

INTERNSHIP GUIDE FOR SITE SUPERVISORS

UNIVERSITY OF MINNESOTA-MORRIS

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Career Center
201 Behmler Hall
University of Minnesota, Morris
Morris, MN 56267
320-589-6065 career@mrs.umn.edu

www.mrs.umn.edu/services/career/

BENEFITS TO EMPLOYERS AND STUDENTS

Internships provide an opportunity for students to apply knowledge and skills obtained in the classroom to a professional field environment. Benefits to the student include:

- an opportunity to reality-test a career choice
- developing specific skills and knowledge
- developing professional contacts
- experience to assist them in obtaining professional employment after graduation
- opportunity to learn directly from experienced professionals.

Providing internships to students is also beneficial to the internship site. Internships can provide:

- enthusiastic and motivated workers
- assistance with special projects
- a fresh perspective in ongoing projects
- opportunities for your staff to develop supervisory skills
- access to special skills and knowledge available from UMM
- a method to screen potential employees
- an opportunity to educate new professionals in your field.

RESPONSIBILITIES OF THE INTERNSHIP SITE

Your responsibilities as a site supervisor are essentially the same as those of any employer. The internship program at UMM requires little or no paperwork on the part of the internship site. Expectations of the site supervisor include:

- Meeting with the prospective intern to clarify your organization's expectations and those of the intern, and to identify specific intern responsibilities.
- Providing on-going daily supervision during the internship. While interns have the ability to work independently, it is important that a supervisor be available to respond to questions or problem situations that may arise.
- Providing timely feedback to the intern on his or her work performance. Regular meetings can be used for informal feedback during the course of the internship. It is important that interns hear about things they are doing well, in addition to learning of specific areas where they may need to improve their performance. No written forms are required by UMM for this periodic feedback, but you are encouraged to provide this in written form at the end of the internship. (See "Letter of Recommendation" section.)

RESPONSIBILITIES OF THE STUDENT

The student bears the primary responsibility for the internship. Expectations of the student include:

- Selecting an internship site which best fits their interests, skills, and career goals.
- Meeting with their site supervisor prior to the internship to clarify expectations and responsibilities.
- Meeting with a faculty supervisor prior to the internship to prepare a "learning contract" specifying internship goals, on-site and academic learning methods, and evaluation procedures. (See "Learning Contract" section.)
- Seeking out supervision from their on-site supervisor when necessary during the internship, and continuing contact with their faculty supervisor as previously contracted.
- Preparing an academic paper or other academic project as contracted with their faculty supervisor.

INTERNSHIP TIME LINE

UMM is on a semester system therefore most internships last for one semester. However, it is possible to structure internships across two semesters or even a full calendar year. For your use in planning and publicizing internship opportunities, approximate dates of the UMM calendar are as follows:

<u>Semester:</u>	<u>Approximate Dates:</u>
Fall	August 25 - December 14
Spring	January 13 - May 9
Summer	May 12 - August 22

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We encourage students to begin the process of identifying internships at least six months before they plan on starting the internship. Thus, if you would like to publicize a summer internship, it would be optimal for the announcement to be in our office by fall semester of the previous year. Of course, at any time an internship opportunity should arise we are happy to advertise it to students. Your chances of filling the internship with a qualified student are increased by having some lead time.

STRUCTURING AN INTERNSHIP

There are several options for structuring an internship. Here are some possibilities:

- Assign a special project to the intern which the intern is responsible for completing independently under the supervision of a site supervisor.
- Assign the intern to work as the assistant to a professional, participating in his or her daily duties, attending meetings, and perhaps working on a special project.
- If you are interested in providing the intern with a broad view of your organization, you could assign the intern to rotate through several different departments. This would allow each department to assign some activities to fill the daily duties of the intern. You would still need one overall supervisor to provide ongoing supervision and structure to the intern.

While most internships involve some routine work tasks, it is important that the experience include meaningful learning that provides exposure to the actual work environment and tasks, not just "go-fer" work.

Another important consideration in structuring an internship is determining the hours to be worked. Internships generally range from 5 to 40 hours per week for a semester or more, depending on the needs of the agency and availability of the student. The amount of academic credit earned by the student depends in some part on the number of hours worked on-site. Generally speaking, if a student is doing a five-credit internship they need to be putting in 15 "learning hours" per week as a minimum. "Learning hours" include both work on-site as well as academic assignments performed as part of the academic learning contract. The amount of academic credit and internship hours do not always coincide. For example, many students perform half or full-time internships for minimum credit because their primary purpose in doing the internship is to gain professional experience. The amount of academic credit is negotiated between the student and UMM faculty supervisor when developing the Internship Learning Contract. Final approval of credit is granted by the UMM Academic Dean.

COMPENSATION

Compensation is optional and at the discretion of the site organization. The amount of compensation does not affect the amount of academic credit the student can obtain for the internship. Many students do internships on a volunteer basis to obtain professional experience in their chosen field. However, you may want to consider providing some sort of compensation (i.e. stipend) to make the internship opportunity more competitive. Some internship opportunities go unfilled due to the students' inability to make a large time commitment without compensation. Compensation may include a salary, reimbursement for expenses, housing assistance, or provision of professional training opportunities.

