



Internship Goals and Expectations

Supervisor Name: _____

Intern Name: _____

Company Name: _____

Internship Start Date: _____

Company Address: _____

Internship End Date: _____

Expected Total Hours: _____

Internship Responsibilities:

NOTE: Internship goals and responsibilities must relate to building professional skills and knowledge and acquiring professional experience.

Expectations for FHCE Internship Supervisors

Internships are wonderful learning experiences for students in the University of Georgia's Department of Financial Planning, Housing and Consumer Economics (FHCE). Internships give students opportunities to apply what they have learned in the classroom, learn and practice appropriate workplace behaviors, build on strengths and address weaknesses, and discover future directions as they begin their professional careers. None of this is possible without a supervisor who takes the time to make the internship a true learning experience for the students.

As an internship field supervisor, we ask that you:

- Commit to investing in the professional development of the student through training, mentoring, and other
- Agree upon objectives for the student's internship
- Discuss compensation (or lack of) with the student
- Commit to providing the intern the opportunity to work the required number of hours to earn academic credit (Students are required to work 50 hours for each hour of academic credit. Many students register for 3 academic credit hours.)
- Complete and discuss with the student a mid-term and final evaluation their personal and professional performance with recommendations for areas of improvement
- (Optional) Provide the intern with a letter of recommendation at the completion of the internship.

As the Field Supervisor for this internship, I approve these goals and responsibilities and confirm that I have read and accept the Expectations for FHCE Internship Supervisors. I am committed to evaluating the intern's performance and providing feedback to the intern and the internship program.

Sign: _____

Print Name: _____

Date: _____