

Advisor Internship Success Factors

	Unsuccessful		Successful
LTI Process	Advisor does not follow IMET LTI Process - set-up meetings, project meetings, close-out meetings		Advisor follows IMET LTI Process – set-up meetings, project meetings, close-out meetings
Communication with Mentor	Advisor and mentor do not interact after initial set-up meeting		Advisor makes contact with mentor at least every two weeks by phone or email, in addition to site visits
School Learning	Advisor has not helped student connect internship to learning goals		Advisor has helped student connect LTI to all five learning goals
Area of Interest	Advisor does not assist with creating project or provide resources for student related to project		Advisor assists student in creating a project and provides resources which support growth of student interest
Communication with LTI Coordinator	Advisor does not check in with LTI Coordinator to share progress or problems and does not turn in required paperwork on time		Advisor and LTI Coordinator meet to discuss student progress or problems and turns in all related paperwork on time



Mentor Internship Success Factors

	Unsuccessful		Successful
Objectives	Mentor and student have not created or discussed any objectives		Mentor has given student clear, definable objectives and refers to them throughout course of LTI
Overall Communication	Mentor and advisor do not communicate after initial set-up meeting		Mentor and advisor communicate at least every two weeks
Daily Communication	Mentor does not notify advisor if student is tardy or absent		Mentor notifies advisor if student is absent or tardy
Student Relationship	Mentor and student have little to no communication		Mentor and student have developed a rapport built around open communication and feedback
Student Work	Mentor does not have work for student planned ahead of time		Mentor has enough work planned for student to keep free time to a minimum
Relevancy of Work	Mentor's tasks for students do not connect to the career and are irrelevant to student's interests		Mentor's tasks for student are related to the profession/career and the student's interests
Ownership	Mentor is uninterested in the quality of student work.		Mentor is personally invested in outcome of student's work
Workplace Skills	Mentor does not explain or correct student on his or her professional behaviors		Mentor takes time to explain proper workplace etiquette (professional dress, phone etiquette, vocabulary, etc.) to student
Paperwork	Mentor does not complete paperwork for LTI Coordinator (evaluation) or for student (journals and time sheets)		Mentor completes all paperwork, fills out time sheets and requires student journals weekly
On-boarding	Mentor does not take time to acclimate student to workplace		Mentor follows on-board checklist provided in set-up meeting to ensure comfort of student



Student Internship Success Factors

	Unsuccessful		Successful
Professional Behavior	Student is late and/or absent frequently. Student is not dressed appropriately for internship		Student is on time and dressed appropriately every day
Overall Communication	Student is unwilling/unable to communicate wants or needs to mentor or advisor		Student is able to tell mentor if s/he is unhappy, bored, frustrated, etc.
Daily Communication	Student does not notify advisor or mentor if late or absent		Student notifies mentor if s/he will be late or absent
Skills	Student does not develop any skills related to profession or career of interest		Student develops specific skills related to profession and is able to perform them when asked
Learning	Student is unable to communicate learning related to LTI or school work		Student is able to communicate to mentor and advisor what s/he has learned through LTI, how it relates to career, and how it relates to school
LTI Project	Student does not assist in creating LTI project and/or does not meet guidelines of project set forth in project meeting		Student helps create project. Student completes daily tasks at internship and school to finish project by due date
Contribution	Student's work does not contribute any work of real value to internship site		Student contributes work of real value to internship site

