ESTABLISHING A QUALITY INTERNSHIP PROGRAM

I. Initiate Internship program
   A. Establish objectives for program
   B. Allocate resources
   C. Identify coordinator

II. Perform pre-employment activities
   A. Generate Internship assignments
   B. Establish criteria for positions
   C. Review compensation for positions
   D. Determine selection method
   E. Contact Career Center and post job

III. Employment activities
    A. Select students
    B. Make offers/rejections
    C. Offer relocation assistance

IV. Perform work orientation activities
    A. Provide company orientation
    B. Review written agreement
    C. Discuss intern expectations
    D. Assign appropriate tasks

V. During work period
   A. Include intern in staff activities
   B. Perform supervisory functions
   C. Evaluate Intern progress
   D. Provide feedback to intern
   D. Conduct exit interview

VI. Evaluate program success