Site Supervisor Guidelines

About the Academic Internship Experience

Faculty members at the College of Saint Elizabeth are committed to the idea that professional experience is an enriching component of higher education for every academic discipline. Students are strongly encouraged – and depending on major, required – to explore internship opportunities.

Expected Outcomes for Students

We strive for the Academic Internship Program to provide students with the opportunity to connect the academic learning and skills from their classroom experience to the “real world” workplace of their career field of choice. We hope for them to experience the connection between theory and practice, and think critically about how they may take those skills into their future career endeavors.

An equally important function is to give each student the opportunity to find out if work in the area of their major is a desirable career path for them. White interns are still developing professionally in their area of study, the College expects them to bring a competent level of communication and critical thinking skills to their internship placement.

The internship experience should help students achieve the educational outcomes they have discussed with their faculty supervisor/advisor. Students are expected to develop these outcomes, in conjunction with their faculty and the course syllabus, by critically thinking through what they hope to learn throughout the internship experience.

Academic Internship Procedures

Working in partnership with their site supervisors, each intern completes the following requirements:

1. The student should make initial contact with the internship provider inquiring about internship opportunities and submitting a cover letter, resumes, and references, if requested.
2. After receiving preliminary approval from the internship provider and being assigned a site supervisor, the student completes the necessary paperwork and gets the required signatures from the site supervisor, faculty adviser, etc. The forms are then submitted to the Academic Internship Coordinator.
3. The student and site supervisor should discuss the terms of the internship, including start and end dates, compensation (if applicable), responsibilities, and specific hours.
4. The intern should keep copies of documents representing their completed work for their internship portfolio.
5. Halfway through the internship, we ask that the site supervisor conduct a midway evaluation of the student’s performance. Additionally, the Academic Internship Coordinator/Faculty Supervisor will contact the site supervisor to check in. Of course, the site supervisor can always contact CSE if there are any concerns/questions about a student’s performance.
6. When the internship is complete, the site supervisor fills out a final evaluation of the student’s performance. This can either be given directly to the student for s/he to bring in, or it can be emailed to the Academic Internship Coordinator by the deadline.

**What We Ask of the Site Supervisor**

We asked that you, as the site supervisor, provide effective supervision of the intern which includes the following components:

- Provide meaningful work/assignments for the intern. This is a mutual relationship, and we want the intern’s hard work to benefit your organization while also giving them the chance to learn. While we recognize the need for routine tasks (stuffing envelopes, making coffee, etc.), we ask that students mainly focus on activities that will inform them about the career field they are studying.
- Give sufficient direction and explanation for assignments and adequately address the intern’s questions
- Offer routine informal, timely, and constructive feedback on the intern’s work
- Conduct **two** formal performance evaluations focusing on areas for improvement – the first midway through the internship, the second at the end. You may either discuss the evaluation with the intern and/or we are happy to do so. Please give a copy of both performance evaluations to the student for their portfolio.
- The Academic Internship Coordinator, Faculty Supervisor, or Program Chair may request a meeting with the site supervisor on site during the student’s internship

**How Grades are Determined**

The intern’s grade is determined and submitted by the faculty supervisor. Specific information can be found in the course syllabus, but required components include:

- A weekly journal written by the student including internship experiences and observations
- Completion of the required number of hours as verified by a signed work log
- Attendance at weekly supervision meetings with the Academic Internship Coordinator/Faculty Supervisor
- A reflection paper/portfolio/presentation (determined by academic program)
- Midway and Final Evaluations from the site supervisor
What To Do If There is a Concern

When something does not go according to plan, the appropriate responses are as follows:

1. Treat the intern as you would a valued, but inexperienced employee
   a. Explain what the problem is to the student, and confirm that s/he understands why it is a problem!
   b. Clearly and specifically explain how to correct it
   c. Follow up with praise or further discussion if necessary
2. For ongoing or more serious issues where correction action is not working, or the appropriate action is not apparent, please call the Academic Internship Coordinator to discuss the issue. Possible actions include:
   a. The Academic Internship Coordinator and/or Faculty Supervisor may seek a resolution to the problem directly with the student
   b. Reassigning the student to alternative duties at the internship site
   c. Reducing the student’s internship grade
   d. Removing the student from the internship

Our Deepest Thanks to You

The College deeply appreciates the commitment of time and effort you are willing to make for our students in acting as a site supervisor. Faculty and staff at the College of Saint Elizabeth are committed to making the Academic Internship experience positive for both our employer partners and the development of our students as young professionals.

Some Suggestions...

Below are some tips that have been given to us by both site supervisors and interns as a way to orient and communicate with students. These have proven to greatly improve the internship experience for everyone involved!

- Give the student context for his/her work to see how each task fits into the larger picture
- Review projects for the semester with the student
- Share an organizational chart and departmental goals as they relate to the student’s projects or work
- Introduce students to co-workers and other appropriate personnel
- Provide a tour of the organization explaining items such as parking, security, registration, etc.
- Determine a schedule and what the student needs to do if unable to attend due to illness
- Discuss general expectations of the student... and also of the supervisor!
- Establish the procedures for problem solving when the supervisor is not available
- Include the student (when possible) in lunch or break plans
- Schedule regular, periodic meetings to discuss the student’s progress