



240 PINE RIDGE ROAD | BUFFALO, NY 14225
716-896-0700 | VILLA.EDU

SITE SUPERVISOR INTERNSHIP HANDBOOK



See for yourself.



SITE SUPERVISOR

SECTION

Dear Site Supervisor,

On behalf of Villa Maria College, I thank you for working with a Villa Maria College student intern for the semester. The internship program is a 3-credit hour academic requirement that enables students to obtain valuable work-based learning experiences that enhance their education. As the student's Director of Career Services & Internships, I request that you assist the student intern in the following ways:

- Interview the intern candidate applying for the position in a formal interview and complete an interview evaluation of the student. The evaluation is provided in the Supervisor's Handbook.
- Develop an intern job description outlining primary responsibilities of the intern.
- Develop a weekly schedule that enables the student to complete his/her 130-hours (or 240 hours) internship by a predetermined date.
- Assist in planning learning objectives and related learning activities: working together with the student and Internship Coordinator to plan six learning objectives and related activities that the student will complete during the internship.
- Supervise the student throughout the internship to insure maximum educational benefit.
- Meet with the College Internship Coordinator to review the student's progress in completing the learning objectives and course requirements.
- Verify the student's work hours on a weekly basis.
- Evaluate the student's performance and completion of learning objectives and activities at midterm and completion of the internship.
- Sign, review the evaluation with the student, and send all evaluation forms to the Internship Coordinator at the College.
- Provide the student with a broad overview of the industry and/or organization.
- Provide the intern with hands-on, professional-level projects and experiences.
- Give the student an understanding of the career fields available to them after graduation.
- Give the student the opportunity to develop new skills or improve existing skills.
- Afford students the opportunity to create a work sample for their portfolio.
- Provide the intern with the opportunity to observe professionals in action.
- Provide a safe work environment.

My role as the Director of Career Services & Internships is to: serve as a liaison between the College, the student and placement employment site; teach on-campus seminars; provide input in planning the learning objectives and activities; assess any student projects; work as a resource; grant the student academic credit for successful completion of the course. Together we will engage the intern in a valuable learning experience.

If you have any questions, please contact me at jpiskun@villa.edu or 961-1842. I look forward to working with you.

Regards,

Judy Piskun
Director of Career Services & Internships
Villa Maria College

SITE SUPERVISOR ORIENTATION

The quality of the internship experience often depends on the site and its handling of the student as much as on the talent and effort of that individual. Clearly, an intern who is challenged by the work, is learning new skills, and feels valued by the organization will be a more engaged and productive contributor. Therefore, it is in everyone's best interest to create a situation that fosters a successful working/learning relationship.

Step 1 - Develop a position description

The position description outlines the intern's primary work/role, responsibilities, qualifications, reporting relationship, hours required to do the job, etc. Some mundane work may be part of the picture, but we require that internships be substantial, progressive, and challenging. As you create this description, it is important for you to also consider the following:

Step 2 - Provide Orientation to the organization and Training for the job

- Orient the student to the organization and their particular area of focus
- Set clear expectations for behavior, dress, attendance, communication, etc. (remember your intern may be new to a professional work setting)
- Discuss company culture, office policy and procedures, and problem solving
- Integrate the student into the organization and help them feel part of the team
- Provide job-specific training
- Help the student develop specific skills necessary to the field.

Step 3 - Conduct ongoing supervision and feedback

- Set regularly scheduled meetings (weekly is great, bi-weekly at a minimum) to provide feedback and instruction, and for the chance for students to ask questions.
- Periodically review the progress of student towards the Learning Objectives. (form in Internship Handbook)

Step 4 - Complete the Mid-term Evaluation and return to Judy Piskun, Director of Career Services & Internships, Villa Maria College, 240 Pine Ridge Rd., Buffalo, NY 14225

Reviewing this with the intern is a great way to provide feedback on the their progress to date, assess how the situation is working from both perspectives, and negotiate what will happen for the balance of the term. Following, return to Judy Piskun.

Step 5 - Complete the Final Evaluation and return to Judy Piskun, Director of Career Services & Internships, Villa Maria College, 240 Pine Ridge Rd., Buffalo, NY 14225

Your feedback is absolutely vital to the growth and development of the intern, so be clear, direct, honest, and constructive. Students will appreciate this; keep in mind, you do them no favors by avoiding giving feedback that is needed to help them succeed in the future.

