

INFORMATION FOR SITE SUPERVISORS

The purpose of the internship program is to provide the student with professional field experience that relates to the academic preparation provided by the Program of Adult Education. It is recommended that the intern be allowed to participate in activities related to your organization and assume specific responsibilities or projects that will benefit both the student and your organization.

INTERNSHIP AGREEMENT: After discussions with you and the faculty advisor, the intern will prepare a list of agreed upon learning goals and objectives identifying what the intern will do, strategies as to how the intern will complete each goal and objective, and provide documentation that demonstrates the attainment of each goal and objective. This documentation will serve as the learning contract between all parties involved. If the contract must be changed at any time during the internship, all parties must agree to any and all modifications.

RESPONSIBILITIES OF THE INTERN: It is the responsibility of the intern to see that all necessary paperwork is completed and arrange meetings between the faculty advisor and the site supervisor. Additionally, the intern will provide your organization with professional knowledge in an area that will benefit your organization. The intern is expected to abide by all rules and regulations of your organization and behave in a professional manner.

RESPONSIBILITIES OF THE SITE SUPERVISOR: As the site supervisor, it becomes your responsibility to assist the intern in fulfilling the learning agreement by providing appropriate and valuable learning experiences. This will involve one or more preliminary discussions to define the internship program objectives and activities as well as supervising the student during the internship. You will be asked to complete an evaluation form concerning the intern's performance while working in your organization.

RESPONSIBILITIES OF THE FACULTY ADVISOR: The faculty advisor will be available to assist the site supervisor and intern at any time during the internship. The faculty advisor will be responsible for assigning a grade at completion of the internship based on the site supervisor's evaluation, the faculty advisor's observations during the internship, and on any documents that resulted from the internship.

Thank you for giving our students the opportunity to have such a rewarding experience as part of their program of graduate study. We hope you and your organization will receive many benefits from the internship program.