Employer Internship Guidelines

(Concluding the Internship)

Thank you for allowing your intern to gain hands-on experience, real-world learning, industry exposure and résumé building skills. We hope you found your intern to be enthusiastic, talented and a valuable contributor to your company’s mission and long-term success. To help you conclude the internship, we offer you these suggestions:

**Exit Interview and Final Evaluation**

- Review the *Job Description* and *Learning Objectives* and use them as a basis to complete the on-line Supervisor’s Evaluation. If you do not have a copy of these, please contact our office. Your intern’s academic grade is measured in part by your evaluation of his/her accomplishments combined with a faculty-sponsored learning assignment.
- Hold an exit interview with the intern to discuss what he/she learned, his/her overall impression of the industry, as well as his/her performance, commending his/her strengths and presenting constructive counsel in areas needing improvement.
- Provide your intern an opportunity to formally showcase what he/she learned and recap the internship experience to other employees.
- Discuss career readiness and future employment options, including a part- or full-time employment offer or an extension of the internship into the following semester.
- Honor the intern’s feedback regarding the ways in which your internship program might improve and congratulate yourself on the excellent training and supervision you provided.
- Inform Internship Services (243-2815) of future internships and stay connected with the University through faculty supervisors, students and Internship Services staff.

**Suggestions for the Intern’s Last Day**

- Provide a letter of recommendation or “Certification of Completion” for the intern that will serve as positive testament to his/her experience and skills.
- Show your gratitude for your intern’s contribution to the mission and goals of your company, by hosting a going-away event for him/her (i.e., host a lunch or dinner, take them out for coffee, or present them with a gift card or small token of appreciation).
- Complete exit paperwork and procedures in accordance with company regulations.
- Arrange for final paycheck delivery if the internship is paid, close the intern’s company email account and gather office keys, name badge and other company property from the intern.
- Help the intern update his/her resume with the internship experience by providing appropriate wording in regards to accomplishments and skill development.
- If appropriate, give your intern permission to copy and/or use certain documents, spreadsheets, database design, research, graphics, videos, or other items for inclusion in his/her e-portfolio.
- Obtain your intern’s email address or cell phone so you can stay in touch and help him/her network with professionals in the field, especially during when he/she begins to job search.