

EXPECTATIONS

Expectations of SURE Interns

- 1) Complete and return acceptance form by the due date.
- 2) Work with your faculty sponsor to complete and return the Statement of Understanding to the Internship Coordinator by the end of the first week of your internship.
- 3) Adhere to SURE guidelines.
- 4) Spend a minimum of 40 hours each week working towards the objectives of the internship program.
- 5) Attend orientation sessions.
- 6) Answer directly to your faculty sponsor.
- 7) Know and adhere to all OSU safety procedures.
- 8) Understand and follow all applicable Standard Operating Procedures (SOP).
- 9) Complete tasks and assignments in a timely and professional manner.
- 10) Present an overview of research and internship accomplishments near the end of your program.

Expectations of SURE Faculty Sponsors

- 1) Provide a position description that includes the intern's responsibilities and skills required to the Internship Coordinator.
- 2) Discuss SURE policies and procedures with program personnel in a meeting prior to the intern's arrival.
- 3) Coordinate the intern's arrival and departure.
- 4) Ensure that any designated supervisor/mentor is empowered to direct the intern(s).
- 5) Work with the intern to complete the Statement of Understanding within the first week and return it to the Internship Coordinator
- 6) Discuss expectations and goals with your intern(s).
- 7) Discuss summer schedules. What is the reporting structure in the absence of the faculty sponsor and/or mentor?
- 8) Discuss and agree to the intern's working hours.
- 9) Meet with the intern on a regular basis and include in lab meetings, seminars, and department functions as appropriate.
- 10) Provide the intern with constructive feedback, encourage questioning, and provide professional development opportunities as appropriate.
- 11) Assist the intern in the preparation of and attend the final research presentation.