

SUPERVISING THE INTERN

As an intern supervisor, you use all the skills necessary in any effective supervisor relationship:

- Providing leadership
- Motivating
- Delegating
- Communicating
- Developing and training
- Evaluating

Additionally, the students will look to you as a mentor who will assist their transition from the classroom to the work environment. Since the internship is an extension of the learning process, you will need to provide opportunities to bridge the two experiences.

Meet with your interns regularly to provide feedback concerning their performance. During these meetings, the student can:

- Report status of project
- Ask questions
- Learn how their work is contributing or impacting the organization
- Participate in an evaluation of their strengths
- Discuss areas needing growth and development
- Get a sense of what kind of work lies ahead

At the same time you will have an opportunity to coach, counsel and reinforce positive attitudes and performance.

You should anticipate that you will have some interaction with your students' internship coordinator through telephone calls, one-site visits, and written evaluations. Such person will assist you find a solution if difficulties occur (intern attendance, low motivation, unsatisfactory work or personal conflicts).

You will use the form provided by the Internship Coordinator to evaluate your interns' performance at the midpoint and end of the internship.