



TWELVE Action Steps for Sponsors

1. Provide the Shoreline Community College Internship Coordinator (206-546-7843) with a job description including projected duties, responsibilities, hours, and other requirements and expectations.
2. Interview students for the internship as if they were to be permanent employees.
3. Select a student for the internship you feel has the potential to succeed.
4. Assist the student in developing learning objectives for the internship that are specific, measurable (if possible) and reachable.
5. Read and sign the Memorandum of Understanding and agree to provide opportunities for the student to achieve learning goals.
6. Orient the intern as if the student were a regular employee.
7. Inform other employees of the student's roles and status as a temporary associate (and not a threat to their jobs or status.)
8. Provide a clean and safe work area for the intern to work on site.
9. Thoughtfully consider regular duties and/or a project that the intern will address while on site. (A challenging professional project for the intern is highly recommended.)
10. Consider recruiting a mentor for your intern to provide support and advice when you are unavailable.
11. Offer constructive criticism to the student in terms that will make it easier for the student to learn how to succeed within your organization. (Often, students learn more about building relationships and communicating than they do about technology.)
12. Provide a final assessment of the student upon completion of the internship. You may use the Final Intern Evaluation at the end of this packet, or another of your own design.
13. Have fun! There are few people, if any, more fun to be around than students. They are generally optimistic about the future, sincere and eagerly willing to learn from you.