

Responsibilities of the Site Supervisor

1. Introduce the intern to the staff as soon as possible and explain the intern's role.
2. Familiarize the intern with the organization, all applicable policies, and provide training as needed.
3. Provide background data on the organization, which will help to facilitate the intern's acceptance.
4. Foster a relationship among the employees, which reflects respect and acceptance of the intern.
5. Encourage and help the intern to develop the learning agreement and identify their primary project(s) and/or responsibilities to your organization.
6. Provide adequate supervision for the student and to assign duties that are career related, progressive, and challenging.
7. Provide student with appropriate work space and equipment necessary for the student to perform his/her duties.
8. Provide a safe working environment.
9. Make suggestions concerning responsible control and time management.
10. While exhibiting your own expertise, encourage the intern to develop his own skills and techniques and reflect on his strengths and weaknesses.
11. Offer frequent feedback about student performance.
12. Confer with the faculty and the intern if a problem arises regarding illness, work performance, general attitude, or other problems.
13. Discuss the intern's personal performance in a private, nurturing conference.
14. Complete the Final Evaluation of the Student Internship at the end of the internship to allow the intern the opportunity for growth and improvement.