



UNIVERSITY OF RHODE ISLAND

OFFICE OF INTERNSHIPS & EXPERIENTIAL EDUCATION

INTERNSHIP SUPERVISOR INFORMATION PACKET

Welcome to the University of Rhode Island Internship Program

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 Internships and Experiential Education (OIEE). Your participation affords our students the opportunity for personal and professional growth. It is an experience which our students value, and do not take lightly. In fact, 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.

What We Ask of the Internship Supervisor / Placement Site

Our primary concern is providing our students with a professional learning experience.

- To provide the intern with a hands-on learning experience that combines practical application, observation, professional opportunities and mentorship.
- To 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 packet*).
- To review and provide feedback on the student's final portfolio (*explained later in this packet*).
- To complete an electronic midterm and final evaluation of the student.
- To agree to the contents of the student/supervisor agreement form.

At the start of the Internship:

- Clarify the agency's mission, clientele and confidentiality issues.
- Prepare a workspace for interns with the tools to do the job.
- Discuss what roles and responsibilities the intern will have.
- Orient the intern to their new work environment and safety issues.
- Provide supervisor contact information including phone and email.
- Outline agency policies including dress, parking and hours.
- Sign all necessary paperwork for the Office of Internships.
- Learn the legal implications of hiring an intern. For more information, visit: http://www.naceweb.org/info_public/legal.htm.
- We encourage you to create an "Employer" account with www.internships.com. The site provides a detailed "Intern Manual" with helpful information about intern pay, rights, benefits, etc.

The Department of Labor holds that if all six of the following conditions are met, the student is not considered an employee and not entitled to at least minimum wage and overtime:

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
- The training is for the benefit of the trainees.
- The trainees do not displace regular employees, but work under close observation.
- The employer that provides the training derives no immediate advantage from the activities of the trainees, and on occasion his operations may actually be impeded.
- The trainees are not necessarily entitled to a job at the completion of the training period.
- The employer and the trainees understand that the trainees are not entitled to wages for the time spent training.

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.
- Components of the Student/Supervisor Agreement Form

Due to the academic nature of the URI Internship Program, our students must fulfill certain requirements. While the intern advisor oversees the academic component, we do need your assistance in the following areas:

Supervision and Work Environment

Placement site supervisors agree to provide interns the following: adequate supervision in a reasonably safe environment with the necessary tools and equipment to perform intended services. 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. Also, willingness to provide more autonomy and responsibility as the intern demonstrates competence is a supervisory quality highly valued by students.

Absenteeism

If a student is absent from the placement due to illness or other reasons for an extended period of time (over two days), the student is expected to make up the time at the agency. Students are required to follow the agency's daily work schedule and follow procedures for reporting illness, absenteeism and tardiness. Although you do not need to provide a time log for intern hours, we do ask that you monitor student attendance.

Site Visits:

Internship office staff members are able to conduct site visits to discuss any questions or concerns you may have. Please contact our front desk to schedule this visit.

Academic Requirements

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 through Sakai and focus on the intern's learning experiences as well as professional and career development, making 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 in the internship 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 online 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. It clearly identifies the student's learning objectives and how they plan to accomplish these, as well the work place requirements, intern responsibilities and hours. Students must submit their 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.

There are a variety of projects that students have completed in the past that create a professional learning contract/portfolio including:

- Creating graphs/charts/financial forecasts
- Writing press releases/brochures
- Coordinating events/meetings
- Corresponding with clients/patients
- Develop working knowledge of new technology
- Preparing reports/conducting research
- Create lesson/therapeutic plans and materials

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.

Dates & Hours

Credits Earned & Intern Pay

All students through the URI Internship Program receive 6-12 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 Student Earns	Fall	Spring	Summer
6	208 hours, 16 hrs/wk	208 hours, 16 hrs/wk	200 hours, 20 hrs/wk
9	312 hours, 24 hrs/wk	312 hours, 24 hrs/wk	300 hours, 30 hrs/wk
12	416 hours, 32 hrs/wk	416 hours, 32 hrs/wk	400 hours, 40 hrs/wk

Internship Dates

Semester Dates	Spring 2011 (13 weeks)	Summer 2011 (10 Weeks)	Fall 2011
Classes Begin	January 24 th	May 30 th	September 5 th
Classes End	May 2 nd	August 5 th	December 12 th

Contact Information

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