

Responsibilities of Internship Supervisors

It is important to remember that student interns are, first and foremost, students. They are aspiring professionals who are still growing and developing into polished and knowledgeable professionals. The internship is one way students learn what it takes to succeed.

The Communication Department at UTC genuinely appreciates and values your willingness and desire to work with our students. You give them an experience that we can only simulate in a classroom. With that in mind, the following list will identify some of the key things that these students must accomplish to succeed in the class and what we expect you (the supervisor) to do to help them succeed:

- **Supervisors SHOULD interview potential candidates.**
 - Part of the internship experience involves students engaging in a job search.
 - Ask them tough questions, vet them, and make certain the student is a good fit; a bad fit does not help you or the student.
 - The Department's Internship Director attempts to meet with all students enrolled in the class to help them target appropriate internships.
 - The director neither places interns nor guarantees that every intern you interview is equally capable, which is why we strongly encourage you to handle the internship interview like you would any other job applicant.
- **Supervisors MUST provide interns at least 150 hours of work during the semester.**
 - Our internship locations MUST provide the student with ample hours to meet this requirement, which generally means 10+ hours per week
- **Supervisors MUST provide interns on-the-job training and regular feedback.**
 - We prefer students to answer directly to supervisors throughout the experience. This ensures constant and regular communication, plus it encourages the type of oversight that will most benefit the student.
 - We also encourage you to keep an open line of communication with the Department's Internship Director (chandler-w-harriss@utc.edu) so that person can help you address and problems or concerns.
- **Supervisors MUST evaluate their interns twice during the semester.**
 - Each evaluation uses an identical online survey, but evaluates the intern at different points.
 - At the midpoint and the completion stages of the internship, the Department's Internship Director will send you an email to check in and request that you complete the survey within a timely manner.
- **Supervisors MUST ensure that students will work on some projects that can be used as part of a professional portfolio that they will build during the class.**
 - Projects might include: video work, audio work, writing, layout and design, research, campaign planning, social media management etc.

If you feel you and your organization can meet these expectations, then we absolutely want to make you part of our program. In order to participate, you simply need to contact Dr. Harriss (chandler-w-harriss@utc.edu) and he will email a brief survey for you to complete. Doing this will allow us to consider adding your organization to the database of internships that students use to find opportunities.

Please realize that our Department has many students who are not enrolled in the internship class, but who seek experiences independently. These students may or may not discuss their plans with us, so it might be useful to ask those you interview if they are doing this for a class.