The Director of Career Services & Internships is available to conduct site visits each semester to learn more about how the internship is going and to offer assistance as needed.

INTERNSHIP PROGRAM OVERVIEW

The Internship Program at Villa Maria College partners with businesses, agencies and schools to provide students an opportunity to pursue a college education concurrently with an on-the-job work related experience. Most all programs of study require an Internship course during Fall, Spring, or Summer semesters.

Students are able to explore career interests and options as they develop professional skills and competencies, employment knowledge, apply classroom learning to a specific career field, cultivate networking contacts, and develop job search skills. Academic credit is granted for the internship course based on a student's performance at the internship site, satisfactory completion of program course requirements, and evaluations completed by the site supervisor and the Director of Career Services & Internships.

Internship differs dramatically from casual employment because there are three partners in an Internship experience: the student, the Director of Career Services & Internships, and the site supervisor:

- The student uses the internship as a learning strategy to apply classroom theory to a real world setting.
- The Director of Career Services & Internships prepares the student to act professionally, set learning objectives, and awards credit for the course.
- The site supervisor provides meaningful work experience, including orientation, supervision and training, and evaluates the student's performance.

Students from each program of study are assigned to the Director of Career Services & Internships who facilitates placement for the internship, acts as a liaison between internship site supervisors, the college, and the student, monitors the student's performance and holds regularly scheduled seminars. Registration for the course is dependent upon meeting eligibility requirements set forth by each program of study.

BENEFITS TO STUDENTS

The internship program provides students opportunities to explore career interests as they develop professional skills and employment knowledge. Academic credit accompanied by a letter grade is granted for the internship course, based on the student's satisfactory completion of program course requirements and evaluations completed by the site supervisor and the Director of Career Services & Internships. The success of the internship program is based upon the cooperation of the site supervisor, the Director of Career Services & Internships, and the student.

EMPLOYER BENEFITS

There are many benefits to participating as a site supervisor in Villa Maria College's Internship Program. The internship program:

- Is a good source of potential employees.
- Provides the worksite with contacts and the means for communicating regularly with institutions about changing personnel and skill requirements in specific occupations and industries.
- Gives the worksite opportunity to contribute to the enrichment of higher education.
- Enables employers the opportunity to train students regarding proper attitudes, organizational skills, and professional practices.
- Supports a positive image of internship sites in the community by providing a service to students.
- Allows professionals the opportunity to introduce and encourage students to become members of professional organizations.
- Provides opportunity to instill in future employees the need for life long learning and professional development.
- Provides opportunity for the site supervisor or an individual designated by the site supervisor to take advantage of a tuition-free credit course at Villa Maria College within one year after participating in Villa Maria College's internship program. Guidelines for use of the tuition waiver are sent to the employee by the end of the semester.

Please note that the employer is under no obligation to permanently hire any internship student at the end of the training period; nor is the student obligated to accept a permanent position with the employer.

EMPLOYER RESPONSIBILITIES

Villa Maria College depends upon its cooperating site supervisors to do the following:

- Interview a potential candidate and evaluate the student's interviewing skills at the onset of the internship experience.
- Select students and assign jobs without regard to age, race, sex, national origin, disability, ethnicity, or marital status.
- Assign an individual to act as the site supervisor who serves as the liaison to Villa's Director of Career Services & Internships.
- Orient the student to work site policies and procedures.
- Work closely with the Director of Career Services & Internships to provide a meaningful learning experience for the student.
- Work with the student to complete goals and learning objectives required of the internship.
- Notify the Director of Career Services & Internships of any problems regarding student performance including: attendance, dress, attitude, completion of required assignments, social interactions, and communication skills. The Director of Career Services & Internships will work with students and employers to rectify problem(s).

EMPLOYER RESPONSIBILITIES (CTND.)

