

University of Rhode Island

Office of Experiential Learning & Community Engagement

SUPERVISOR BROCHURE

AN INTRODUCTION TO THE OFFICE OF INTERNSHIPS

Welcome to the Office of Experiential Learning & Community Engagement!

Thank you for your interest in supervising and mentoring an intern from the URI Internship program sponsored by the University of Rhode Island's Office of Experiential Learning and Community Engagement (ELCE). Your participation affords our students the opportunity for personal and professional growth. We are pleased to say that our student interns have been commended for their diligence, work ethic, and professionalism. We are confident that you will find them a welcomed addition to your staff.

This brochure contains useful information to help you determine if the URI Internship Program meets your agency's needs. Please take a moment to review the content and learn more about working with University of Rhode Island (URI) students and the ELCE.

Meet the Office

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MUTUALLY BENEFICIAL RELATIONSHIP

How Your Office Can Benefit from Working with a URI Intern

- Our students are upper-classmen who have completed a minimum of 2 years of coursework and have a strong academic foundation.
- Since our internship is not a requirement for any student, you have the opportunity to work with highly motivated pre-professionals.
- More and more agencies are viewing interns as a valuable & cost effective approach for recruiting potential employees.

What We Ask of the Internship Supervisor and Placement Site

Our primary concern is providing our students with a professional learning experience. In order to do this we ask the supervisor and placement site to:

- Provide the intern with a hands-on learning experience that combines practical application, observation, professional opportunities and mentorship.
- Provide feedback on the student's personal Learning Contract and assist the student in meeting the objectives of his/her Learning Contract (*explained later in this brochure*).
- Review and provide feedback on the student's final portfolio (*explained later in this brochure*).
- Complete an electronic midterm and final evaluation of the student.
- Agree to the contents of the student/supervisor agreement form.



Anup Mohanty (Summer, 2009)

Supervision and Work Environment

Past student interns have indicated that regularly scheduled meetings with the supervisor to discuss work assignments and performance greatly enhances the student's experience as well as productivity.

Placement site supervisors agree to provide interns the following:

- Adequate supervision in a safe environment with the necessary tools and equipment to perform intended services.
- Willingness to provide more autonomy and responsibility as the intern demonstrates competence.

Appropriate vs. Inappropriate Work for a Student Intern

There are many different tasks for interns that may or may not be appropriate for an intern who is earning credit. The majority of work should be beneficial for the student and enhance their career goals or objectives. If you are unsure of whether something is appropriate or inappropriate contact the ELCE. Here are some examples of each:

Appropriate Work for an Intern	Inappropriate Work for an Intern
<ul style="list-style-type: none"> ▪ Development , assessment, or evaluation of programs ▪ Web development ▪ Participating in important meetings/ discussions and taking an active role ▪ Challenging work related to student's career interests (as applicable to the internship placement) ▪ Assisting "walk-in" individuals or clients ▪ Promotion and advertising ▪ Creating programs or events ▪ Demonstrating writing, reading, and/or math skills on a level required for employment in a chosen career field 	<ul style="list-style-type: none"> ▪ Personal errands for employer ▪ Work that is potentially unsafe ▪ Performing administrative tasks (filing, copying, answering phones, etc.) that make up more than 30% of the intern's work responsibilities* <p><i>*Administrative tasks are present and necessary in any job or internship, however your student is earning academic credit for his/her experience . Once the job becomes more administrative than learning-focused, it ceases to be an internship and becomes a paid work position.</i></p>

STUDENT INTERNSHIP PROGRAM

Requirements

There are several requirements that we ask of students planning to gain internship credit through our program. These requirements ensure that the interns you are getting are top-notch URI students who are educated and motivated in their field. The basic requirements are:

- **2.5 GPA or higher**
- **Minimum 60 credits prior to the internship**
- **Enough free elective space available**
- **Good academic and social standing**



Natalia Kuziw (Summer, 2009)

Credits Earned & Intern Pay

All students through the URI Internship Program receive 3-15 academic credits for their internship experience. While we do not require the agency to pay the student intern or provide him/her with a stipend, if the agency has the means to do so, it is appreciated but not a condition of the internship experience.

Credits	Hours Per Week	Hours Total
<u>Fall/Spring (13 Weeks)</u>		
3	Approximately 9	104
6	Approximately 16	210
9	Approximately 24	315
12	Approximately 32	420
+3 Credits for the Internship Seminar		
<u>Summer (10 Weeks)</u>		
3	10	100
6	20	200
9	30	300
12	40	400
+3 Credits for the Internship Seminar		

Internship Seminar

In addition to the internship itself, students are required to enroll in a 3-credit internship seminar. Seminars are offered on the Kingston campus or online and focus on the intern's learning experiences, as well as professional and career development. The seminar makes the connection between academic background and practical experience. In seminar students will be required to:

- Create a Learning Contract. This acts as a road map for the intern's learning experience and serves as the outline for his/her portfolio. The Learning Contract will determine:
 - 1. What the intern wants to learn, accomplish, and experience (learning objectives) in the internship
 - 2. How the intern plans to meet each learning objective
 - 3. How the intern will prove in his/her portfolio the objectives have been met
- Create a professional portfolio, which is the compilation of the student's learning. In the portfolio, the intern will provide evidence of meeting his/her learning goals.

