The MarketVision Internship Program is a non-paid, ten (10) week program which requires a minimum of 150 hours for the duration of the program. We recommend attendance of 15-20 hours per week in order to take full advantage of the learning opportunities. Interns should not fall below our 15 hour per week minimum as this may jeopardize their good standing and they may be asked to leave the program.

You will be assigned to one department and to one manager who will initially review expectations of the internship and serve as a mentor through the program. He/she will also be providing you a performance evaluation mid-program and at the end of the internship.

Intern’s Roles and Responsibilities include:
- To consistently seek guidance and constructive feedback from your supervisor and agency associates within assigned department
- To attend all scheduled meetings, learning lunches, etc.
- To adhere to the established work schedule
- To meet all deadlines for assigned tasks and projects
- To maintain a positive and professional attitude, demonstrating a willingness to support the team in whatever capacity necessary to best serve our clients
- To demonstrate a willingness to learn, accepting all assignments as a challenging and learning opportunity

Procedures
- Check in with your supervisor each workday upon arrival and before you leave
- Advise your supervisor of your project status during your weekly meetings
- Keep a record of all your work in a file by project name
- Always be on time for work! If you are going to be late or absent, call your Supervisor as soon as possible to let him/her know...remember, people at the office now depend on you
- You are expected to attend work each day for which you are scheduled. If you have a schedule conflict, speak to your supervisor in advance to re-arrange your schedule, if possible.
- Prioritize your time
- Do not accept tasks assigned by anyone but your supervisor. If you are approached by another staff member, kindly ask them to discuss with your Supervisor
- When you are uncertain about office procedures or tasks, ASK! It is better to ask once or twice about a given assignment than to waste time and have to redo it
- If you have suggestions about a project or assignment feel free to make them
- If you have an idea of a job you can work on related to the campaign let your supervisor know - we thrive on new and interesting ideas
- Observe rules of common business etiquette
You will be required to complete an evaluation of the internship before your last day. This evaluation allows us to incorporate your feedback into internship program improvements.

Should you elect to earn credit for your internship, you must have your internship pre-approved by your academic department. Faculty sponsors evaluate the duties of your internship to determine whether the experience is credit-worthy and, at completion, assign a grade to you based upon both the internship performance and additional academic assignments. The supervisor and/or HR director are often times required to complete a post-internship evaluation on behalf of the student. It is required that you notify us in advance of your internship if you would like to earn course credit.