**What to do if you need assistance**

There may be times when circumstances present themselves regarding an intern that you are unsure how to proceed.

For Example:

* Your intern is not performing to your expectations even though you have provided guidance necessary to complete the tasks.
* The intern is not acting professional
* You are unsure how to handle a situation with an intern.

Your Career Services Internship Supervisor or Academic Internship Supervisor (for Academic internships), is available to assist you in working through any problems you may encounter.

Please do not hesitate to contact the Assistant Director of Internships and Employer Engagement at 717-531-1486 or via email mackenziet@etown.edu