Learning Contract and Portfolio

The Learning Contract serves as the academic and professional road map for the intern's semester. The Learning Contract clearly identifies the student's learning objectives and how they plan to accomplish them, as well as the work place requirements, intern responsibilities, and hours. Students must submit their Learning Contracts by the third week of the semester. We ask our supervisors to take the time to meet with the intern during the first week of the placement to discuss and negotiate this very important requirement. At the conclusion of the internship, the student creates a professional portfolio based on the content of the Learning Contract.

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Mid-term and Final Evaluations

At the mid and final points of the semester you will be emailed a reminder to complete the supervisor evaluation. We hope that you will take the time to discuss the evaluation with the student before submitting it to our office. The evaluations are on our website, in the employer section, scroll to the bottom and complete electronically (www.uri.edu/internships). These evaluations assist us in determining if the student is productive in the internship at the mid and final points of the semester. However, please contact the internship office if you have any concern at any time. Students appreciate this feedback from you and it is part of their learning to understand where they are proficient and what areas of concern exist.

WHAT WE CAN DO FOR YOU

The ELCE has many resources that can assist you with creating an internship position as well as helping you find an intern. Ways we can assist you:

Development

- We can guide your placement site through the development of an internship program that is mutually beneficial for both you and your intern.

Visit

- Upon request we will conduct a site visit to your office to better understand your office environment, get an idea for what tasks you have available for the student, or even help you design or make changes to your internship program.

Promotion

- We can promote your placement site through the office of internships as a spotlight internship and during advising or information sessions. We would love to help you in any way with finding the right student intern for you.

Correspondence

Contact with the placement site includes, but is not limited to, the beginning of the semester, the midterm evaluation, and the final evaluation.

We are happy to help you in any way that we can. Feel free to contact the ELCE with any questions that you may have!

POSTING YOUR INTERNSHIP WITH THE ELCE

How do I get started?

URI Career Services provides RhodyNet, a software system which allows employers to post free job/internship opportunities as well as career/job fair information and registration, on-campus interview schedule request and management and a University student/alumni search function. RhodyNet will allow you to market your openings to URI students interested in pursuing an internship, seven days a week, 24 hours a day. Students will then have the ability to view the internship responsibilities and apply directly to you via the contact information you provided. In order to attract the best candidate for the internship, be descriptive and detailed in the responsibility section. All employers can now post their own positions easily by logging in through the Career Services homepage.

- Go to <http://career.uri.edu> and click on the Employer part of the RhodyNet login oval in the upper left corner of the page.
- To create an account for your organization, select "Click here to Register" (under the login boxes). To register, complete contact information and follow the instructions to create an account.
- Once registered, click the "Jobs" link and select "new job" to post the position. Note: Be sure to complete all mandatory fields (indicated with an *).
- After a quick approval from Career Services, your position will be live on the site. You can also view and register for job fairs under the Career Events tab and add a job under the "Jobs" tab.
- It is our goal to recruit and refer students to the internship opportunities listed on RhodyNet. However, due to the elective nature of the program (internships are not mandatory), the ELCE cannot guarantee students for any particular semester.
- In addition, if you chose to select a specific student and would prefer not to post on RhodyNet you can bypass the RhodyNet process and complete the "Supervisor Paperwork" found on the forms link on the ELCE Website.



Lisa Corina (Fall, 2009)

RECOMMENDATIONS FOR SUPERVISORS

Preparing for Your Intern

- Upon arrival your student will need an introduction to your organization, including the structure, policies (both formal & informal), dress code, agency mission, clientele, and confidentiality issues.
- Consider the necessary resources and prepare a workspace for the intern to do the job successfully.
- Become familiar with the legal implications of hiring an intern. For more information, visit: http://www.naceweb.org/info_public/legal.htm.
- Determine what time and when you will be available during the week for your intern to access you.
- Consider responsibilities that are career related, challenging, and realistic for your intern to complete.
- Sign all of the necessary paperwork for the Office of Internships.

At the Start of the Internship

- Clarify the agency's mission, clientele, and confidentiality issues.
- Orient the intern to their new work environment and safety issues.
- Discuss what roles and responsibilities the intern will have.
- Provide supervisor contact information including phone and email.
- Outline agency policies including dress, parking, and hours.

During the Internship

- Conduct an orientation and training session.
- Clarify the access a student has to a supervisor during the week.
- Assign duties that are career related, challenging, and realistic.
- Provide the necessary resources to do the job successfully.
- Use the company's best people as supervisors and mentors.
- Include interns in daily activities—including lunch!
- Provide detailed explanations of projects interns are starting.
- Provide timely feedback regarding intern's job performance through the evaluation process and daily interaction.
- Offer compensation when feasible and appropriate.
- Encourage networking by creating opportunities for the interns to interact with key people within the organization.
- Offer real, meaningful work to the interns that they can showcase in their professional portfolio.