

Supervisor Handout

Thank you for allowing our students the opportunity to gain valuable real-world experience! We truly appreciate the opportunity you provide students to gain exposure to the professional work of their chosen field. From hands-on work to negotiating the responsibilities of a professional position, in some cases for the first time, internships are often transformative experiences for our students. We hope this informational handout will provide you with a better understanding of BDP internship guidelines and expectations.

EXPECTATIONS OF BDP STUDENTS

In addition to completing BDP paperwork and meeting deadlines for the semester, students completing an internship experience must meet the expectations stated below.

- **Secure an internship** placement connected to their BDP topic.
- **Complete 160–180 hours** in the internship over the course of the semester.
- **Use effective communication skills.** It is the student's responsibility to report progress and seek guidance when needed. If the student encounters a problem or makes a mistake, the student should discuss it with the internship supervisor right away. If the student has questions about BDP obligations, he or she is responsible for contacting the BDP office.
- **Be self-motivated.** Students are expected to be an active and reliable participant in the internship experience. They should not need prompting to show up to work or finish a project.
- **Know the expectation for course credit.** The student is responsible for fulfilling any departmental requirements and for keeping their faculty mentor informed about their work. The student must agree on a plan for the semester with the faculty mentor **BEFORE** the internship begins. This plan should include grading requirements and a plan for student/faculty communication during the semester.

GUIDELINES FOR SUPERVISORS

The BDP office supports a collaborative Internship experience where businesses and organizations benefit from the work interns provide, while also ensuring that those interns have substantial and challenging work in a field related to their BDP topic. Our expectations of Internship Experiences include:

- Interns will have an educational experience while working in a professional setting.
- Interns will be provided training, supervision and guidance.
- Interns will have the opportunity to apply what they've learned in the classroom to the hands-on experience of their internship, while also completing other tasks asked of them such as filing, data entry or administrative work.
- Unpaid internships offered by for-profit companies will abide by the criteria of the Department of Labor's Fair Standard Act: <https://webapps.dol.gov/elaws/whd/flsa/docs/trainees.asp>

At the end of the semester

Internship supervisors will be asked to **provide the following information, which is required in order for students to receive course credit:**

- **Complete an online survey**, confirming that the student has met the **minimum hours requirement (160 hrs.)** for the internship and providing a **brief evaluation** of the student's performance in the internship. *The information supervisors provide will be shared with the student's faculty mentor.*

The BDP Connecting Experience Coordinator, Rebecca Buckalew, is available to answer questions at any point in the internship process. Please call (512) 232-7582 or email rebecca.buckalew1@austin.utexas.edu for assistance.