POLITICAL SCIENCE DEPARTMENT
INTERN SUPERVISOR
THINGS TO REMEMBER

The intern supervisor has an important role and should try to follow these guidelines:

- **Orient the Student**
  From the start, acquaint the intern with the structure of, and the individuals in, the total organization. Let the student know his or her role and what is expected.

- **Include the Student**
  Make the intern feel like a real part of the staff and not just an outsider watching from afar. Include the intern in meetings and other parts of the decision-making process as much as possible.

- **Make Definite Assignments**
  Don't let the intern rattle around with nothing to do. Be sure to assign some long-range projects to keep the student busy when there is a lull in daily chores.

- **Be Accessible**
  Speak with the intern whenever you can about current projects and general problems. A little time spent with the intern is well worth it when you consider what you receive in return.

- **Guide Selectively**
  Help the intern along but don't direct every move. Let the student use his or her own judgment, but be ready to offer assistance if needed.

- **Don't Underestimate Ability**
  Student interns usually are hand-picked and highly motivated persons with definite career interests and objectives. Understand this and attempt to get the most out of them for you, your organization, and the interns themselves.

- **Make Internships Worthwhile**
  The intern should feel he or she is doing something meaningful. The best way to achieve this is to give the student something really meaningful to do.

Quite obviously, it is important that the right intern be matched with the right job. This responsibility falls on all parties; i.e., student, supervisor, university. Its importance cannot be underestimated. A proper intern assignment in the beginning, plus the maintenance of a proper attitude throughout, will ensure a successful experience for all.

Dr. J. Cherie Strachan, Internship Director
Department of Political Science
Anspach Hall 237
Central Michigan University
Mount Pleasant, MI  48859
Office: (989) 774-3593 or 3442    Fax: (989) 774-1136
strac1jc@cmich.edu