

Business/Community Sponsor Commitment

The sponsor must agree to fulfill the program obligations so as to enable the students to experience a quality internship. The sponsor shall commit to the program within the following guidelines:

- **Breadth:** Provide an internship experience, without pay, which is broadly educational in scope, supportive of the goals and purpose of the program, and directed toward providing the student with a comprehensive understanding of how the organization functions.
- **Organizational Overview:** Brief the student about the organization, and when possible, give examples of the decision-making processes.
- **Activities:** Provide the student with opportunities to accompany the sponsor to staff meetings and conferences, and allow the intern to undertake certain special assignments with necessary supervision which will enhance the intern's learning experience without violating the Fair Labor Standard's Act.
- **Business Procedures:** Advise the student on the appropriate behavior when attending staff meetings and when relating to other staff members and/or clients and others who may have a relationship with the organization. Provide information on hours, office procedures, and appropriate dress for the staff of the organization.
- **Staff Briefing:** Brief key staff members at the beginning of the internship about the purposes of the program, roles and functions of the intern in the organization and solicit their cooperation in providing support and supervision for the intern.
- **Intern Conference:** Designate a regular weekly meeting time with the intern in order to review the student's progress, share observations, answer questions, assess overall performance, suggest areas of improvement, and provide general support and encouragement.
- **Coordinator Communications:** Meet with the coordinators periodically; keep the coordinators apprised of any problems in the relationship; outline steps necessary for improvement, and follow up to assess progress of the student.
- **Backup:** Designate a staff member to provide supervision and assistance when the sponsor is unavailable.
- **Evaluation:** Make time available at the end of the term to participate in the evaluation of the program's overall effectiveness.
- **Wages and Hours:** Adhere to the regulations of the Fair Labor Standards Act. Students are exempt from the Fair Labor Standards Act as indicated in the letter that follows.