

GUIDELINES FOR INTERNSHIP SUPERVISORS (REVIEW: <https://tinyurl.com/ybtosznr>)

1. Please review additional information under "**Information for Internship Supervisors**" <https://tinyurl.com/ybtosznr> on the Clark Atlanta University website.
2. The student is **required to complete 150 internship hours** for the internship semester period before the conclusion of the applicable semester **for 3-credit internship (and 300 internship hours for a 6-credit internship)**.
3. The cooperating employer is requested to be willing to work directly with the intern if the business operation is smaller. If the company is large, the cooperating employer is requested to ensure that the intern will be well supervised in the department to which he/she is assigned. In such cases, we recommend you also designate an authorized person on the Internship Approval Form.
4. The intern's work experience should involve as many areas of the fashion retail/design business, as possible. It is suggested that he/she works with the merchandise managers, buyers, visual and advertising personnel, salespeople, warehouse or receiving personnel, fashion designer, CAD/technical designers, pattern makers, manufacturer and any other pertinent areas of your store/company. We realize that during the brief duration of the internship, a student's exposure to many of these areas will be limited. Also we realize that some suggestions may not be applicable to your retail/design/manufacturing business. **The primary goal is to give the intern a broad overview of business operations as possible, while fulfilling specific learning objectives and work experience goals the intern may have relating to their field of study in a manner that is mutually beneficial to your establishment.**
5. When possible, please provide the intern with organizational information regarding history, policies, etc.
6. In addition to an **Internship Approval Form**, the Internship Supervisor will need to complete a **midterm evaluation** and a **final evaluation** for the intern. Evaluation instructions will be sent via email by the Internship Coordinator. In order to facilitate a fair assessment, it is recommended that you evaluate the intern objectively and provide recommendations if applicable. Please do not email evaluations directly to the Internship Coordinator.
7. Interns are intended to supplement existing personnel. They should not be considered in lieu of necessary staff.
8. Clark Atlanta University shall not be liable for any work done by students during an internship program.
9. Participation in an internship program allows the Internship Supervisor to aid in the development of an individual student's professional career.
10. Internship Supervisors should make efforts to ensure interns are working under safe conditions with access to adequate food, breaks and rest.
11. Internship Supervisors should inform the Internship Coordinator of any issues regarding the intern such as injury, unprofessional behavior and non-attendance.
12. **Internship supervisors should inform the Internship Coordinator of any changes to his/her contact information, and/or provide adequate notice if he/she will be leaving the establishment (via the email account indicated on the Internship Approval Form).**