

Hodson Internship Mentor Responsibilities

Mentors have a crucial role in Hodson Internships.

They enhance the value of the experience acquired by the interns by providing close supervision and guidance. It is essential that mentors understand their responsibilities, and students who develop their own internships are largely responsible for ensuring that they do.



- The mentor must supply a proposal that clearly describes the work of the internship and mentions any applicable internal deadlines and required application materials. **The proposal may be drawn up by the student along with the mentor, but must be signed and submitted by the mentor on official letterhead or sent directly from the mentor's email address.**
- The Mentor's Letter, also described under Application Components, should clearly state the mentor's willingness to engage the applicant for the proposed internship. Where it is practical, the internship proposal and mentor's letter may be combined.
- Interviews with students are conducted by mentors to discuss job responsibilities and necessary skills.
- The mentor agrees to act as both a supervisor and a mentor who will educate or train the student in a particular field. The mentor's role as supervisor includes tracking attendance and absences to ensure that the minimum required hours of the internship have been met.
- The mentor must sign a general release form and a contract with the terms of the internship outlined, which will be provided to you by your intern.
- The mentor agrees to complete a mid-summer student evaluation and to allow a college representative to conduct at least one informal telephone conference, email or site visit to confer with the student and his or her supervisor during the internship.
- The mentor also agrees to complete a final student evaluation at the conclusion of the internship. This form should be forwarded to the St. John's College Career Services Office by a pre-specified date to ensure that the student is eligible for their final stipend.