

Job Description

A job description can be a useful tool for outlining the understanding reached between you and the employer about your internship duties, goals, expectations, and criteria for evaluation of your performance. It can serve as a de facto “memorandum of understanding” about what the internship entails, and can help you to avoid misunderstandings that could stem from a more haphazard, unstructured approach to getting you up and running at the internship site.

In cooperation with your on-site supervisor, you should produce a job description that covers the following areas:

- Name and date
- Name of the organization, work site address, phone, fax, e-mail, and website address
- Name and all contact details for your supervisor
- A brief synopsis of the organization’s mission
- Your reporting relationships (such as you report to the legislative correspondent who reports to the legislative director)
- Your daily duties, long- and short-term project work
- Standards of performance against which you will be evaluated
- Work schedule, including days and hours each week
- Your permanent address, or address where you can be reached once the internship has concluded

Each job description must include the following paragraph, your signature, and the signature of your supervisor.

We recognize that the internship involves two significant components – practical experience and academics enrichment. As such we will each do our utmost to fulfill those aims. The intern agrees to abide by the policies of the internship site, to respect the hierarchy of the organization, to work a minimum of four (two for journalism students) full-time days each week, and to approach each task with good humor and a willing attitude. In exchange, the internship supervisor agrees to provide honest and constructive feedback to the intern and Boston University, to include a variety of assignments which may challenge the student, and to refrain from asking the intern to perform inappropriate tasks such as personal errands and maintenance duties.

Once you have completed the job description, leave a copy with the on-site supervisor, bring a copy for the individual meeting with your internship coordinator, and keep a copy for yourself.

Expectations

You certainly have expectations of some sort related to the internship you are about to experience. What are yours? Are they realistic? What are the employer's expectations? How will you know? In this exercise list 5 expectations you have about the internship and speculate about 5 expectations the employer may have of you.

Your expectations

1. _____
2. _____
3. _____
4. _____
5. _____

Your employer's expectations of you?

1. _____
2. _____
3. _____
4. _____
5. _____

Setting Goals for the Internship

“People without goals are at the mercy of people with goals.” Setting goals will take you out of the hazy world of expectations and give you a more focused context in which to experience the internship. It will be important to set goals. Monitor your progress toward them as the semester unfolds. Notice how they change, and review them at the end of the program.

List up to 10 initial goals that you would like to achieve during the course of your internship and strategies for achieving them. Be sure to discuss these with your internship supervisor when you put together your job description, and save this page for the final discussion at the end of the semester.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Extracurricular Goals

For most of you, this is a new city and one you probably know little about. It's easy to wake up in 14 weeks and discover you have not seen half of what you thought you'd see during your time in Washington. Challenge yourself to get out and see the city by writing down up to 10 places, activities, or sights you would like to experience.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.