

ORIENTING YOUR CPI INTERN

Many students are unfamiliar with the activities, environment and objectives of business and industry. Even though your interns may have worked part-time to support their education, these experiences may not have exposed them to organizational politics, the need for confidentiality, the importance of teamwork, or many other aspects of a professional setting. By providing orientation and training for the intern, your student will better understand the partnership that is expected between the student intern and the department or organization.

The sooner your student interns understand what your organization does and how it operates, the sooner they can assume assigned responsibilities and become productive. To help acclimate interns, please take time initially to:

- **EXPLAIN THE PHYSICAL LAYOUT OF THE OFFICE AND INTRODUCE INTERN TO COLLEAGUES**
 - Show the student intern their work station
 - Provide information on computer logins and printer or other technologies available for the intern
 - Introduce the student intern to individuals they will work with or around
 - Identify fire exits, nearest restrooms, water fountains, break rooms, etc.
- **EXPLAIN THE MISSION OF THE ORGANIZATION**
 - How did the organization start? Why?
 - What is unique about your product or service?
 - Who benefits from your product or service?
 - What are the organization's current objectives?
 - How may the intern contribute to those objectives?
- **EXPLAIN THE ORGANIZATIONAL STRUCTURE**
 - Who reports to whom and who, specifically, is the intern's supervisor?
 - What is the intern's department responsible for?

- [illegible]