



TOOLS

Frequently Asked Questions About Student Internships

Will the student be able to handle the job?

Many students have had previous work experience, but some will be on the job for the first time. Students bring enthusiasm for work and the ability to learn and follow directions. The teacher will be able to tell you specifically about the characteristics and skills of your intern. You will also have the opportunity to interview the intern before he/she is placed at your site.

What can I expect an intern to do?

- Fulfill the responsibilities and tasks assigned while learning about the workplace and gaining important job skills.
- Listen to constructive feedback and learn from successes and challenges.
- Succeed in the internship through a combination of appropriate job tasks, support and flexibility.

What can I not expect an intern to do?

- Know how to do everything right away. Interns are neither temp workers nor regular paid adult employees. They are students who are learning what it means to hold a job.
- Repetitive, boring assignments for prolonged periods of time in isolation or without understanding why the work is important.
- High-profile work that is crucial to your department right from the beginning. By the end of the internship, the intern may be ready for more difficult work, but he/she should not be set up for failure.
- Complete everything perfectly all the time. Interns need to be given a chance to understand what they do wrong so they can learn from their mistakes.

How much experience will the student have?

It varies depending on the student's background.

How are students prepared for the workplace?

Many students are participating in a work readiness, academy or other specialized program that focuses on preparing them to be successful at the workplace and has a teacher support person.

What is my liability?

All child labor laws must be followed as outlined and all work performed must comply with state and federal laws.

How do I handle discipline problems?

You should handle the student as you would your own employees. This is an opportunity for a student to learn to resolve problems and work within company policies. If a situation cannot be resolved, you should contact the teacher. When the teacher comes for a meeting, the situation should be reflected upon and discussed.

What if the student wants to quit?

We want every student to be successful, so if this situation occurs, please contact the teacher immediately.

What if a situation occurs that requires the student to be terminated from the internship?

Again, we want every student to be successful. Please contact the teacher before discipline problems get to the point of termination. This person can help clarify expectations between you and your intern or assist in resolving other issues.