

FISHER COLLEGE INTERNSHIP GUIDE: SITE SUPERVISOR



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TABLE OF CONTENTS

SITE SUPERVISOR SECTION

SITE SUPERVISOR INTERNSHIP OVERVIEW	SITE SUPERVISOR 1
Components of a Great Internship	
Site Supervisor Requirements	
EMPLOYER PARTNERSHIPS	SITE SUPERVISOR 2
INTERNSHIP EVALUATION PROCESS	SITE SUPERVISOR 2

Glossary of Terms

This list is meant to clarify how Fisher College defines roles/courses/etc. as it pertains to our program.

TABLE OF CONTENTS

GLOSSARY OF TERMS

The following terms are used throughout the guide. This list is meant to clarify how Fisher College defines roles/courses/etc. as it pertains to our program.

IS220: the required course students must pass before they register for the required internship. This course will prepare students for the internship experience and future employment.

CAREER SERVICES: the office that supports in helping to find an internship and offers additional support as needed. They will also be your go to office for Employer Relations questions and information

COORDINATOR of INTERNSHIP PROGRAMS: the person in the Office of Career Services that collects internship information. This person cannot approve internships. They are a resource assisting to connect students with internship opportunities and oversee the administrative piece of all the major specific internship programs.

INTERNSHIP COURSE: the course students enroll in WHILE they are completing their internship hours.

FACULTY INSTRUCTOR: the instructor for the internship course who approves the internship and meets with students during their internship for support. Students will submit time sheets and academic assignments to this person for a final grade in the class.

PROGRAM DIRECTOR: the faculty member that manages the academic programs. Sometimes this person is also the faculty internship instructor for the internship course.

SITE SUPERVISOR: the person sponsoring the internship at the organization where students will be working. This person also signs off on internship hours and completes a final evaluation

EXPERIENCE REQUEST FORM: This is an online internship approval generated through Handshake, Fisher College's online career service tool. When a student submits this form, the Faculty Instructor and Site Supervisor will receive an e-mail generated through Handshake (so keep an eye out!) requesting approval

INTERNSHIP LEARNING AGREEMENT: This is a paper version of the Experience Request. This document requires 3 physical signatures. This or the online Handshake Experience request form must be completed in order for students to receive credit.

SITE SUPERVISOR

Site Supervisor Internship Overview

Thank you for agreeing to host a Fisher College intern this semester! Fisher College believes in the importance of an experiential learning; all day bachelor degree candidates are required to complete a minimum 120-hour, semester long internship that pertains to their major. Students have the option of completing a second internship for credit and/or enrolling in an internship class that requires more internship hours to earn additional credit-hours.

COMPONENTS OF A GREAT INTERNSHIP

- Meets minimum hour requirements (120 hours per 3-credit hours earned).
- Experience Request form (Internship Learning Agreement) approved prior to start.
- Exposes the student to aspects of their major beyond administrative components (making copies and coffee will not gain academic credit!).
- Strong supervision and opportunities to learn from others in the field.
- Provides portfolio building and experiential learning opportunities.
- Has clear measurable objectives that are a stretch in the student's knowledge and provide a positive learning experience.

SITE SUPERVISOR REQUIREMENTS

- We suggest that you have an orientation to allow the intern to become accustomed to the company, meet others, clearly define responsibilities and work space, and complete all **required approvals**.

If you do not approve an Experience Request you should not begin work with your intern!

- Provide supervision and adequate training for the intern; assigning the intern a mentor can help in this process.
- Monitor and sign-off on the intern's time logs (minimum of 120 hours must be completed before the end of the semester).
- Work with the student to develop site appropriate objectives
- Provide professional development feedback
- Complete a performance evaluation at the end of the internship period

EMPLOYER PARTNERSHIPS

To be an approved employer for a Fisher College internship experience, you must provide a positive working environment for Fisher students. An internship at a for-profit business must be paid unless it meets the following criteria defined by the Department of Labor Fair Labor Standards Act:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

SITE SUPERVISOR

5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

INTERNSHIP EVALUATION PROCESS

At the end of the semester, you will receive an evaluation survey to complete on the performance of your Fisher intern. This evaluation will be sent via email from your interns Faculty Internship Instructor to be completed electronically. Your feedback will contribute to the student's overall grade.

- Fall interns: evaluations sent December
- Spring interns: evaluations sent April
- Summer interns: evaluations sent mid-August

THE STUDENT WILL NOT RECEIVE A FINAL GRADE UNTIL YOUR EVALUATION IS RECEIVED!

The evaluation will ask you to comment on and/or rate the following areas:

- Summarization of type of work the student accomplished, referring to goals set at the beginning of the semester
- Strengths and areas of improvement
- Basic work requirements
- Ethical awareness and conduct
- Learning and analysis
- Response to supervision
- Initiative and creativity
- Interactions with others
- Work output
- General feedback on internship program

CONTACTS AT FISHER COLLEGE

The student's faculty instructor will act as your primary contact during the internship.

Faculty Instructor Name: _____

Faculty Instructor Contact Info: _____

If you have any questions or concerns about the internship process, please contact internships@fisher.edu



Internship Learning Agreement

(Return this form to Faculty Instructor)

Internship Learning Agreement

This Internship Learning Agreement is an agreement between the Internship Site Supervisor, student and Internship Faculty Instructor for a learning experience that will lead to academic credit. This agreement must be completed and signed in order for the student to receive required or elective internship credit at Fisher College.

Internship Course Information:

Course Enrolled in: _____

Hour requirement (120 hours per 3-credits): _____

Student Information:

Name: _____

Fisher Email: _____

Major: _____

Internship/job title at the internship, if any: _____

Internship Organization:

Name of Organization: _____

Site Supervisor

Name: _____

Title and Department: _____

Work Address: _____

Email: _____

Phone: _____

Start Date: _____

End Date: _____



Internship Learning Agreement

(Return this form to Faculty Instructor)

Signatures

Student Intern

Your signature indicates that you have read and will abide by the following internship policies and expectations:

- Must complete a minimum of 120 hours per 3 credit hours. See page 1 for hour requirements agreed upon.
- Must abide by the policies and procedures of the organization in which you are interning.
- Must fulfill requirements of internship syllabus.
- Must complete final evaluation and return to Career Services at the end of semester.
- You acknowledge and agree that internships or travel carries with it potential hazards which are beyond the control of the College and its agents or employers.

I understand and agree to the expectations listed above.

Student Name: _____

Student Signature: _____

Site Supervisor

Your signature indicates that you have agreed to sponsor a Fisher College internship and will abide by the following policies and procedures:

- Must provide 120-hours of relevant experience before the end of semester for each 3 academic credits. See page 1 for hour requirements agreed upon.
- Will abide by all applicable state and federal laws under the Fair Labor Standards Act (FLSA).
- As the site supervisor, you will provide or arrange for professional development feedback when possible/appropriate.
- Complete a student performance evaluation and return to Career Services upon completion of internship.

I understand and agree to the expectations listed above.

Site Supervisor Name: _____

Site Supervisor Signature: _____

Faculty Instructor

Your signature indicates that you have agreed to supervise a Fisher College intern and will abide by the following policies and expectations:

- Review the job description and confirm that it provides experience relevant to the student's major and abides by the Fair Labor Standards Act (FLSA), as outlined in Internship Packet.
- Have met with the student, reviewed the job description and approved the internship.
- Will supervise and mentor student for the duration of the internship.

I understand and agree to the expectations listed above.

Faculty Instructor Name: _____

Faculty Instructor Signature: _____
