

**EMPLOYER TIP SHEET**  
**MESSIAH COLLEGE INTERNSHIP PROGRAM**

**1. Orientation**

Please take time at the very beginning to orient and train the student (see the manual Starting And Maintaining A Quality Internship Program). This includes explaining your organization's mission, structure and policies. Introduce the intern to co-workers. Make sure the intern is aware of available resources to perform his/her responsibilities.

**2. Work Objectives**

Clearly define the intern's responsibilities and outline your expectations for the student. Inform the intern how work performance will be assessed. What deadlines or standards should the intern be aware of?

**3. Learning Objectives**

To meet academic requirements each intern must formulate personal learning objectives that articulate what he/she hopes to learn from the internship experience. The intern will present these objectives to you within the first 2 weeks. Comment on the appropriateness of each objective and, wherever possible, support the objective with relevant work assignments or activities.

**4. Feedback**

The pre-professional needs, and desires, the insight of a professional mentor. Take time on a periodic basis to check-in with the student. Make it a point to both encourage and offer constructive criticism on the intern's work progress and professional development. The Internship Center will email written evaluation forms at two different times (mid-semester and end-of-semester). Please use these, along with the work/learning objectives, as a basis for discussion and feedback with your intern.

**5. Site Visit**

Whenever geographically feasible, one of the Internship Center Faculty Advisors will request a visit to your site. This gives us the opportunity to become more familiar with you and your organization, support the intern, and monitor their progress. The advisor will want to meet first with the intern supervisor and then the intern. Contact will be made in advance to schedule the visit.

**6. College Holidays**

Fall Break / Mid-October

Thanksgiving Break / Late November

Last Day of Classes for Fall / Usually the first week of December

Spring Break / Mid-March

Easter Break / Usually early April

Last Day of Classes for Spring / Usually first week of May

**Thank you!**

Internship Center (717) 796-5099

[www.messiah.edu/internship](http://www.messiah.edu/internship)