

I. What is an Internship?

1. Define the terms internship and practicum.
2. Point out the differences between internships and practica
 - a. Practica are typically short term volunteer positions that occur within a term (three month period), although they can extend over multiple terms
 - b. Internships are typically long term volunteer or paid positions that involve more hours/week
3. What do practica and internships provide students?
 - a. Course Credit
 - b. Practical experience
 - c. Opportunity to connect theory with practice
 - d. Form professional contacts and networks
4. What do practica and internships provide organizations?
 - a. Reduction in your workload/Labor
 - b. “Fresh eyes”
 - c. Organization gets exposure to student population
5. Types of Internships and practica
 - a. Project-Based
 - b. Job-Shadowing
 - c. Observational
6. The importance of developing expectations
 - a. Clarity will help both parties in achieving goals
 - b. Contracts
 - c. Hand out example contract: blank and one filled out
 - d. Parties Involved
 - e. Duration
 - f. Hours
 - g. Work Learning Goals
 - h. Intern Responsibilities
 - i. Site Supervisor Responsibilities
 - j. Signatures

II. Planning for your Intern

Template: Creating and Planning Projects for Interns

The following template can be used for intern supervisors to develop and implement projects for interns to complete.

Project Goals:

Questions to Consider . . .

- What is the end result of this project for you?
- What will the intern gain from completing this project?

Project Skills:

Questions to Consider . . .

- What skills does the intern need to have in order to complete this project?
 - What skills should the intern have prior to starting this project?
 - What skills will the intern gain from completing this project?
- What equipment and/or resources will the intern need?

Choices for the Intern:

Questions to Consider . . .

- Can the intern choose how he/she will complete this project or is it predetermined?
- Can more than one approach be used?

Project Planning:

Questions to Consider...

- What is the timeline for this project?
- What are the major deadlines?
- Is it necessary to set meetings as this project progresses?
- Does the intern have access to all the resources he/she needs (i.e. a computer, a work space, appropriate contacts, office equipment, other staff etc.)
- **How can you make sure your intern is focused on completing this project?**

Evaluation and Project Completion:

Questions to Consider . . .

- How will you evaluate your intern's work?
- How will you evaluate your intern's experience?
- How will you evaluate your supervision of your intern?
- Will this project outcome be displayed? Presented?
- Can the intern keep a copy of his completed project?

Project Title:

Intern:

Intern Supervisor:

Project Completion Date:

Project Goals:

Project Skills:

Choices for the Intern:

Project Planning:

Evaluation and Project Completion:

Internship Contract

Parties Involved

Site Supervisor _____
Phone _____ Email _____
Address _____

Intern _____
Phone _____ Email _____
Address _____

Duration and Hours

Start Date _____ End Date _____
Total Hours _____ Hours/Week _____

Student Goals

Insert the student's professional learning goals in priority order. Examples are:

1. Understanding the organizational culture
2. Learning Past Perfect Collections Management Software
3. Lead art activities with elementary school students
4. Write a human resource policy for a nonprofit organization
5. Refine grant writing skills

Site Goals

Insert the site's goals in priority order. Examples are:

1. Reduce work load
2. Network with University students

Intern Responsibilities

Insert the intern's responsibilities here. Examples could be:

1. Determine learning goals
2. Organize textile storage area
3. Create member packets
4. Edit documents
5. Write and edit grants

Site Supervisor Responsibilities

Insert the supervisor's responsibilities here. Examples could be:

1. Train the intern
2. Evaluate the intern and share that evaluation with the intern
3. Provide appropriate workspace
4. Any stipend, housing, parking, and transportations information should be included in this section
5. Provide the intern with letters of recommendation and a professional reference

Signatures

Supervisor _____

Intern _____

Sample: Internship Training and Development Plan

General Information

Organization: _____ Date: _____

Intern's name: _____

Title of position: _____

Training Activities required for position (e.g. employee orientation, computer systems)

Activity	Purpose	Goals	Completed
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Training Activities required by Organization (those necessary to complete the program)

Training Activities desired by Intern (completed by the intern. e.g. activities that support academic studies)

Signatures

Intern (Signature and date): _____

Intern Supervisor (Signature and date): _____

Valuable tips for the Supervisor

General responsibilities

- Golden rule: keep interns busy. There is nothing quiet so demoralizing to a undergraduate/graduate student as slack time with no work assignments
 - Every effort should be made to keep the intern occupied
- Variety of experience with enough time to develop proficiency in each task
- Orient the intern to the mission and culture of the organization
- Help the intern to establish a comfort level in the work environment
- Monitor the interns progress
- Include the intern in meetings with internal and external resources (i.e. staff meeting, project/program meetings, local professional organizations)
- Allow/encourage the intern to give a presentation at a staff meeting or department meeting
- Provide information to the intern on career paths and opportunities with the organization and other related organizations
- Developing positive organizational image
 - Students share with each other their impression and experience about the organization

Communication

- Communicate job objectives and assignments to the intern
- A clear channel of communication between the student and direct supervisor through regular contact and monitoring the intern's fulfillment of his/her responsibilities.
- Provide formal and informal feedback to the Intern
 - Identify developmental opportunities to strengthen and enhance the intern's skills and performance
 - Provide feedback on performance, skills, strengths and areas that need improvement

Evaluation

- Complete an evaluation of the student's performance. Intern supervisors will review the evaluation results with the student.
- Complete, as required, student intern performance evaluations as may be requested by the student's educational institution.