Faculty Supervisor

Summary of Responsibilities

Before the Internship
- Assist the students in defining learning objectives, developing a proposed plan of study and assigning the academic requirements of the internship using the Internship Learning Agreement. Some suggested requirements might be meeting regularly to discuss the internship, keeping a journal, reporting progress through regular emails, writing a reflective paper, reading related articles, preparing a presentation, creating a portfolio, etc. Assignment formats are provided through the university’s online internship course.
- Determine criteria for evaluation. The following are some suggested evaluation tools and criteria: work supervisor’s evaluation, work samples or portfolio, time cards, student evaluation form, research paper, self-assessment paper, journal or log, seminar presentation, projects, job offers, depth of responsibility of position, amount of learning that has taken place. Academic requirements for the internship and the method(s) of evaluation should be clearly stated on the Learning Agreement form and discussed with the student before the internship begins.

During the Internship
- Contact the internship site supervisor during the internship to obtain an ongoing assessment of the student's performance.
- Act as a resource person or consultant to the intern; giving advice and providing an opportunity for the student to reflect on what they are learning. Offer support and advice for any special problems or work-related issues that may arise.
- Set aside time to meet with the intern regularly throughout the semester or correspond through email.
- Keep the Director of Internship Services informed of any problems with the internship site supervisor.

Evaluating the Intern
- Verify that goals have been met and any academic projects have been completed.
- Assign grades or class credit (as applicable)

Promoting Internships
- Promote internship opportunities to students in your classes.
- Suggest revisions for internship procedures as needed.
- Inform Internship Services of internship opportunities that you may be aware of.
- Encourage other professors to sign up for classroom presentations by the Internship Services staff.