

# Intern Coordinator

## **Guidelines for serving as an Intern Coordinator:**

The Intern Coordinator is expected to be a resource to the student. Listening and giving advice are part of her activities. Giving feedback concerning work and assignments during the internship is also an important aspect of her responsibilities. The Intern Coordinator will encourage, reinforce, and counsel the student, while making sure the student accepts the responsibilities for his/her actions.

## **The Intern Coordinator will:**

- Inform the students of the importance of internships each semester.
- Inform students of internship employers, and requirements through scheduled meetings and individual appointments.
- Monitor the student's progress with employers via Blackboard-Vista and personal visits when possible. At the end of the work period, an evaluation will be requested from the employer regarding the student.
- Integrates the student's background with the intern position in order to provide an experience relative to the student's career interests.
- Assists in bringing students and employers together for a mutually beneficial arrangement.
- Provides information concerning the internship program and applications to prospective cooperating organizations.
- Evaluates all aspects of the program:
  - The role of the School of Hotel and Restaurant Management and the Intern Program.
  - The contribution of the employers.
  - The student's performance