

SITE SUPERVISOR'S GUIDEBOOK FOR SUPERVISING INTERNSHIPS



SITE SUPERVISOR'S GUIDE TO SAINT MARY'S UNIVERSITY OF MINNESOTA INTERNSHIP PROGRAM

Thank you for your interest in the Saint Mary's University Internship Program. By agreeing to supervise one of our interns, you join the faculty and staff at Saint Mary's in providing a profound learning experience for an undergraduate college student. We hope you will become familiar with what we wish to accomplish, and we welcome your suggestions toward making our internship program productive for both our students and your organization.

FAQ's

We trust that the questions and answers below will help you to understand the nature of our internships and what we are asking of you as a partner in education.

What is an internship?

An **Internship** is a planned work experience for academic credit supervised by a qualified professional in a real work atmosphere. An internship provides eligible students an opportunity to participate in experiences that enhance academic, professional, and personal development. This experience integrates a student's academic and career interests with "hands-on" work experience. An internship may be either part-time or full-time, and paid or unpaid. Students must complete a minimum of 56 or more semester credit hours (**at least junior status**) and meet various eligibility requirements before participating in an internship.

How can I/this organization benefit?

Many supervisors simply enjoy sharing their expertise and business savvy in their role as a professional mentor. In addition, some tangible benefits include:

- Year-round source of highly motivated pre-professionals
- Quality candidates for temporary or seasonal positions and projects
- Freedom for professional staff to pursue creative projects
- Flexible cost-effective work force not requiring a long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees

Who participates in Saint Mary's University Internship Program?

Juniors and seniors who have met a minimum grade point average and have the recommendation of their academic department can undertake an internship for academic credit. These prospective interns represent a variety of academic majors.

What other responsibilities and activities are required of interns for academic credit?

Student interns take on the bulk of the responsibility for their internship experience. Chief among those tasks are:

- Find, apply for and land the internship. While the university provides much support in this regard, the ultimate responsibility is up to the students
- Complete the paperwork to formalize the internship for credit, including: liability waivers, learning contracts, assessment survey's and course registration paperwork.
- Complete the assignments (reflection papers, informational interviews, etc.) and any other assignments their faculty advisor may assign.
- Perform the tasks assigned to them at the Internships Site to the best of their ability.
- Behave in a professional manner and in accordance with the policies, procedures, and calendar of the sponsoring organization.
- Seek support, assistance and feedback from Site Supervisor, Faculty Advisor and Director of Internships before, during and after the internship.

How many hours a week can students work during their internship?

The number of hours a student works weekly is somewhat negotiable. Based on a number of factors (requirements of the major, your organization's needs, the number of weeks the student works during the semester, the student's academic needs, etc.), they can earn from 1 to 17 internship credits. At minimum, students must work 45 contact hours for each credit earned. As a guideline, the chart below illustrates estimates for weekly hours.

Number of Credits	Total Number of Contact Hours	Average Weekly Hours Based on 13-15 Weeks
1	45	3-5
3	135	8-10
6	270	16-20
7	315	20-22
12	540	36-40

Can a student's work schedule be changed?

You and the intern can decide this. Students who are interning part-time, however, may have academic commitments that hinder schedule changes.

What do the students hope to accomplish during their internship?

Students who intern do so for a variety of reasons. Some will complete an internship as a part of a requirement for graduation, while others, desire to explore career possibilities related to an academic field or to become more comfortable and confident in the work world outside of the university community. Regardless, all interns hope to develop insights and apply skills related to their career choice.

What is expected of me as a supervisor?

The Site Supervisor provides invaluable assistance in the following three aspects of the internships: The Job Description, Meaningful Work and Supervision, and Evaluation and Feedback:

Job Description

Among other paperwork and preparations, the student intern will be asked to develop a "**learning plan**" in consultation with their faculty advisor describing the specific skills or understandings s/he hopes to develop on the job and stating goals for the internship experience.

The learning plan can evolve from a job description provided by you or can be used to develop a job description related to the student's learning goals. For more details about the learning plan, please see the FAQ below regarding the components of a Learning Plan.

