

### **Employer Guidelines for Intern Supervision**

**The supervision of an intern provides the opportunity to play a significant role in the learning experience of a future professional. You provide an important link between the student, the firm, and the University. At a minimum, the supervisor at the employing company should assume responsibility for completing the following:**

1. Define the role of the intern and communicate this role to the intern **and co-workers.**
2. Provide the intern with an **appropriate orientation to the company**, the work environment, and company policies and procedures. Suggested topics to include: company history, mission, and organization; overview of products and/or services; expected performance standards; office etiquette and attire; work hours; phone manners; availability of supplies; confidentiality; and process for resolution of **ethical dilemmas.**
3. Provide meaningful and **challenging work experiences** relating to the intern's academic and career goals, with adequate supervision and resources.
4. If possible, schedule work activities which allow the intern to gain **broad exposure** to the professional field as well as develop proficiency at more narrow tasks.
5. Schedule **regular supervisory meetings with the intern** to enable the student to ask questions, resolve problems, report on his/her progress, receive training and instructions, and receive advice related to his/her future career plans.
6. At the **completion of the internship**, an exit interview should be conducted with the intern to discuss the Supervisor's Evaluation Form. This form should be signed and mailed directly to:

Rebecca J Lohmann, CPA  
Internship Coordinator  
Department of Accounting  
Southeast MO State University  
One University Plaza, MS 5815  
Cape Girardeau, MO 63701

Please notify the Internship Coordinator at 573-651-2898 immediately of any problems or if you have questions or suggestions.

Dear Prospective Internship Employer:

Please list the duties you anticipate for the intern:

If you agree with the 6 responsibilities listed above, please provide the following information:

1. Name of company:
2. Company address:
3. Company phone, fax, and email:
4. Company contact person (person who will be direct supervisor of intern):

Signature: \_\_\_\_\_ date: \_\_\_\_\_

Return this form to the address above.

Thanks!

Rebecca J Lohmann