

SITE SUPERVISOR EXPECTATIONS

Thank you for agreeing to host an Oglethorpe intern! We are confident that this will be a positive experience for both the student and your organization. This information is provided to assist in your supervision of the student intern.

RESPONSIBILITIES:

Oglethorpe University does not design specific requirements for internships. Because of the diverse nature of each work setting, we understand that interns will be exposed to a wide variety of valuable experience.

- We require only that this internship serve first and foremost as an educational experience for the student.
- Assignments should be made by the supervising professional staff and designed to ensure the student has continuous opportunity for learning that might include individual projects, committee involvement, informational interviews with staff and attending/observing meetings.
- Although internships often involve some level of clerical support, *we expect the amount of time students spend on strictly clerical functions to be kept to a minimum.*

SUPERVISION:

- The intern and site supervisor should meet during the first week of employment to discuss daily duties, responsibilities, special projects and assignments. These items should be detailed as much as possible in the Internship Description, a form the student will provide to you.
- Interns should establish a regular meeting time with their site supervisor to discuss their progress. If the student is working closely with another member of your staff, please ensure that this is a supervised working relationship.
- The student will be meeting regularly and working with a faculty supervisor on campus throughout the internship. If you have concerns or questions about the internship, you can contact the faculty supervisor or the Career Services office.
- The faculty supervisor for your intern is _____ and can be reached by phone at _____ or email at _____

EVALUATIONS:

- Please complete and submit the evaluation forms as soon as possible as they are essential in evaluating the student's performance and must be turned in for the student to receive credit for the internship. You will be asked for feedback about the student's performance midway through the semester and at the end of the experience.
- Approximate due date – Midterm _____ Final _____.
- If you have a concern about the student's performance, attendance, behavior, or attitude on the job, please call the faculty supervisor. If further assistance is needed you may call the Career Services office.
- Please discuss the midterm evaluation with the student as you would for a long-term employee. The faculty supervisor will discuss the evaluation with the student and help him/her strive for improvement as well.

If you have any questions or concerns about Oglethorpe's internship program, please contact Lisa Littlefield, Director of Career Services at (404) 364-8533 or llittlefield@oglethorpe.edu.