The Site Supervisor is expected to contribute to this learning plan by providing and or developing/ modifying the intern's job description to assist the student in achieving the goals set forth in their learning plan.

Meaningful Work and Supervision

While the student intern works with you/ your organization, the Site Supervisor is expected to provide meaningful work, tasks and projects, as well as provide adequate training, mentoring and supervision to ensure the student intern can succeed and excel. Rather than giving interns menial tasks, Site Supervisors will provide real-life experiences that advance the mission of your organization in such a way as to prepare the student intern for success in their internships and beyond into the world of work.

Evaluation and Feedback

Twice a semester, Site Supervisor's are expected to provide written feedback in the form of an online evaluations - once in the middle of the semester and once near the end of term.

At each of these evaluation periods, we ask the Site Supervisor to complete and submit the online form and review their findings and feedback with the student intern so they can learn from their experiences throughout their internship.

We hope that communication channels are open between you and the intern at all times. If you feel communication is lacking, we encourage you to act immediately either by meeting with the intern, the student's faculty supervisor, or the Director of Internships.

How will my evaluation be used?

Ultimate responsibility for grading interns' rests with Saint Mary's faculty. Your evaluation, however, serves three very important functions:

- It communicates to the faculty and to the student your perception of the intern's strengths, learning needs, progress, and accomplishments;
- It helps the intern to assess his/her skills and to plan for the future;
- It assists in the ongoing process of evaluating and improving Saint Mary's internship program.

A copy of this evaluation form goes to the student and to the intern's faculty supervisor.

What happens if this internship doesn't work out?

We hope the interviewing process has helped you and the intern to make a good decision about working together for the semester. Usually, students have the opportunity to interview with several possible supervisors so they have some basis for making their commitment to a particular placement. However, sometimes things do not work out as anticipated. If there are insurmountable problems with the internship, we hope you and the intern will consult with the Director of Internships and make the decision to terminate, if necessary, within the first week or so of the internship. A later termination may result in the student losing credit for the program, which can delay graduation.

Does the internship cost me anything?

While it is not required that an intern be paid, if it is possible within your organization, we encourage you to pay them a just wage for their work. In addition, we ask that if students have duties that involve expenses, that you consider reimbursing them through your organization just as a regular staff member would be. Organizations that do provide paid internships disperse payment for work in various ways. Some pay an hourly wage directly to the students. Others make a scholarship donation to the university, which is then disseminated by the school to a specified student as financial aid. Yet others award a preset stipend to an intern (or indirectly through the school) which is not necessarily related to the number of hours a student works.

What are the components of the Learning Plan?

A Learning Plan is a collaborative document between site supervisor, faculty advisor, and the student intern. It outlines the nature of the internship, the intended academic goals and the method of evaluation. The purpose of the Learning Plan is to develop a common understanding of the purpose and activities of the internship and to establish a concrete (but adaptable) plan of action for the internship

The three key elements of the Learning Plan are:

Part 1: Description of the Internship – Determined by student intern and Site Supervisor. This would include job responsibilities, special projects, and other expectations that the student intern and site supervisor develop

Part 2: Academic Component – Developed by the student intern and the faculty advisor. It includes learning objectives, reflection paper assignments, etc.

Part 3: Evaluation & Grading – Various elements in this section, including the Site Supervisor’s evaluation (mid-term and end of semester), the submission of work logs and assignments by the students, and site visit and grading by faculty advisor

Thank you for being an essential part of the learning process for our students as we “awaken, nurture, and empower learners to ethical lives of service and leadership” (From Saint Mary’s University of Minnesota Mission Statement). Feel free to contact us at any point before, during, or after your workshop through the contact information below

Internship Office Information

Office Hours: 8:00 a.m. – 4:30 p.m. Monday-Friday

Michael Hagarty, Director of Career Services and Internships

Mail: 700 Terrace Heights # 6
Winona, MN 55987-1399

Location: Student Success Center, Griffin 70

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Our students are bright, committed young people and the potential exists for an exciting and rewarding semester, both for you and for the intern. Your time spent as a partner in our program will be greatly appreciated and, we hope, well repaid!