

Internship Preparation

Guidelines for Cooperating Employers

1. To receive 3 hrs. credit, the company must agree to hire the student for a total of at least **150 hours** for a **minimum of 8 weeks**. To receive 6 hrs. credit, the company must agree to hire the student for a total of at least **300 hours** for a **minimum of 8 weeks**. Interns are to report for work on the initial date assigned and all days and times scheduled by the company.
2. Each company will interview the student prior to acceptance as an intern as with any job placement. Internship placement is determined by agreement of the company personnel, the University internship coordinator, and the student.
3. Companies participating in the internship program are not required to pay a wage for the internship, although a wage can help to offset student's expenses during the internship (course fees, room and board, transportation, etc.)
4. Participating companies will designate a person who will be supervising the student's work. This person acts as liaison to the **University Internship Coordinator** in handling the following tasks:
 - a. Arrange for the intern to participate in company training given all new employees including an orientation to company operations.
 - b. Discuss the company and supervisor responsibilities, job description, and causes for dismissal and performance evaluation procedures with the intern.
 - c. Provide opportunities for the intern to work closely with designers, buyers, merchandisers, and other personnel, and to perform some of their tasks. Explain job procedures and outline job expectations to the intern.
 - d. Assign a variety of tasks for the intern to perform. It is expected that the job responsibilities will include as many varied tasks as the opportunity and company structure allow.
 - e. Provide guidance and supervision so that the intern can assess progress and given increased responsibility.

- f. Assist in providing information for the intern's assignments as needed.
 - g. Provide opportunities for the intern to learn about procedures and activities in the company divisions to give the intern a broad overview of company operations related to the intern's major.
 - h. Complete **two evaluations** of intern job performance (one midway and one at the end of the internship).
 - i. Alert the University Internship Coordinator to problems and suggest ways in which faculty member(s) can assist in the achievement of the intern.
5. Mississippi State University shall not be liable for any work done by interns during an internship.
6. If for any reason, the performance of the student violates company policy and/or is unsatisfactory, the company has the right to dismiss the student. Consultation with the University Internship Coordinator is requested at the time of dismissal. Dismissal from or quitting an internship prior to completion of an internship contract results in a grade of "F".