Preparation for CUIP Internship Agreement
Discussion Questions

1) What are the objectives and parameters of the projects to which the students are assigned?

2) What are the end products that will result from completion of the primary projects?

3) What are the paraprofessional components of the intern’s role?

4) What are the skills that the intern will develop?

5) How will the internship enhance the intern’s understanding of university structure and process and the intern’s leadership and management skills?

6) How will the internship involve the intern in significant administrative decision-making?

7) What will be the frequency and style of mentor/intern meetings?
Working It Out In Advance
Discuss:...

**Intern**
Do you prefer working independently or with a lot of checking in? Do you prefer to be given step by step guidance or just an overview of the task so you can figure out the rest?

**Mentor**
Do you prefer frequent check-ins or for your intern to work autonomously?

**Questions**

**Mentor**
When your intern has a question, how do you prefer s/he handle it? (ie: leave a note in your box, see if they can find someone else to ask, take advantage of your open door policy, etc.)

**Constructive Criticism**

**Mentor**
1) How are you most comfortable giving constructive criticism when you need to do so? (ie: balanced with a lot of praise the rest of the time, bluntly, with concrete suggestions for change, etc.)

2) How do you prefer to provide evaluation of performance? (just once a quarter, informally, in writing, etc.)

**Intern**
When you’re confused, or have a question, how do you prefer to handle it? (ie: approach your mentor immediately, jot notes that will wait until your next scheduled appt, etc)

**Intern**
1) In order for you to be comfortable hearing constructive criticism, how is it best offered to you? (ie: immediately and to the point, with a lot of gentle support before and after, in private, etc.)

2) How do you prefer to be evaluated? (ie: informally and on an ongoing basis in addition to the formal quarterly review, just at the end of each quarter, etc.)