



Information for Employers: Interns from the Technical Communication Department

**Mercer University School of Engineering
1400 Coleman Ave., Macon, GA 31207**

Contact: Dr. Marjorie T. Davis, Department Chair

Phone 478.301.2356 **FAX** 478.301.2241 **Email** davis_mt@mercer.edu

Benefits of Hiring an Intern from Mercer University's TCO Department

- Bright, well trained students who can make important contributions right away
- Strong support if needed from the academic supervisor for both you and the student
- Pre-qualifying of interns by the department
- Complete autonomy in selecting the intern (the hiring decision remains in your hands)
- Opportunity to receive a clear knowledge of the skills and talents of the intern, to whom you may wish to offer a full-time job (not required)
- Help with a number of business tasks: documentation, reports, proposals, web sites, marketing materials, newsletters, brochures, instructions, training, presentations, testing usability of an interface or product, gathering data, interviewing specialists, and so forth.

Responsibilities of the Employer

- Provide a complete job description, including expectations about start and stop dates, hourly salary, supervisor's name and educational background
- Collaborate with student to develop specific learning objectives for the work-learning experience, including deliverables the intern will have some responsibility in creating
- Evaluate the student's performance at least at the midpoint and at the end of the internship, providing any corrections or suggestions
- Provide an adequate, reasonably equipped workspace for the intern
- Plan an effective orientation and help assure support as the intern begins work and throughout the internship
- Provide opportunities for the student to learn as much as possible about your company

Responsibilities of the Student

- Provide an accurate and clear picture of your skills and background to the employer
- Collaborate with supervisor to develop learning objectives and specify deliverables
- Keep a daily professional log and provide frequent status reports to both the supervisor and the academic advisor

- Be proactive in learning and communicating not only with the supervisor but with others; ask questions!
- Behave professionally and ethically at all times, adhering to standards of the company in such matters as dress, protocols, confidentiality, document standards, etc.
- Remain aware that you represent our department, our school, and our university.

Procedures in Formalizing an Internship

1. The student applies for and is offered the position, following the company's own procedures for hiring.
2. The employer names a supervisor with appropriate degrees and experience to guide the intern in a work-learning experience.
3. The employer sets expectations for start and end dates, salary, working hours, etc., assuring that the student will work full time for a minimum of 12 weeks.
4. Approximately two weeks before the start date, the student submits the Petition for Approval of Internship to Dr. Davis.
5. The Petition is approved or amended as needed and student begins work at the appointed time and date.
6. Within two weeks of starting work, the supervisor and intern develop and submit Learning Objectives and a Deliverables Timeline to Dr. Davis by fax, showing both signatures.
7. The student maintains a professional log recording not only daily efforts but also reflecting upon the nature of the learning; the log is submitted at midterm via email to Dr. Davis.
8. The employer will submit an oral or written status report to Dr. Davis at about the sixth week of the internship; when feasible, this report will occur in person when Dr. Davis comes to the work site to visit the intern and supervisor.
9. The supervisor or employer will complete the end-of-internship evaluation report and submit it to Dr. Davis; ideally, the supervisor will go over the report with the intern also.
10. The student secures any needed permissions to show deliverables at the seminar and/or to include them in the portfolio.
11. Supervisors or other company representatives will be invited by the student to attend their seminar for the TCO Department faculty and students following the completion of the internship.
12. Dr. Davis may ask the employer for feedback on the preparedness of the student intern to enter the job market and to make contributions; this feedback is part of our department's commitment to continuous quality improvement.

Questions? Please contact Dr. Marj Davis.