

## GUIDELINES FOR INTERNSHIP SUPERVISORS

Thank you for agreeing to supervise a University of Southern Maine, Lewiston-Auburn College student intern. Internships are an important part of our students' educational experience. They help students prepare for professional roles after graduation or help them transition from a professional role in one field to that of another. To that end, we are very grateful for your willingness to participate in our internship by supervising a student.

The following guidelines can help make the internship a productive experience for both you and student:

- Provide a clear job/project description of the work so that the student can confirm that this is the right internship to accomplish his/her Learning Contract.
- Assist the student in developing the specific work activities that will support the student's learning outcomes in his/her Learning Contract.
- Sign the Internship Agreement Form to acknowledge you are in agreement with the terms of the internship. Ask other appropriate people to do so as well.
- Meet on-site or participate in a conference via Skype or phone with the Internship Coordinator and student intern before (s)he begins his or her internship hours to review the student's Learning Contract, go over the expectations of the internship, and orient the Internship Coordinator to the organization.
- Orient the student to your organization, your "culture" and your typical work assignment(s).
- Communicate to the student intern the expectations that you have of paid employees, and hold the student accountable for them.
- Meet with and offer feedback to the student on a weekly basis. Use this time to review progress on the Learning Contract.
- Participate in a mid-internship phone call with the Internship Coordinator to provide an update of the progress the student intern is making and other matters you wish to discuss.
- Complete formal written evaluations at the conclusion of the Internship, which include a letter on letterhead stationary that provides a descriptive assessment of the student intern's work, focusing on his or her career related strengths and developmental opportunities, and an evaluation form (available from the student). These should be given to the student on the last day of his/her field work.

Please note that all students are covered by a University of Maine System general liability policy for \$1 million per event and \$3 million annual aggregate. Should you want documentation of the insurance policy or have any questions please call or e-mail me (see below).

Thank you! We hope this is a productive and enjoyable experience for both you and the student intern.

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