Internship in Mathematics/Statistics
**Employer Expectation Guide**

The purpose of this document is to provide employers with a list of common expectations for student interns.

In each of the following areas, student interns should demonstrate the stated skills and characteristics:

1. **Assessment of Learning**
* Asks pertinent and purposeful questions.
* Seeks out and utilizes appropriate resources.
* Accepts responsibility for mistakes and learns from experiences
1. **Reading/Writing/Computation Skills**
* Reads/comprehends/follows written materials.
* Communicates ideas and concepts clearly in writing.
* Works with mathematical procedures appropriate to the job.
1. **Listening & Oral Communication Skills**
* Listens to others in an active and attentive manner.
* Effectively participates in meetings or group settings.
* Demonstrates effective verbal communication skills.
1. **Creative Thinking & Problem Solving Skills**
* Breaks down complex tasks/problems into manageable pieces.
* Brainstorms/develops options and ideas.
* Demonstrates an analytic capacity.
1. **Professional & Career Development Skills**
* Exhibits self-motivation approach to work.
* Demonstrates ability to set appropriate priorities/goals.
* Exhibits professional behavior and attitude.
1. **Interpersonal & Teamwork Skills**
* Manages and resolves conflict in an effective manner.
* Supports and contributes to a team atmosphere.
* Demonstrates assertive but appropriate behavior.
1. **Organizational Effectiveness Skills**
* Seeks to understand and support the organization’s mission/goals.
* Fits in with the norms and expectations of the organizations.
* Works within appropriate authority and decision-making channels.
1. **Basic Work Habits**
* Reports to work as scheduled and on-time.
* Exhibits a positive and constructive attitude.
* Dress and appearance are appropriate for this organization.
1. **Character Attributes**
* Brings a sense of values and integrity to this job.
* Behaves in an ethical manner.
* Respects the diversity (religious/cultural/ethnic) of co-workers.