.
 - e. Availability and quality of intern training programs.
 - f. Compatibility between the intern's responsibilities and the competencies that the department requires for interns.
 - g. Compensation that will be provided to the intern. (i.e., is the compensation appropriate?)
2. Academic departments maintain primary curricular authority and responsibility for the structure of the internship experience. Specifically, the academic program should consider:
 - a. Prerequisites and eligibility requirements for the student participation.¹
 - b. Advisement that academic departments define "good academic standing," and a defined by the department, then the default University standard of a GPA of 2.0 or higher should be applied and verified.
 - c. Advisement that academic departments establish a protocol for verification of "good conduct standing" and use such in determining eligibility as an intern.²
 - d. Appropriate policies and requirements for assignment of academic credit.
 - e. Grading policies for internships
 - f. Written and project requirements (i.e. written reports, portfolios, presentations).
 - g. Designation of the University Sponsor.
 - h. Evaluation tools. Some examples are available, as a resource, on the Focus Indiana website at <http://web.indstate.edu/publicservice/Interncurriculumresources.htm>.
3. The academic program, in consultation with the Internship Host and intern, is responsible for approval of all credit bearing Internship placements.

¹ Students must be advised of eligibility requirements. The following should be added to internship materials: "I understand that to be eligible to participate, I must be in good academic and conduct standing and I authorize a review of my educational record to obtain this information," and the student must sign and date as indication of the agreement.

² Departments should e-mail Bonita McGee in Student Judicial Programs with a list of the student names and ID numbers (copy to Dira Kile), stating the reason for the conduct check and that the student's consent is on file. Conduct checks should be initiated before the department or student had significant investment in securing and finalizing the placement, perhaps via application for internship.

4. The academic program is responsible to inform students of any *known* unusual circumstances or risks affiliated with the internship experience. There are confidentiality issues with disclosure of some details that the department must honor both the students and Internship Hosts, but *known* risks with the internship experience should be discussed.
5. The University Sponsor will initiate and establish a plan of periodic contact with the intern and the Site Supervisor. The University Sponsor is responsible to disclose in writing the expectations of each party, likely to be stated in the internship agreement, regarding communication, reporting, evaluations, and methodology for providing feedback to the student.

Site

1. Internship Hosts develop, in conjunction with the intern and Faculty Sponsor, a Position Description that outlines the major tasks and responsibilities of the internship. Additionally, the position description should clarify the skills needed to fulfill the responsibilities. The Position Description will serve as the basis of the Site Supervisor's evaluation of the intern. The Position Description should be completed and submitted with an internship agreement to the University Sponsor prior to initiation of the internship. Examples of the position descriptions are posted at the Career Center Web site at <http://career.indstate.edu/>.
2. Internship Hosts are responsible for selection of the On-site Supervisor, which must meet the requirements noted by the academic program. The Site Supervisor will designate time to supervise an intern, and is committed to and capable of working with the academic program and intern to develop an internship experience that meets the student's learning goals.
3. The Internship Host is responsible:
 - a. Screening and assuring that interns meet qualifications. For example, it is the responsibility of the Internship Host to obtain limited criminal history checks³ or meet other legal requirements when needed. (Some programs may have their own policies on limited criminal history checks.)
 - b. Collaboratively working with the intern and the University Sponsor to complete an internship agreement and the Position Description.
 - c. Completing the educational contract (if requested) and returning it to the University Sponsor.
 - d. Providing Orientation to the intern. Orientation should include discussion of particular organization rules, regulations, and expectations, as well as an overview of the mission, goals, and policies of the Internship Host, introduction to employees, and training in the use of equipment. Provide written documents as much as possible.

³ Indiana law requires limited criminal history checks for individuals who have "volunteered services that involve contact with, care of, or supervision over a child who is being placed, matched, or monitored by a social services agency or a nonprofit corporation" or who have volunteered services at a school "that involve contact with, care of, or supervision over a student enrolled in the school."

- e. Providing appropriate space for the intern to perform his/her duties.
 - f. Offering opportunity for the student to meet with company executives, professional organizations, community leadership, etc. to the extent that such can be arranged. Networking serves as a valuable exposure to the students and should be utilized to the extent possible.
4. The Site Supervisor is responsible for:
- a. Assigning and supervising the completion of tasks and responsibilities that are consistent with the intern's role at the Internship Host.
 - b. Scheduling regular meetings with the intern to provide a forum for discussion and reflection on expectations, projects, responsibilities, and progress.
 - c. Consulting with the University Sponsor periodically, and if/when personal or communication problems arise that disrupt the intern's learning and performance.
 - d. Completing performance evaluation form(s) as requested by the University, and returning the form(s) as directed.

