

## Interns: Rule of Thumb

Have a workspace and computer set aside and set up

Know the security and other paperwork and training required for a volunteer, STEP, or SCEP, whichever is appropriate.

Have a main project

- Define it in writing & make it something they can learn something from
- List the mile stones (when reviews will be done of their work)
- State the expected time line (should end close to when the position ends)

Have 3-5 additional projects (or more)

- Make them diverse (e.g., a report, a website, a brochure)
- Write descriptions of each
- Let the intern choose one to work on, when there is lag time on the primary project

Instruct the intern to write down any concerns, issues, or ideas regarding ...

- The main project
- The secondary project
- Work schedule – and assoc with the school schedule
- Work area
- etc

Dedicate the first day to getting the intern set up

Be present and invite interruptions for the first week.

Set a schedule to discuss the project, work schedule, other ideas or concerns  
e.g., at lunch 1x / week for the next 3 weeks, then as needed. Let the person know that you expect professionalism. are very busy and this is their chance to work independently and examine how to resolve project concerns, gather data, etc. Be prepared to