Internship Coordinator

Responsibilities

Before the Internship

- If the student doesn’t have their internship lined up, encourage them to use Wolverine Career Link (www.uvu.edu/careerlink) or other resources. They may also contact Internship Services central office for assistance in locating an internship.
- Assess the internship for appropriate credit-earning quality; UVU’s credit policy is 75 hours of working at the internship = 1 credit. Ensure that the Site Supervisor is qualified to oversee the internship.
- Have student complete the “Application for Internship Credit Form” and return it to you.
- Verify there is a Master Internship Agreement for the internship provider on file at http://www.uvu.edu/internships/docs/masterinternshipagreement.pdf. **If no agreement has been submitted require the student to obtain one from their internship provider.
- Assist student in registering for the appropriate internship course and determine the number of credits to be earned. **Students may only receive academic credit during the semester in which they are completing their internship**
- Explain the departmental internship process to the student, including obtaining a Faculty Supervisor (if applicable) and required paperwork.
- Train Faculty Supervisor/s regarding their responsibilities including the use of the Canvas Course Shell.
- Complete a site visit (or phone visit) with the student and the employer mid-way through the semester. Check to make sure the intern is doing well and that this is a beneficial experience for all.
- If the department coordinator is also the faculty supervisor, assist the student with learning objectives, developing a proposed plan of study and assigning academic requirements for the internship. Assist the student in preparing an Internship Learning Agreement. Arrange to contact the intern during the semester through meetings, phone or email to review the student’s progress in accomplishing the learning objectives. Determine the criteria for evaluation such as work supervisor’s evaluation, portfolio, time cards, research paper, journal, presentation, etc.
- If the student is international, they will need to complete the International Internship Approval or Application form at http://www.uvu.edu/internships/findinternships/international_intern.html Once the student has obtained the required signatures you can clear them to register for internship credit.

During the Internship

- Act as a resource person to the intern for any special problems or work-related issues
- If the department coordinator is also the faculty supervisor:
  - Contact the internship site supervisor at appropriate times during the internship to obtain an ongoing assessment of the student’s performance.
  - Set aside time to meet with the intern regularly throughout the semester or correspond through email. Request an evaluation from the site supervisor and the student when the internship is completed.
  - Verify that goals have been met and any academic projects have been completed.
  - Assign grades or class credit.
  - Keep the Director of Internship Services informed of any problems with the internship site or supervisor

Promoting Internships

- Promote internship opportunities within the department to faculty and students
- Serve as resource person regarding internships for faculty and students
- Recruit employers to offer internship opportunities
- Review and revise departmental internship procedures as needed
- Encourage professors to sign up for classroom presentations by Internship Services staff