**Supplemental Forms
For Departmental Use or Implementation
Permission provided for reproduction
and/or modification**

How to Register your Internship with the Career Center

The agreement form can be found at

<http://www.indstate.edu/carcen/expLearning/Internship%20Agreement.pdf>

1. The Student, Site Supervisor, and Faculty Sponsor have some verbal agreement about this experience prior to completion of the Internship Agreement form. Be certain to have a common understanding of the minimum number of hours required for the experience, location, Site Supervisor for the Student, rate of pay, start and end dates, evaluation(s), and an idea of what role the student will serve in the Host Organization.
2. The Student and Site Supervisor will create a written position description prior to the completion of the Internship Agreement form. An outline for doing so is attached. The position description will be attached to the Internship Agreement form and presented to each party for signature as noted below.
3. The Internship Agreement form is available at <http://career.indstate.edu/internships/iag.pdf> and is designed to have as much information as completed prior to printing. The Student will initiate the form, type in the data, double check for accuracy, then print, secure signatures, and deliver the completed Internship Agreement with attached position description to the Career Center.

4. INSTRUCTIONS AND EXPLANATIONS FOR COMPLETION OF THE INTERNSHIP AGREEMENT FORM:

► Student Information (To be completed by the student)

- a. **Major/Minor:** Define the student's major and minor (if applicable)
- b. **Graduation Date:** Anticipated graduation date (Ex. May 07)
- c. **Class Status:** Student's status in school at the time of active participation in the internship (Ex. Sophomore)
- d. **Term:** Fall, Spring, or Summer and the year (Ex. Fall 05)
- e. **Total Hours:** Often, a minimum number of hours are required in order for the experience to be completed successfully. The expected duration of hours should be defined, as agreed with the Site Supervisor, here. (Ex. 150 hours)
- f. **Start Date:** The scheduled date that the student will begin the internship
- g. **End Date:** The anticipated last date that the student will be in the internship
- h. **Pay Rate:** The hourly rate of pay that the student will receive during this internship by the Host Organization. Do not include scholarships, stipends, work study funds, etc. unless paid by the Host Organization. If pay is determined other than hourly, please note such.
- i. **Focus Indiana Scholar:** Student must have applied for and been approved to be a Focus Indiana Internship Scholar
- j. *Please read the statement regarding permission to use this experience in media relations. The Student will denote his/her consent by checking the appropriate box.*

► Internship / Experience Site Section

- k. The Student should continue on to the "Experience Site" section and fill in as much information as possible prior to printing the form. The Student should be able to complete the Company/Organization Name, Address, and Intern Supervisor Name and Title.

► Departmental Information Section

- a. The Student should continue on to the “Departmental Information” section. If the internship is for academic credit, then the Course Prefix and Number, and the number of credits being attempted should be completed.

5. **CHECK THE FORM FOR COMPLETION AND ACCURACY**

6. **PRINT THE FORM**

7. Student will attach the position description to the Internship Agreement form that has just been printed.
8. Student will read the agreement notation in “Student Information” section sign, and date.
9. Student will present the Internship Agreement form with attached position description to the Site Supervisor. Site Supervisor will verify/complete/correct information in the “Experience Site” section of the form. The Site Supervisor will read the statement regarding permission to use this experience in media relations, and denote his/her response in the appropriate box. The Site Supervisor will review the position description, read the agreement statement on the Internship Agreement form, then sign and date in the appropriate location on the Internship Agreement form.
10. Student will present the Internship Agreement form with attached position description to the Faculty Sponsor. In **NO** case is it appropriate for a graduate assistant, teaching assistant, secretary, or non-faculty member to sign the form.
11. Once all signatures have been secured, the Student will deliver the Internship Agreement form with attached position description to the Career Center and meet with a representative to review the form for completion, and to turn it in.
12. The Career Center will send signed copies of the Internship Agreement form with attached position description to all noted parties. *Evaluation instructions, along with signature codes, will be mailed to the Student and the Site Supervisor at mid-semester. The evaluations need to be completed at the end of the internship, or the last day of classes, whichever comes first.*

Call Mike Williamson in the Career Center at 237-3807 with any questions or concerns.

Position Description Outline

Positions descriptions are not required to meet a formalized format. In fact, a position posting, if such exists, is appropriate. However, the purpose of the Position Description is to serve as definition of what the intern will be doing throughout the experience. The major components of the internship should be defined, and all involved parties should have mutual understanding. It is also important to make note of the number of hours that the Student will be utilizing during the experience, as well as an outline of the schedule the student will follow to fulfill the hours.

The outline below is designed as a model for creating a Position Description. Again, it should be individualized and should clearly note the expectations that each individual (i.e. student, faculty, site supervisor, and scholarship advisor) expects the Student to do, or be exposed to, during the internship. It is important to be thorough.

Required Information:

- **Internship Position Title**
- **Intern Name**
- **Name the Host Organization**
- **Name of Site Supervisor with Title and contact information**
- **Timeline:** Include number of hours expected in the internship, and a proposed schedule for accommodating the hours (beginning and end dates)
- **Outline of responsibilities:**
 - Consider limitation of time for observation, answering phones, greeting guests, filing, etc.
 - Include special projects such as writing assignments, evaluating or processing data, creation of a project or special report for the Host, etc. Note the expected outcome of such projects.
 - Specify the frequency of supervisory meetings, and who will be part of such meetings. Define if meetings are individual or group.
 - Include exposure to professional organizations or staff meetings, opportunities to participate in community meetings or projects, and any other networking opportunities that will be offered during the internship.