

Work Schedule—Interns must work a total of 125 hours throughout a 5-week period. You can make the necessary adjustments to their schedule to help ensure the completion of hours, with the exception of:

- Fridays - interns can only work up to 5 hours since they must arrive by 2:30pm to seminars
- Monday to Thursday – interns cannot work more than 8 hours a day
- Interns cannot work on weekends or evenings

Below are suggested hours to complete the 125 hours (*30 minute lunch break is not paid):

- 1st Week: Thursday and Friday 6* hours per day
- 2nd – 4th Week: Monday – Thursday 7.5* hours per day and Fridays 3 hours
- 5th Week: Intern works Monday – Wednesday for 7.5* hours per day

Job Tasks— This is their first experience working in a professional environment and for some it is their first job. They are eager to learn, nervous about making mistakes, and they hope to gain new experiences and develop useful skills. Time may be divided into several departments to acquaint students with a variety of operations and enable them to gain a sense of how departments support each other. Interns can perform a broad range of tasks including:

- Acting as courier to other offices
- Acting as an assistant in appropriate settings
- Collating materials
- Delivering mail
- Filing
- Coding
- Fulfilling receptionist duties
- Making copies
- Making telephone calls
- Preparing mailings
- Performing various duties in the library
- Translating
- Researching for court case
- Data entering
- Assist with social media
- Creating PowerPoints, flyers, etc.

Projects for interns during downtime—We know that offices experience busier and less busy times. During their downtime, with supervisor approval interns may:

- interview at least two staff members at their job site – this is a mandatory assignment
- research college information
- explore other educational programs and opportunities
- keep a log of their work experiences
- work on EHI program assignments such as creating a resume, job description, etc.

We encourage site supervisors to assist interns with the completion of these tasks and that they promote productive use of downtime between work assignments.