

## Internship Process and Expectations

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Great job finding a potential internship to do real work in the field while at Evergreen! There are a few hoops to jump through, and if you are reading this, then the "Find a Faculty Sponsor" hoop is complete!

Get started filling out the online ILC Internship paperwork through [my.evergreen.edu](http://my.evergreen.edu) as quickly as possible. Go ahead and add me as your faculty sponsor.

Please think carefully about what you hope to learn through this internship and equally carefully about how you will show me (your faculty sponsor) that you have learned those things in week 10. Spend some time talking with your field supervisor to come up with several learning objectives and tangible products that I will evaluate at the end of the internship. Write detailed descriptions of these things into the contract.

Once you have a complete and spelling error-free draft of your contract, please release it to me for my feedback. This is step #1 in the Internship approval process. In step #2, I will need to give you **feedback** online. In step #3 you will need to **make changes** to the contract. Once you hear back from me in feedback boxes on the contract itself and make all requested changes, step #4 requires you to release the contract to me for approval. In step #5 I can **approve** your contract. Each of these steps takes some time, and you will also need (step #6) your Field Supervisor's approval, and approval from the Deans (step #7) so you should get this process started as quickly as possible!

The contract needs to be finalized and approved prior to Friday of week 10 the quarter prior to your internship quarter!

Some tips:

1. Come up with at least three different learning objectives and products that you will use to show me how much you learned.
2. If you are working 40 hours per week at the internship, you can earn 16 credits. 30 hours = 12 credits, 20 hours = 8 credits, 10 hours = 4 credits, 5 hours = 2 credits.
3. It may take several weeks to get the contract paperwork complete and approved.
4. Meeting in person can speed up this process, so feel free to make an appointment with me.

### Internship Expectations:

This section outlines my expectations of you as an intern and what you can expect of me as a faculty sponsor. It is meant to avoid misunderstandings on both sides by placing expectations up front. If there are other items you would like to add on either side of this discussion, I am open to modifications.

### *Things you can expect during the internship and from your faculty sponsor:*

1. Expect to work hard. Internships often involve long hours and tedious tasks. Be excited about the opportunity to learn hands-on in the real world. Realize that your expectations may differ from your actual experience!

2. Expect that a high standard of work will be required of you by both your field supervisor and your faculty sponsor. You are an ambassador for Evergreen out there. Be a professional and ask for help when you need it. Follow directions carefully and ask clarifying questions if you are unsure.
3. Expect your faculty sponsor to provide you with encouragement, support and to work with you to maintain a safe learning environment. Please come to me with any concerns you may have that you do not feel comfortable raising with your Field Supervisor.
4. Expect to meet with your faculty sponsor at least twice (once in week 5 and again in week 11). Please email to schedule these appointments and be punctual and ready to share your experiences.

***Things I expect of you as an intern:***

1. I expect you to manage your time efficiently and keep track of your weekly work. Keep careful records of what you do each day and **turn in your weekly timesheet at the end of every week** (ask me for a template if I haven't already sent you one!).
2. I expect you to send a brief update on your internship work to-date as well as a brief description of your plan for the following week by **email every Friday**. It is your responsibility to stay on track and keep me up-to-date. Your work will be carried out independently and it is your responsibility to seek help and input when necessary.
3. I expect that you will work hard and get a lot out of this experience.
4. I expect you to be punctual (on time) to meet with your Field Supervisor, and to be communicative about potential absences. Remember, this is someone you might hope will write you a letter of recommendation and who will be writing you an evaluation at the end of the internship. Give them good reasons to say good things about you!
5. I expect that you will let me know if you face any problems or need any help throughout the internship.
4. I expect you to interact with me and your Field Supervisor in a respectful, professional manner, even by email. You can call or text me in an **emergency** (360-352-0538), but I prefer email as the main contact method.
5. I expect that you will work to maintain a professional relationship with me and that we will both put in the thought and energy to keep it working. If at any time you are unhappy with this relationship, I expect that you will first discuss it with me, then, if it is not resolved, discuss it with a Dean.

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Intern	Date	Faculty sponsor	Date
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