



## **Internship Site Expectations** **Academic Internships & Professional Experiences**

On behalf of the College of Food, Agricultural & Natural Resource Sciences (CFANS) at the University of Minnesota, thank you for your interest in hosting one of our students as an intern at your organization.

In order for the student to complete an internship for academic credit in CFANS, we need approval from an appointed individual at your organization who is willing to supervise the student in their work and learning on site, approve learning goals, and complete a final evaluation.

We also encourage internship sites to adhere to the following best practices in hosting an intern at your company or organization.

### **Best Practice Guidelines for the hosting Internship Site:**

1. Encourage and support the learning aspect of the student's internship, including providing feedback on learning goals.
2. Designate a professional staff person/employee to serve as an advisor/supervisor with responsibilities to help orient the student to the organization and its culture, to assist in the development of learning goals, and to confer regularly with the student to monitor progress.
3. Provide adequate supervision (recommended one meeting per week or every other week) for the student and assign duties that are progressive, challenging and related to the student's area of interest.
4. Make available equipment, supplies and space necessary for the student to perform his/her duties.
5. Provide a safe working environment and space for the intern to complete necessary work functions.
6. Provide an evaluation of the student's performance at the end of the student's internship.
7. Agree to adhere to the Department of Labor guidelines for Internship Programs under the Fair Labor Standards Act: <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

We look forward to partnering with your organization to provide a valuable learning opportunity for our student. If you have any questions, please email the Internship Coordinator, Mari Ruddy at [mmruddy@umn.edu](mailto:mmruddy@umn.edu).

**Career & Internship Services**  
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