- Complete evaluation forms that reflect and monitor the student's internship performance. Review the completed forms and assignments with students, offering students feedback that enables them to strengthen their performance. The evaluations and assignments are the primary criteria for the student's final grade.
- Help students display their full potential and enable them to accomplish their co-op goals. Students with learning disabilities engaged in internships may sometimes have problems processing information. Accommodations may be required at the internship site by some students with learning disabilities. The Director of Career Services & Internships discusses with the site supervisor student needs for accommodations as appropriate. The following guidelines may be helpful in working with students with disabilities:
 - Clearly communicate expectations.
 - Clarify with the student and establish required accommodations, as necessary.
 - Support oral directions with written materials.
 - Discuss expected deadline dates for completion of projects/tasks.
 - Establish a mentor system with other employees who could provide assistance.
 - Inform the Director of Career Services & Internships the accommodations and/or mentor system that has been arranged.

INTERNSHIP AGREEMENT FORM

The Internship Agreement form outlines the collaboration of the three parties involved in the internship course; the College, the student and the company or agency hosting the internship. The document sets forth expectations for each party in reference to the internship's educational experience, time-frames, payment/nonpayment for services and insurance coverage. Students must complete, sign and return the form to the Director of Career Services & Internships before beginning the Internship experience at the site. Hours completed before the internship agreement form is submitted will not count toward the internship hour requirement.

NON-DISCRIMINATION STATEMENT

Villa Maria College does not discriminate on the basis of age, race, religion, creed, color, national or ethnic origin, gender, disability, sex, sexual orientation, domestic violence victim status, marital status, veteran status, military status, and any other protected status. This policy applies to admissions, all terms and conditions of employment, or in any other aspect regarding the conduct of College programs and activities. Villa Maria College is an Equal Opportunity Employer.

INTERNSHIP PROGRAM POLICY ON SOCIAL NETWORKING

It is recommended that internship site supervisors be aware of FERPA guidelines to ensure the protection of privacy of student education records. In order to comply with FERPA Regulations Villa Maria College suggests the following guideline when using social media:

All information concerning student performance and evaluation is considered protected and therefore should not be discussed on social networking sites. For additional information site supervisors can visit www.ed.gov and search FERPA.



INTERNSHIP FORMS

SECTION



INTERNSHIP INTAKE FORM

Complete this form within one week after registering for Internship I or II and submit it to the Director of Career Services & Internships. Before the end of the semester, make an appointment with the Director of Career Services & Internships. Bring a copy of an UPDATED RESUME with you. If you need help with your resume, make an appointment with the Director of Career Services & Internships. A reminder that Art Department students must successfully pass a portfolio review with the appropriate Program Coordinator prior to the Internship.

Name: _____ Telephone: _____
Last First MI

Address: _____ City _____ State _____ Zip Code _____

Program of Study: _____ Degree _____ Semester _____ Year _____

COLLEGE EXPERIENCES

1. List the names of colleges/universities other than Villa that you have attended. List the last institution attended first. Include your program major and the dates of your enrollment.

2. Why did you select your present major? _____

3. What studies in your program major interested you the most this year? _____

WORK EXPERIENCES

List your work experiences with the most recent experience listed first:



CODE OF PROFESSIONAL AND ETHICAL CONDUCT FOR STUDENT INTERNS

General Statements

As a Villa Maria College intern, you are representing not just yourself, but the College and your fellow students, both current and future. Your conduct should make the employer want to host interns in the future.

As a student intern you are expected to adhere to the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as an intern will be evaluated by your employer and the Director of Career Services & Internships. Upon completion, you will receive either a letter grade or pass/fail for the course. A passing grade will be required in order for the internship to be recognized by the college and receive credit.

You must keep the Director of Career Services & Internships and your Site Supervisor apprised of any changes to your current e-mail address, physical address, or telephone number.

The student intern is required to maintain the established work schedule and meet internship obligations. Absences, excused or not, do not absolve a student from the responsibility of completing all assigned work promptly and the required number of hours. It will be the responsibility of the student to contact the Director of Career Services & Internships when absences occur.

Absences will be excused for documented cases of:

- a) incapacitating illness,
- b) death of a close relative, and
- c) religious holidays.

*Vacations are to be planned outside of the internship semester and are not to be taken during an internship course.

Any changes in your internship status (withdrawal, termination) must be reported immediately to the Director of Career Services & Internships.

