As a student participating in an internship or a co-op, you are representing not only yourself, but UMass Amherst and future students as well. Please review these guidelines on professional expectations for both students and employer hosts, as developed by the University of Massachusetts Amherst Career Services Office.*

### Site Supervisor

**Respect and Professionalism**
- Foster a professional environment, free of discrimination, where interns enjoy the same respect as other team members.

**Goals**
- Facilitate goal setting with each intern.
- Monitor and provide feedback regularly about progress. Provide supervision.

**Impactful Contribution**
- Allocate resources and space for interns.
- Explain organizational structure and policies.
- Provide meaningful projects and tasks that foster learning and application.
- Facilitate opportunities for intern to apply academic skills to workplace.

**Skills and Knowledge**
- Provide adequate instruction, resources, and training for intern’s successful performance.
- Identify intern strengths and offer constructive feedback on areas for improvement.
- Complete a final evaluation of student.

**Interactive Networking Environment**
- Cultivate an environment that promotes mentorship for industry knowledge.
- Provide advice and support to intern. Make it possible for the intern to interact with colleagues throughout the organization and within their field of interest for networking.

<table>
<thead>
<tr>
<th>Site Supervisor</th>
<th>Student Intern</th>
<th>Faculty Sponsor &amp; Career Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect and Professionalism</strong></td>
<td>Maintain professionalism at all times. Respect office policies and deadlines. Maximize opportunities to become part of the team.</td>
<td>Guide students to identify internship sites that match their professional and academic goals.</td>
</tr>
<tr>
<td><strong>Goals</strong></td>
<td>Establish individual and professional goals and commit to pursuing them. Ask for information for job success. If the quality of the internship is unsatisfactory, students should discuss this with their supervisor and ask for more project-oriented work and contact their faculty sponsor.</td>
<td>Provide interns with a framework to clarify goals and integrate academic knowledge to workplace exposure on the academic contract. Make academic credit available, provided it meets UMass standards and departmental guidelines.</td>
</tr>
<tr>
<td><strong>Impactful Contribution</strong></td>
<td>Understand the work environment, organizational structure and culture. Take initiative and identify challenging learning opportunities that maximize the internship experience.</td>
<td>Require intern supervisor to approve internship goals. Encourage students to discuss issues that arise with immediate supervisor or faculty sponsor.</td>
</tr>
<tr>
<td><strong>Skills and Knowledge</strong></td>
<td>Demonstrate acquisition of proficiencies, and additional skills while contributing to the goals and mission of the host organization. Reflect on the experience and complete a final evaluation. Submit any required academic projects to faculty sponsor.</td>
<td>Require students to reflect and assess new competencies and industry knowledge from the experience, by requesting final evaluations by supervisor and student for faculty grading and tracking of credits.</td>
</tr>
<tr>
<td><strong>Interactive Networking Environment</strong></td>
<td>Proactively seek and embrace mentoring relationships. Conduct informational interviews when possible. Thank colleagues for sharing their expertise. Report any questionable or inappropriate behavior by a supervisor or a fellow employee immediately to your faculty sponsor AND UMass Career Services at: 413-545-2230.</td>
<td>Engage intern students with assignments that complement the internship experience and serve as educator who facilitates new learning with accruing credits if those arrangements have been made.</td>
</tr>
</tbody>
</table>

*Adapted from the National Association of Colleges and Employers (NACE) and The Washington Center Internship Bill of Rights standards, 2014.*