INTERN SELECTION PROCESS

Please indicate the application and selection process in your internship announcement. The application process ranges from informal ("students are encouraged to contact us by phone to discuss opportunities") to formal ("interested students should submit a letter of interest, resume, and complete an application form"). Generally, screening of applicants is done by the internship site.

We encourage you to interview students to determine if their goals and abilities match the needs of your organization.

INTERNSHIP LEARNING CONTRACT

The Learning Contract is the formal agreement between the student and his or her faculty supervisor that will structure the learning experience and justify academic credit for the internship. It should be reviewed by the site supervisor to ensure that the intern's goals and objectives fit the site supervisor's understanding of the internship.

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There are three sections to the Learning Contract: goals, learning methods, and evaluation.

Goals: These are the specific learning objectives of the student for the internship. Typically, they include specific skills the student wishes to acquire, specific areas of knowledge the student wishes to gain, and possibly goals related to their intended career or profession.

Learning Methods: These include both on-site and academic learning methods. On-site learning methods are the specific duties, responsibilities, and projects assigned to the intern (briefly summarized) by the on-site supervisor. Academic learning activities vary but may include reading preparation, research, keeping of daily journals, and papers.

Evaluation: This states the criteria for successful completion of the internship which generally is completion of the stated learning methods in a satisfactory manner evidenced by a letter of recommendation or completion of papers, journals, or other academic work.

ORIENTATION OF THE INTERN

Providing an orientation and training period for your interns serves to maximize the internship experience. The most important part of the orientation is to develop an understanding of the objectives of the internship and the setting in which these objectives are to take place. It also is important to establish with the student a schedule that includes time for consultation and deadlines for completing specific on-site objectives. The schedule may be revised from time to time, but no project should begin without a preliminary schedule.

The following are additional suggestions for orienting the intern:

- Give the intern a tour of the office and introduce him or her to the people with whom he or she will be working. Share with these people the intern's role, assignments and schedule. If possible, share with the intern the job responsibilities of co-workers.
- Explain the goals, functions, services and procedures of your agency or department and its relationship to the larger organization or profession. Go over an organizational chart if one is available.
- Introduce the student to brochures, manuals, reports, and journals pertinent to the organization, professional field, or on-site intern assignments.
- Clarify what is expected of the student with respect to deadlines, dress, quality of work, degree of independence, and confidentiality of certain information.
- Discuss the specific projects or tasks on which the intern will work. Explain how these projects fit into the larger goals of the organization.
- Determine the intern's work schedule. Make the necessary physical arrangements for work space.

- Together with the intern, review goals, learning methods, and evaluation as stated in the intern's Learning Contract. This will help you to mutually agree on the goals of the internship.

SUPERVISION OF THE INTERN

Supervision is the key to an effective internship experience. Generally "being available" so that the intern can, if necessary, request assistance or feedback also is important. Students should be reminded that what they are doing is of importance and is to be measured on the basis of usefulness and quality as well as in terms of personal growth.

The following are additional suggestions for supervision:

- Schedule a regular meeting time (preferably weekly) with the intern to go over questions, give assignments, evaluate work, and to look at how the internship might be improved.
- Give the intern an opportunity to attend staff, committee, public or legislative meetings, when possible.
- Explain to the intern how you make decisions, develop alternative solutions and arrive at your conclusions.
- Identify the key individuals to whom the intern can turn for assistance with specific questions or tasks.

LETTER OF RECOMMENDATION

While no written recommendation is required by UMM's Career Center, many faculty require that a written letter summarizing the intern's performance be sent to them on completion of the internship. This is used in assisting the

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faculty to determine that there has been satisfactory performance on the internship. (Note: internships are graded by faculty on a pass/fail basis). If written in an open form on your organization's letterhead (i.e. "to whom it may concern"), this letter may serve as a letter of recommendation for the student's future search for employment. Some students may ask you to serve as a reference for future employment or admission to a graduate/professional school program.

ADVERTISING YOUR ORGANIZATION AS AN INTERNSHIP SITE FOR UMM STUDENTS

UMM's Career Center has a Web site (<http://www.mrs.umn.edu/services/career/intern/>) to help students conduct internship searches. This Web site includes information on organizations interested in UMM interns. This Web site is often the first place students look in identifying possible internship sites. You may directly post an internship on this Web site by going to www.mrs.umn.edu/services/career/employers/index.php. Simply register and post your internship on this site.

If you wish to have your organization included in UMM's internship resource materials, please send any of the following items to the Career Center for inclusion in our internship files:

- materials describing your organization
- descriptions of specific internship opportunities
- descriptions of past internships, application procedures and application forms, if required.

If you have a specific opportunity available at this time, you may advertise it by completing the attached internship description form, or by providing a description in your organization's standard format. If you use your own format, please be sure that it includes the basic information requested on our Internship Form.

