

**MBA PROGRAM**  
**SOUTHEAST MISSOURI STATE UNIVERSITY**

**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:

- Define the role of the intern and communicate this role to the intern and co-workers.
- 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.
- Provide meaningful and challenging work experiences relating to the intern's academic and career goals, with adequate supervision and resources.
- 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.
- 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.
- At the end 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 to the Director of the MBA Program, Southeast Missouri State University, at One University Plaza, Cape Girardeau, MO 63701.
- Notify the Director of the MBA Program at 573-651-2912 or 573-651-5116 *immediately* of any problems, or if you have questions or suggestions.