Internship Site Responsibilities

♦ Must provide meaningful opportunities for the intern to complete 120 hours during semester the semester.

♦ Must provide a minimum 1 hour per week of supervision wherein the student receives guidance and feedback on his/her performance. Supervision may be accomplished on an individual or group basis. The supervisor does not need to be licensed, however he/she should have a minimum of one-year experience in the agency/site.

♦ Must complete a Learning Contract with the student intern, identifying the skills he/she will gain and perform. The student must bring this contract to the supervisor within the first few weeks of the semester and return to the course instructor promptly after having it signed by both the student and supervisor.

♦ Must complete an evaluation of the student intern at the end of the semester based on his/her performance during the semester and in relation to the goals set in the learning contract.

♦ Have knowledge of the student’s instructor and contact him/her if any problems should arise during the internship.

♦ Have knowledge of the Fieldwork Office staff and contact them for updates or assistance.

Revised 03/06