UMM INTERNSHIP CONTACTS

If you would like to discuss UMM internships further, please contact the Career Center at 320-589-6065 and speak with Gary Donovan, Director (donovang@mrs.umn.edu), or Lori Koshork (koshorla@mrs.umn.edu), Internship/Career Counselor. Written information should be sent to: Career Center, 201 Behmler Hall, University of Minnesota-Morris, 600 East 4th Street, Morris, MN 56267.

SAMPLE INTERNSHIP FORM - (See Attached)

Interdisciplinary Internship Program
 Career Center
 University of Minnesota, Morris
 Morris, Minnesota 56267
 Phone: 320-589-6065 Fax: 320-589-6126
 Email: career@mrs.umn.edu
<http://www.mrs.umn.edu/services/career/intern/>

(Please type or print)

Internship Title: _____

Agency (Company) Name: _____

Address: _____

_____ Telephone _____

Intern's Supervisor: _____

Address: _____

_____ Telephone _____

POSITION

Available: Fall _____ Spring _____ Summer _____

Inclusive Dates of Internship _____

Number of hours per week _____

Stipend Available _____ if so, rate _____ per _____

LIST THE INTERNS DUTIES AND RESPONSIBILITIES

WHAT SKILLS ARE NECESSARY FOR THIS INTERNSHIP?

Signature _____

Date _____

Return to:

Career Center
201 Behmler Hall
University of Minnesota, Morris
600 East 4th Street
Morris, MN 56267

SELECTED ORGANIZATIONS WHO HAVE PARTICIPATED IN UMM INTERNSHIPS

3M	Micom Corp.
Abortion Rights Council	Minneapolis Children's Medical Center
American Business Forms	Minneapolis Legal Aid Society
American Express Financial Advisors	Minneapolis Public Library
Annunciation House	Minnesota Correctional Facility - Lino Lakes
Anoka-Ramsey Community College	Minnesota Crime Ombudsman's Office
Berkely Information Services	Minnesota Department of Natural Resources
Black Hills Psychiatric Unit	Minnesota Department of Transportation
Bremer Bank	Minnesota Historical Society
Brookfield Zoo - Chicago	Minnesota House of Representatives
Business Incentives	Minnesota Migrant Council
Camp Courage	Minnesota Mutual Life
Camp Friendship	Minnesota State Senate
Capital City Youth Corps	Morris Area Chamber of Commerce
Catholic Charities	Morris Community Education
Cenex/Land O'Lakes	Morris Elementary Schools
Chicanos Latinos Unidos en Servicio	MTS Systems Corp.
Children's Home Society	National Marrow Donor Program
Ciba Giegy	National Science Foundation
Community First Bank	New Beginnings Chemical Dep. Treatment
City of Cottage Grove Recreation Dept.	Pacific Northwest Laboratories
City of Morris	Pioneer Hibrid International
Coffee House Press	Pioneer Public Television
Community-University Health Care Center	Pope Co. Social Services
Courage Center	Prairie Community Services
Cray Research	Prairie Correctional Facility - CCA
Dain Rauscher/Paine Webber	Psychiatric Institute of Washington, DC
Dairyland Computer & Consulting	Quality Search
Dakota Co. Employment & Training Center	Regional Fitness Center
DC Rape Crisis Center	Riverside Medical Center
Developmental Achievement Center	St. David's Family Place
Dobbs Temporary Services	St. Joseph's Home for Children
Douglas Co. Hospital	St. Paul Postal Employees Credit Union
Douglas Co. Courthouse	St. Paul Water Utility
Early Childhood Family Education	Schwan's
Edward D. Jones	Scott Co. Human Services
Environmental Research Lab	Search Institute
Farmers Home Administration	Soil and Water Conservation Office
Federal Reserve Bank	South Dakota Student Loan Corporation
First Federal Savings Bank	Stevens Co. Ambulance Service
GE Capitol Fleet Services	Stevens Co. Economic Improvement Commission
Gerard of Minnesota	Stevens Co. Housing & Redevelopment Authority
Gorman Clinic	Stevens Co. Medical Center
Grant Co. Social Services	Stevens Co. Social Service Dept.
Hispanos en MN Hazelden Foundation	Super Valu
Honeywell	Thistle Dew Correctional Camp
IBM	Upward Bound
Intercultural Mutual Assistance Association	U.S. Attorney Generals Office
International Dairy Queen	U.S. Congress & Senate
KAAL TV	U.S. Farmers Home Administration
KCCO TV	U.S. FBI
Kandiyohi Community Health Service	U.S. State Department
Katahdin Workshop for Youth	U.S. White House
KMRS/KKOK Radio	Villa of St. Francis Nursing Home
Lakeview Chemical Dependency Treatment	Wall Drug
Lakeview Physical Therapy	Walsh Co. Courthouse
Lawrence Livermore National Lab.	Washburn Child Guidance Center
Legal Aid Society	WCCO Radio
Lutheran Social Services	West Central Agricultural Research Center - Morris
Majestic Oaks Golf Club	West Central Area Agency on Aging
Maple Manor Nursing Home	West Central MN Displaced Homemakers
Mayo Clinic	West, Inc.
Meadow Lane Healthcare Center	Wilder Forest
Merrill Lynch	Women's Crisis Center

Women's Resource Center
Wood Lake Nature Center