



THE UNIVERSITY
of ADELAIDE

SUCCESSFUL INTERNSHIPS: HANDY HINTS FOR HOSTING

We want our students to be able to contribute to your organisation in a meaningful way. Here's a few tips to make sure you get the most out of your hosting experience:

- Induct your intern into the organisation - give them a tour, introduce staff, and discuss details such as work hours, dress codes and how to work safely in your environment.
- Allocate a suitable mentor to supervise.
- Don't assume knowledge or expect them to arrive with all the necessary skills — provide relevant training at a reasonable pace.
- Assign tasks that offer real learning opportunities.
- Formalise feedback and check-in processes — we recommend three set meetings through the internship.
- Include them in meetings, planning sessions, and staff activities.
- Support them to feel part of the team (a coffee or lunch goes a long way).

**Our team are here to assist you throughout the internship.
Contact us with any queries at internships@adelaide.edu.au**

adelaide.edu.au/internships