Supervisors' Internship Guide
Timeline/Instructions for Supervisors

Week 1: Orient the student to your area and the job function.

This should include such things as:

- Office culture (dress code, departmental style/attitudes, department policies, etc.)
- Organizational chart (staff and reporting structure)
- Physical area (work space, restrooms, breakrooms, emergency exits, safety facilities, etc.)
- Technology (what items are required/available for use and how to operate them)
- Duties and responsibilities (what student will be doing, expectations, goals, tasks, acceptable results, etc.)

Weeks 1-2: Complete Work Plan including Learning Objectives with student.

- Determine weekly tasks and what the appropriate deadlines should be.
- Assign the student a project that he/she will manage from start to finish and list what the appropriate deadlines should be.
  - These tasks and project should be aligned to the greatest extent possible with learning objectives; we recommend you determine together what those objectives should be and incorporate them on the Work Plan.

Weeks 7-8 Complete Midterm Evaluation with student.

- Using the weekly tasks and semester project that was determined on the student's Work Plan, assess the current results and leave your comments.
- Evaluate the current level of the student's core competencies.

Week 16 Complete Final Evaluation with student.

- Using the weekly tasks and semester project that was determined on the student's Work Plan, assess the final results and leave your comments.
- Evaluate the final level of the student's core competencies.

Internship Work Plan

Name: _____   **Major:** _____   **Year:**_____
Date: _____

Weekly Tasks	Deadlines

Semester Project	Deadlines

Student Signature: _____

Supervisor Signature: _____

Internship Midterm & Fianal Evaluation

Name: _____ CSU id: _____ Date: _____

<u>Student Instructions</u>: Complete the Weekly Tasks and Semester Project fields based on the Work Plan. Complete the Core Competencies Self-Evaluation by checking off the appropriate box for each area. Sign form after review with your supervisor.

<u>Supervisor Instructions</u>: Complete the Results and Comments sections for the Weekly Tasks and Semester Project. Complete the Core Competencies Evaluation by checking off the appropriate box for each area and adding comments as appropriate. Sign form after review with the student.

Weekly Tasks	Results	Comments

Semester Project	Results	Comments

Core Competencies (aligned with NACE Career Readiness Competencies)

Student Self Evaluation	Exceeds Expectations	Meets Expectations	Needs Improvement	Supervisor Evaluation	Exceeds Expectations	Meets Expectations	Needs Improvement	Comments
Professionalism /Work Ethic -- productivity -- time management -- quality of work -- accuracy -- accountability -- initiative -- flexibility -- diplomacy -- attitude				**Professionalism /Work Ethic** -- productivity -- time management -- quality of work -- accuracy -- accountability -- initiative -- flexibility -- diplomacy -- attitude				
Digital Technology -- problem-solving -- knowledge of tech -- use of technology -- job function skills -- adaptability				**Digital Technology** -- problem-solving -- knowledge of tech -- use of technology -- job function skills -- adaptability				
Communication -- oral/written -- listening skills -- presentation skills -- teamwork				**Communication** -- oral/ written -- listening skills -- presentation skills -- teamwork				
Critical Thinking --obtain facts & data --Interpret, synthesize --identify trends --problem-solving --inventiveness				**Critical Thinking** --obtain facts & data --Interpret, synthesize --identify trends --problem-solving --inventiveness				

Student signature: _____

Supervisor signature: _____