

Employer Guide: Expectations

Expectations of Work Relationship

EXPECTATIONS OF INTERN:

- Be punctual to work and meetings.
- Leave work area clean (this means allocating time for clean-up).
- Challenge oneself in areas of less experience.
- Approach supervisors with questions as they arise. If supervisors are temporarily unavailable, be resourceful with your time; take the initiative to research something new or brainstorm until you receive the help you need to move on.
- Be thorough with your work; double-check, send to teammates for review etc.
- If there is an unexpected work or personal emergency and no supervisor is available during the Intern's scheduled work hours, the Intern can work on ongoing projects or elect to leave for the day.

EXPECTATIONS OF EMPLOYER:

- Clearly define expectations of Intern and employer, and communicate these expectations to intern before start of work.
- Ensure adequate workspace is available when Intern is scheduled to work in office. Be available for questions.
- Ensure at least 1 staff member is available as a supervisor at any given time the Intern is scheduled to be in the office, unless another arrangement has been previously made and agreed to.
- Allow for flexibility in the Intern's schedule. For example, if the Intern has academic demands, they can reschedule their work time or not come in that week. Except for emergencies, a week's notice is expected in order to plan ahead for projects.
- Provide necessary support and training for processes, software, location of resources etc.