

1) Provide an orientation session for the intern

A good orientation will set a welcoming tone while clearly establishing roles, responsibilities and expectations. You will want to clearly address workplace rules such as appropriate dress attire, phone usage, text messaging, as well as workplace policies and procedures. It is equally important to allow time for the intern to discuss his or her expectations.

2.) Assign the intern a single manager, who enjoys working with youth.

Interns can accomplish big goals when given the right amount of guidance. But, they are new to the work-world, and if left unsupported they may not know where to start. Ultimately, you want to find someone on your staff, who enjoys sharing his or her expertise with young people, and is going to be committed to helping them learn and succeed.

3.) Make sure the intern has a dedicated project.

How many projects have you had sitting on the back burner without the proper bandwidth to do the job right? Assigning an intern, an overarching internship project helps them learn more quickly, keeps them focused, and means that they can provide a culminating final project that adds value to your company.

4.) Break assignments into small tasks, and review drafts early.

While an overarching project is good, don't assign it all at once. Interns are new to the professional world, so by assigning a smaller, more manageable project at the onset of the internship to help you gauge the intern's strengths and weaknesses.

5.) Set quantifiable weekly goals for the intern.

This is a management best practice and extra important for interns. Interns need to have clear project goals and you need regular benchmarks to see how they are performing in order to help them improve.

6.) If possible, mix it up.

Have a mix of tasks to keep your intern busy and feeling productive when the project work is "on hold" (i.e. waiting for approval or clarification). This should be some general work that is not time-sensitive, but still important and requires some skill. In addition, engage your intern on issues that arise during the normal ebb and flow of business: Providing interns with a taste of the true nature of your business and the wide variety of issues that employees must handle is a valuable experience. Interns appreciate the challenge and variety that comes from helping with these new tasks.

7.) Meet for coffee once a week.

This is a simple task that can make managing your interns much more efficient. By meeting for a casual 30 minute to one hour conversation every week, you can assign objectives, answer questions and help your interns move forward in their projects with confidence.

8.) Share the big picture of what your company does.

While interns are expected to engage in specific tasks and projects, help them understand the bigger picture and how their projects fit in. Ways to incorporate the big picture include: brown bag lunches with key executives in your company; taking interns to meetings, conferences or events; or shadowing others in the office to learn about their role.

9.) Encourage your interns to ask questions.

Interns may not know proper question asking etiquette. If you are the intern's manager, let them know that they can ask you questions as this can save a lot of time in the long run.

10.) Have Fun!

Having an intern at your office can and should be a lot of fun. They will grow a tremendous amount over the course of your internship, and they often come with new ways of thinking and will add an exciting dynamic to your office.

1. Give us real work!

It can't be said too many times that interns want to work and learn. An internship can help you get a job done that you couldn't otherwise, right? If you've brought on an intern as a recruitment tool, then how will you be able to assess their abilities? It just makes sense to utilize your interns well.

2. Do what you say, and say what you do!

Be honest with your interns about what they can expect during their internship. If the job will require stuffing some envelopes, then make that clear. But if you tell the intern they will be researching a project, and they spend 90% of their time doing "grunt work," then bad feelings will develop. Honesty doesn't cost you anything, and it will make the interns feel that much more respected.

3. We like feedback.

Remember that interns are students, and they may not have the business skills and experiences that you take for granted. If your intern makes an oversight, just pull him or her aside and explain how the situation should be handled in the future.

4. We want to be included too.

Is there a staff meeting that they can attend? Can they quietly tag along to that next project meeting? Headed to lunch with a couple of people in the office? Please include them in the daily life of your workplace. After all, if you provide a little more perspective on the intern's work, the product will be much better.

5. Please explain.

When you assign work, make sure you give a detailed explanation. While the work may seem trivial and obvious to you, it may not be obvious to someone who's never done it before. Patience and a few extra minutes at the beginning will pay off later when your intern can produce good work independently.

6. I want a mentor.

Make sure that interns have a mentor or supervisor to provide guidance. Make it someone who truly likes to teach, and the experience will be even better.

7. A minute of your time please?

The best mentor in the world is useless if he or she can't or won't spend the necessary time mentoring. As newcomers, interns may not speak up if they're feeling ignored, so the burden of making sure they're okay is on the mentor. If the busiest person in the office wants to be the designated mentor, he or she should schedule regular times to meet with the intern.

8. Be prepared.

That wonderful day has arrived and the intern goes to start their internship only to learn that no one knew they were coming, and there is no place for them to work.

9. Um...I need a chair.

It is amazing how many employers hire an intern and don't think about the fact that they will need a desk, chair, phone and a computer in order to do the task assigned. It is no fun, and not efficient to move an intern from desk to desk as people are out one day to the next. If you want to get a job done, you need to supply the intern with the tools to do the job.

10. Show me the money (as best you can).

While each internship is different, and each industry has its own personality, remember that interns have expenses. Your organization may not be in a position to pay much, but anything can help. Maybe you can help pay for their parking, take them to lunch every so often, or develop some other creative way to assist them.