

Professional Internship Program

Internship Supervisor Responsibilities

Defining the internship:

- An internship is a guided learning experience that typically occurs during one semester (fall, spring or summer term). To earn three academic credits, Nazareth requires the student to complete at least 10 weeks (8 during the summer) for a minimum of 120 hours.
- Students explore their learning in three dimensions:
 - New skill development
 - Insight into a specific career field(s)
 - Insight into their own development as a professional

Designing positions:

- A successful internship should:
 - Provide value to the sponsoring organization through assistance with tasks such as: projects, research, client interaction, and other organizational functions (but does not displace an existing employee).
 - Provide the student with a realistic preview of an entry-level professional position in a field. (The University recognizes that clerical work, telephone calling, and other routine duties are part of many professional jobs; these duties do not, however, form the primary basis for a successful internship.)
 - Expose the student to the day-to-day reality of the organization and career field.
 - Provide supervision by a professional with expertise and educational and/or professional background in the field of the experience.
 - Utilize and challenge the student's academic skills and provide an opportunity for applying knowledge gained in the classroom
 - Take advantage of opportunities for additional learning beyond the internship description, such as attendance at meetings and off-site conferences, participation in special projects, etc.

Defining eligibility:

- Juniors and seniors in all majors with a cumulative grade point average of 2.5 or higher are eligible (sophomores who have completed relevant coursework may also be considered).
- Each applicant must have satisfied all college and major requirements commensurate with their class standing.
- Moreover, employers or the student's academic program may require specific coursework, skill level, and a higher grade point average.

Supervisor Responsibilities:

- Ensure the internship is a meaningful learning experience for the student.
- Effectively train your intern and provide all necessary resources for the position.
- Develop learning objectives and goals with the student (student will provide a form).
- Monitor your intern to ensure they are completing assigned duties and staying busy.
- Evaluate your intern's progress and provide feedback often.
- Provide opportunities for increased responsibility.
- Communicate any changes or issues regarding the internship to the Internship Program at internships@naz.edu or (585) 389-2878.

There are a few required assignments that you and your intern will need to complete in order for your intern to receive academic credit. They include:

- To be completed prior to the internship:
 - Site Agreement Form (your intern will provide): The purpose of this agreement is to confirm the details of the internship, the affiliation with the , and the intent of the intern.
- To be completed at the beginning of the internship:
 - Job Crafting Form (your intern will provide): This form is a tool that allows your intern to identify specific learning outcomes that are important to achieve in the internship using the Job Crafting framework (task crafting, relationship crafting, cognitive crafting). The intern will meet with you after (or while) they complete the form to discuss their goals. This discussion will help both you and your intern develop a realistic assessment of your goals and of the learning opportunities available.
- To be completed at the middle of the internship:
 - Feedback Form (your intern will provide): Around the mid-point of the semester, your intern will facilitate a brief conversation to solicit feedback regarding their efforts and performance.
- To be completed at the end of the internship:
 - Student Performance Evaluation (your intern will provide): You will complete this evaluation based on your experience with your intern. The primary purpose of this evaluation is to help the intern develop his or her professional and personal skills. Upon completion you will review the form with the intern.

****Your intern will also be completing separate assignments (papers, evaluations, etc.) on their own through a series of online, asynchronous Modules. These Modules are designed to deepen engagement in the internship experience and explore sense of belonging in the workplace. We welcome you to discuss these themes with the intern as they arise and request your flexibility as our interns work with you to complete these Modules****