If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact the Director of Career Services & Internships immediately. You may also contact the College's Civil Rights Compliance Officers. More information can be found at www.villa.edu/campus-life/Title-IX.

Specific Statements

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- 1) Reporting for the internship on time and maintaining the required work schedule.
- 2) Following all rules and policies as required by the employer.
- 3) Maintaining strict confidentiality regarding information obtained on any clients, members, customers, patients, employees, and products or services associated with the internship site.
- 4) Using appropriate written and oral communication in all interactions with all supervisors, employees, clients and College personnel.
- 5) Observing all established safety rules and avoiding unsafe work practices.
- 6) Demonstrating honesty, cooperation, integrity, courtesy, and a willingness to learn.
- 7) Engaging in positive, ethical, and legal behavior.
- 8) Accepting responsibility and accountability for decisions and actions taken while at the internship site.
- 9) Treating all customers, clients, supervisors, and fellow employees with dignity and respect.
- 10) Remaining drug and alcohol-free, and avoiding the use of controlled substances.
- 11) Dressing appropriately for the work setting.
- 12) Refraining from conducting personal business during work hours (emails, cell phones, internet).
- 13) Observing how people organize their ideas and respond to situations.

I understand and agree with the professional standards of the internship program as listed in the preceding general and specific statements. I understand if any facet of the code of conduct is not adhered to, I may be at risk of losing academic credit/tuition, or in some other way being subjected to consequences.

Name (print): _____

Signature: _____

Date: _____

Major: _____

Cell Phone: _____

Villa Email: _____



INTERVIEW EVALUATION FORM

Student's Name _____

Interviewer's Name _____

Date of Interview _____

Directions: Please place an "X" in the appropriate box for each of the criteria listed below. Your assessment will promote student development of effective interview skills.

Area	Excellent	Above Average	Average	Below Average	Failing
Introduction/Closing					
Appropriate greeting: - Name, handshake, resume, sits when requested to do so					
Delivery					
- Listening skills					
- Non-verbal, eye contact, posture, smile					
- Articulation: volume, rate, clarity, energy, concise					
- Dress/Appearance, appropriateness					
Questions/Answers					
- Quality of responses, - Knowledge of company					
- Interview appears planned and practiced					
- Grammar is correct and appropriate					
- Answers are precise, powerful, and brief					
Closing					
-Appropriate closing; thanks interest, next step					

Comments: _____

Please return to the Director of Career Services & Internships at:

Villa Maria College, 240 Pine Ridge Road, Buffalo, NY 14225.



INTERNSHIP - WEEKLY TIME/WORK REPORT

Student's Name: _____ Internship Site: _____

Site Supervisor's Name: _____ Telephone: _____

Immediate Supervisor's Name: _____

DAYS AND HOURS WORKED

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total	Supervisor's Initial
Week 1									
Week 2									
Week 3									
Week 4									
Week 5									
Week 6									
Week 7									
Week 8									
Week 9									
Week 10									
Week 11									
Week 12									
Week 13									
Week 14									
Week 15									

Internship Schedule

Start Date: _____

Completion Date: _____

Monday _____ to _____

Tuesday _____ to _____

Wednesday _____ to _____

Thursday _____ to _____

Friday _____ to _____

Saturday _____ to _____

Number of hours per week: _____

TOTAL HOURS FOR SEMESTER: _____

Student's Signature

Site Supervisor's Signature



INTERNSHIP AGREEMENT

THIS AGREEMENT, made and entered into this day _____, 20____ by and between _____, (herein after student) and _____, (herein after employer), with regards to the Internship assignment to be coordinated by _____ from Villa Maria College, (hereinafter College), Buffalo, New York.

WITNESSETH

WHEREAS, the employer is desirous of contracting for the services of the students for the period of time set forth below; and WHEREAS, the student seeks to provide services to the employer for the purpose of gaining practical and educational benefit; and WHEREAS, the College is desirous of acting as intermediary in their arrangement to enhance the quality of its educational offerings. NOW THEREFORE, of and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

This assignment lasting _____ weeks _____ hours, will begin _____ and continue through _____.

