

Standard Operating Procedure (SOP)

Pre-internship Orientation for Students and Employers

Purpose:

This SOP outlines the **pre-internship orientation process** for both students and employers. It aims to introduce internship objectives, clarify roles and responsibilities, define workplace expectations, communicate protocols, establish safety guidelines, and explain evaluation criteria. The objective is to ensure preparedness, understanding, and a safe, productive internship experience.

Scope:

Applies to all students participating in internships and all host employers/organizations collaborating with the institution.

Procedure:

1. **Introduction to Internship Objectives**
 - Present a summary of internship goals and learning outcomes for students and employers.
 - Align expectations regarding the contributions of the internship to academic and professional development.
2. **Clarification of Roles and Responsibilities**
 - Describe the specific duties, responsibilities, and functions for interns and supervisors.
 - Outline reporting structures and lines of authority.
3. **Workplace Expectations**
 - Discuss professional conduct, dress code, attendance, punctuality, and confidentiality requirements.
 - Emphasize the importance of adhering to organizational policies and procedures.
4. **Communication Protocols**
 - Establish preferred communication channels between students, employers, and academic supervisors.
 - Detail expectations for response times, regular meetings, and feedback mechanisms.
5. **Safety Guidelines**
 - Provide training on workplace safety, emergency procedures, and health protocols.
 - Ensure students are aware of employer policies regarding safety and incident reporting.
6. **Evaluation Criteria**
 - Explain performance assessment methods, including self-reflection, employer feedback, and academic evaluation.
 - Clarify timelines and requirements for submission of reports or evaluations.

Responsibilities:

- **Academic Institution:** Coordinate and facilitate orientation; ensure all stakeholders receive SOP.
- **Students:** Attend and actively participate in the orientation session; acknowledge understanding of procedures.
- **Employers:** Attend orientation; provide internship details and abide by the defined protocols.

Documentation:

- Attendance records for orientation sessions
- Signed acknowledgment of understanding from students and employers
- Dissemination of SOP and related materials

Review and Revision:

This SOP should be reviewed annually and updated as necessary to reflect changes in internship requirements, workplace standards, or institutional policies.