

## **FACULTY SUPERVISION GUIDELINES**

Thank you for agreeing to serve as a faculty supervisor for an intern this semester. This sheet provides internship information to assist you in your supervisory role. Please call Career Services at (404) 364-8533 or (404) 364-8337 if you have any questions regarding internships.

### ***FACULTY SUPERVISION:***

- Meet with the student to discuss internship goals and to complete the Learning Agreement. All internship applications are reviewed by a faculty committee that ensures consistency in the academic requirements for all Oglethorpe internships. While learning opportunities over the course of the internship may require revisions of assignments, students will not be allowed to register for internship hours without a completed Learning Agreement that provides details regarding the content and outcomes of assignments.
- Previous student evaluations of internship sites are on record in the Career Services office for you and/or students to review before making location decisions and assignments.
- ***Students are required to have regular contact with their faculty supervisor throughout the internship. Weekly or bi-weekly meetings are recommended or regular contact by phone or email for students outside the area.***
- Academic assignments for the internship should be roughly equivalent to assignments given in a class of the same number of credit hours. Basic requirements include:
  - Five pages of written work for each credit hour being earned
  - A reflective journal of experiences and a learning summary at the end of the internship
  - Readings related to the internship topic
  - A portfolio of work completed during the internship
  - An optional poster exhibit or presentation to be displayed on campus during Honors Day activities
- Once a site has been selected, please contact the site supervisor to introduce yourself and to discuss any specific learning goals or assignments you have given the student. The site supervisor should call you if there are concerns regarding the student's performance.
- Throughout the internship, collect and review academic assignments and evaluate the student's performance taking into consideration the site supervisor's evaluations. Pass/fail credit is awarded and should be reported to the registrar's office on your internship role sheet at the midterm and end of the semester.

### ***INTERNSHIP TROUBLESHOOTING:***

In rare cases issues arise with internships that should be addressed by the faculty supervisor. Please curb potential problems by being aware of the intern's behavior and attitude.

- If a problem with the student's performance arises, the faculty supervisor is the first contact for the site supervisor. If the situation cannot be resolved, please contact the director of Career Services.
- If the student is not keeping in close contact with you, he/she may not be reporting to the internship site either. Please follow up with the site supervisor and the student as soon as possible.
- If the student is unhappy with the site, he/she should discuss the situation with you first to outline a strategy to improve the situation. If things do not improve, have the student contact the director of Career Services to discuss options. Together we will decide if the student should continue the experience or change sites.