The student will be required on site for a minimum of _____ hours per week during this time. The student will receive _____ wages. The student will be accepted and assigned to jobs and otherwise treated without regard of age, race, religion, creed, color, national or ethnic origin, gender, sex, sexual orientation, domestic violence victim status, marital status, veteran status, military status, and any other protected status.

Each student intern is required to complete a special project or a series of assignment, (depending on his/her area of study) developed jointly between the student and the work site supervisor with the Director of Career Services & Internships approval. In addition to the assignments, each student will be asked to participate in and experience other facets of the program.

The on-site supervisor will be expected to provide time and service to the student in area of (1) facility orientation; (2) work project(s) involvement; (3) special project design and implementation; (4) general coordination, advisement, and performance evaluation. Once the internship is completed, neither the employer nor the student is under obligation to offer or accept future employment.

The student will be evaluated through employer assessment, the Director of Career Services & Internships observations, and the quality of assignments.

In the instance where a student intern is not meeting the responsibilities of the internship as set forth by the intern site supervisor, the supervisor will notify that intern's Director of Career Services & Internships to resolve the problem(s) or have the intern removed from the internship.

Villa Maria College is covered by a General Liability Insurance Policy. This policy covers students at internship experience sites. For verification, a Certificate of Insurance may be requested from the College.

Student _____ Date _____

Director of Career Services & Internships _____ Date _____

Site Supervisor _____ Date _____



MIDTERM PERFORMANCE EVALUATION

TO: Site Supervisors and Student Interns

FROM: Judy Piskun
Director of Career Services & Internships

RE: Midterm Performance Evaluation

Attached you will find the Internship Midterm Evaluation Form. The Midterm Evaluation should be completed and reviewed with the student at the time she/he has completed 65 hours of internship participation. The student intern will inform you of that date. Please plan a date and time to review the Midterm Evaluation Form with the student. This is an important concept of the internship experience, for the Midterm Evaluation will serve as a guide for student's acquisition of skills and abilities throughout the remainder of her/his internship and will assist you and myself in guidance of the student.

Should you have questions please contact me at 961-1842 or jpiskun@villa.edu. Thank you for your time and efforts in working with a Villa Maria College student intern!



MID-TERM SITE SUPERVISOR EVALUATION OF STUDENT FORM

Villa Maria College relies heavily on the site supervisor's evaluation of internship students in assessing the quality of their performance and degree of learning. We ask you take the time to provide a thorough and accurate assessment of the performance of the student intern. By sharing honestly and constructively your evaluation of the student's performance, you will contribute significantly to her/his personal, intellectual, and professional development.

Please fill out the entire form.

Name of student: _____ Semester: _____

Program of study: _____ Site: _____

PART I STUDENT PERFORMANCE RATINGS

Using the scale provide, respond to the following statements about this intern's performance and academic capabilities. Please add additional comments as needed.

1= Disagree

2= Somewhat disagree

3= Neither agree nor disagree

4= Somewhat agree

5= Strongly agree

NA= Not applicable

Item	The Student	Score
1	Achieved her/his internship learning objectives	
2	Demonstrated necessary writing and speaking skills	
3	Was able to apply classroom knowledge to the internship setting effectively	
4	Demonstrated critical thinking and problem-solving skills	
5	Demonstrated initiative and the ability to learn	
6	Responded well to supervision and constructive criticism	
7	Showed the capacity to be a self-sufficient, independent worker	
8	Worked effectively with others on team projects	
9	Exhibited a sense of responsibility and dependability	
10	Exhibited a positive attitude toward work and co-workers	
11	Showed creativity and originality	
12	Exhibited a professional attitude	
13	Behaved ethically	
14	Demonstrated sensitivity to diversity in the workplace	
15	Adapted well to changing circumstances	
16	Presented an appropriate professional appearance	
17	Made progress throughout the internship	
18	Completed a sufficient quantity of work	
19	Produced quality work	
20	Demonstrated awareness of her/his strengths/weaknesses	



MID-TERM SITE SUPERVISOR EVALUATION OF STUDENT FORM (CTND.)

PART II EXTENDED CRITIQUE

Please respond to the following questions about the student's performance and capabilities.

