

Responsibilities of the Internship Student

During the internship, the student is responsible for the following:

1. Discuss progress and engage in discussion of topics relevant to the operation and philosophical perspective of the office and functional area in general.
2. Carry out established activities and any additional responsibilities which are mutually agreed upon by the student and site supervisor.
3. Fulfill agreed upon time commitments.
4. Conduct oneself in a responsible and professional manner.
5. Raise concerns with the site supervisor and seminar instructor if the objectives for the internship are not being met or if the supervision being received is inadequate.

Responsibilities of the Site Supervisor

The person responsible for the internship is considered the site supervisor. Although internship students potentially perform a number of tasks and frequently work with different staff, for purposes of continuity, overall supervision, and final evaluation, it is necessary that one site supervisor be designated for each student's entire internship. The site supervisor is responsible for evaluating the internship student.

During the internship, the site supervisor is responsible for the following:

1. Spend a minimum of one hour with the internship student for each ten hours per week the student spends at the internship site. Initially sessions may cover such topics as review of the learning contract, orientation to the workplace, start-up work on outlined activities.
2. As the internship experience progresses, this time should be spent reviewing the student's work progress, discussing any issues instructively related to the work environment, or other relevant topics. The time is designed to provide the student with performance feedback and for the practicing professional to share insights and experiences with the student.

The following list provides some suggestions for establishing an effective supervisory relationship with the internship students:

- a. Respect the personal integrity of the internship student.
- b. Accept the internship student both as a student and as a colleague.
- c. Establish and maintain informal, friendly working relations with the internship student.
- d. Encourage the internship student to express opinions and to feel free to come to you to discuss problems.
- e. Originate and suggest new ideas without dominating the student's thought and action.
- f. Encourage the student to make decisions, based on defensible standards, rather than asking you to make decisions.
- g. Observe the student at work and record observations without disturbing the internship student's balance and poise.
- h. Maintain your confidence in the student and be optimistic about eventual success, even during those periods when the student becomes discouraged.

- i. Evaluate the internship student's early work, providing both encouragement and suggestions for improvement.
- j. Encourage the internship student to develop new ideas and put them into practice.
- k. Encourage the internship student to try different methods of accomplishing assigned tasks.
- l. Develop a system of continuous evaluation, and share your judgment with the internship student at appropriate times.
- m. Clarify relationships to higher-level administration, to other staff and to students, and give the student an understanding of the proper channels of communication.
- n. Include the internship student in the professional and life of the office staff.

