

Best Practices: FMS Student Internship Advising

Prior to the start of the internship

Schedule an initial meeting with the student to discuss the following:

- Go over the goals of internships
 - please refer to UCI's [internship policies](#)
 - discuss the definition of an internship
 - discuss the allocation of academic credit for an unpaid internship
- Encourage students to communicate with the internship supervisors to gain a clear understanding of the types of work and contributions expected from them.
- Remind of professional standards and comportment (such as punctuality, appropriate dress, professional comportment)
- Clarify guidelines for the internship class
 - create a feedback plan as to how will the student communicate with the advisor about: the work they are doing, what they are learning, what questions are arising as part of the internship
 - clarify what sort of work the student must complete to receive academic credit for the internship (such as weekly journals, final reflection paper)
 - discuss how often and when the student and advisor will meet to discuss the internship
- Discuss steps student should take if they encounter a hostile work environment
 - clarify the difference between performing unsatisfying work and a hostile work environment
 - be clear that the student should notify you immediately if they encounter a hostile work environment

During the internship

- Communicate with the student's internship supervisor
 - in week 1 or week 2 of the quarter, reach out to identify yourself to the internship supervisor as the student's faculty advisor
- Communicate with student about work performed at the internship and address any questions
- In the event that the student determines the need to terminate the internship because of a hostile work environment:
 - check in with the student about how they are doing and, if appropriate, refer them to mental health resources on campus
 - alert the department chair and the undergraduate program analyst who may, as needed, report the employer to the Employer Relations Team
 - invite the student to devise a work plan for the remainder of the quarter so they may receive full credit for the internship; this plan could include professionalization activities such as:
 - resumé building
 - interviewing skills
 - research on the industry they wish to work in

- research into laws governing working conditions
- research into collective bargaining agreements and working conditions for media industry workers