1. To what degree has the intern successfully achieved his/her learning goals?

2. Has the intern demonstrated professional growth and insight? Be specific.

3. What are his/her greatest strengths?

4. What areas of performance or knowledge/skill deficiencies should the intern address to enhance her/his professional potential?

5. What constructive feedback would you offer to help the intern get more out of her/his next internship or to achieve success at her/his first job upon graduation?

6. Which areas of the intern's academic preparation appear to be strong or in need of improvement?



MID-TERM SITE SUPERVISOR EVALUATION OF STUDENT FORM (CTND.)

PART III FINAL EVALUATION

How would you rate the intern's overall performance? Circle the appropriate descriptor and number. Benchmark the evaluation against the 20 criteria above as well as others you deem appropriate.

1	Poor: Recommend that academic credit not be awarded based on insufficient effort and performance as well as lack of demonstrated learning
2	Below Average: Intern demonstrated effort, but performance was unsatisfactory and below expectations
3	Average: Intern satisfactorily met established learning standards and job performance expectations
4	Above Average: Intern somewhat exceeded average undergraduate learning standards and work performance expectations based on criteria listed
5	Excellent: The intern's demonstrated learning and development well exceeded the average and her/his performance was exemplary on all standards

PART IV APPROVALS AND ACCOUNTABILITIES

1. Site Supervisor

The above is my evaluation of _____. I have reviewed my evaluation with the student.

Site Supervisor: _____ Placement Site: _____

Title: _____ Phone number: _____

2. Student Intern

I have read my supervisor's evaluation and/or discussed the evaluation with my supervisor.

Signature: _____ Date: _____

3. Director of Career Services & Internships/Evaluator

I have read the supervisor's evaluation of the student.

Signature: _____ Date: _____



FINAL PERFORMANCE EVALUATION

TO: Site Supervisors and Student Interns

FROM: Judy Piskun
Director of Career Services & Internships

RE: Final Performance Evaluation

The student intern will inform you of his/her last day of the internship experience and give to you the Final Evaluation Form at least one week prior to that date. You will also find a copy of the form in the Site Supervisor Internship Handbook.

A very important component of an academic internship is the evaluation process as it offers the intern feedback on his/her performance and assesses progress in meeting both the goals of this course and the learning goals established by you the student at the onset of the internship experience.

Please review the Final Evaluation Form with the student and either give the form to the intern or return to me by mail or fax; Judy Piskun, Director of Career Services & Internships, Villa Maria College 240 Pine Ridge Rd., Buffalo, NY 14225 or 716-896-0705. Thank you for sharing your time and expertise with a student from Villa Maria College.



FINAL SITE SUPERVISOR EVALUATION OF STUDENT FORM

The College relies heavily on the site supervisor's informed evaluation of internship students in assessing the quality of their performance and degree of learning. We ask you take the time to provide a thorough and accurate assessment of the performance of the intern named below. By sharing honestly and constructively your perceptions of the student's performance, you will contribute significantly to her/his personal, intellectual, and professional development. Please fill out the entire form.

Name of Student: _____ Semester: _____

PART I STUDENT PERFORMANCE RATINGS

Using the scale provide, respond to the following statements about this intern's performance and academic capabilities. Please add additional comments as needed.

- 1= Strongly disagree
- 2= Somewhat disagree
- 3= Neither agree nor disagree
- 4= Somewhat agree
- 5= Strongly agree
- NA= Not applicable

- _____ Learning objectives met.
- _____ Demonstrated necessary writing and speaking skills
- _____ Was able to apply classroom knowledge to the internship setting effectively
- _____ Demonstrated critical thinking and problem-solving skills
- _____ Demonstrated initiative and the ability to learn
- _____ Responded well to supervision and constructive criticism
- _____ Showed the capacity to be a self-sufficient, independent worker
- _____ Worked effectively with others on team projects
- _____ Exhibited a sense of responsibility and dependability
- _____ Exhibited a positive attitude toward work and co-workers
- _____ Showed creativity and originality
- _____ Exhibited a professional attitude
- _____ Behaved ethically
- _____ Demonstrated sensitivity to diversity in the workplace
- _____ Adapted well to changing circumstances
- _____ Presented an appropriate professional appearance
- _____ Made progress throughout the internship
- _____ Completed a sufficient quantity of work
- _____ Produced quality work
- _____ Demonstrated awareness of her/his strengths/weaknesses



FINAL SITE SUPERVISOR EVALUATION OF STUDENT FORM (CTND.)

PART II EXTENDED CRITIQUE

Please respond to the following questions about the student's performance and capabilities.

1. To what degree has the intern successfully achieved his/her learning goals?

2. Has the intern demonstrated professional growth and insight? Be specific.

3. What are his/her greatest strengths?

4. What areas of performance or knowledge/skill deficiencies should the intern address to enhance her/his professional potential?

5. What constructive feedback would you offer to help the intern get more out of her/his next internship or to achieve success at her/his first job upon graduation?

6. Which areas of the intern's academic preparation appear to be strong or in need of improvement?



FINAL SITE SUPERVISOR EVALUATION OF STUDENT FORM (CTND.)

PART III FINAL EVALUATION

How would you rate the intern's overall performance? Circle the appropriate descriptor and number. Benchmark the evaluation against the 20 criteria above as well as others you deem appropriate.

1	Poor: Recommend that academic credit not be awarded based on insufficient effort and performance as well as lack of demonstrated learning
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3	Average: Intern satisfactorily met established learning standards and job performance expectations
4	Above Average: Intern somewhat exceeded average undergraduate learning standards and work performance expectations based on criteria listed
5	Excellent: The intern's demonstrated learning and development well exceeded the average and her/his performance was exemplary on all standards

PART IV APPROVALS AND ACCOUNTABILITIES

1. Site Supervisor

The above is my evaluation of _____. I have reviewed my evaluation with the student.

Site Supervisor: _____ Placement Site: _____

Title: _____ Phone number: _____

2. Student Intern

I have read my supervisor's evaluation and/or discussed the evaluation with my supervisor.

Signature: _____ Date: _____

3. Director of Career Services & Internships/Evaluator

I have read the supervisor's evaluation of the student.

Signature: _____ Date: _____



STUDENT INTERNSHIP OBJECTIVES

Student's Name _____ Semester _____ Year _____

Supervisor's Name and Title _____

Student's Title/Position _____

LEARNING OBJECTIVES

1.

2.

3.

4.

5.

6.

RELATED LEARNING ACTIVITIES

1.

2.

3.

4.

5.

6.



STUDENT INTERNSHIP OBJECTIVES (CTND.)

Additional Planning Notes:

Student's Signature_____ Date _____

Site Supervisor's Signature_____ Date _____

Director of Career Services & Internships' Signature _____ Date _____



SUPERVISOR EVALUATION OF LEARNING OBJECTIVES AND LEARNING ACTIVITIES

Please complete the Evaluation of Learning Objectives and Learning Activities Form and return to the Villa Maria College Director of Career Services & Internships.

- The evaluation of student learning objectives should indicate how well the student has performed and the level of achievement attained in relation to the objectives predetermined at the beginning of the internship.
- Comments and a percentage figure should be used to indicate the performance level. Each learning objective and related learning activity is worth ten percent (10%).
- Please be prepared to discuss the evaluation with student intern and the Director of Internships

SUPERVISOR'S EVALUATION OF STUDENT PERFORMANCE

Objective 1.

Objective 2.

Objective 3.

Objective 4.

Objective 5.

Objective 6.

Student's Signature_____ Date _____

Site Supervisor's Signature_____ Date _____

Director of Career Services & Internships' Signature _____ Date _____



INTERNSHIP DISCLOSURE OF INFORMATION FORM

Students enrolled in academic programs at Villa Maria College are entitled to complete requirements of their program with reasonable accommodations for disclosed physical and/or learning disabilities. Accommodations for internships are arranged by the Director of Career Services & Internships, if the student requests as below:

I, _____, request that the Director of Career Services & Internships of the _____ program at Villa Maria College disclose my disability and/or limitations to the Internship Site Supervisor to seek reasonable accommodations. I will inform the Director of Career Services & Internships if there is any change in disability or type of accommodation requested.

The nature and limits of information to be disclosed and requested accommodations are as follows:

(Student Signature)

(Director of Career Services & Internships Signature)

(Date)

Note: A signed copy of this form is to be submitted to the Director of Health and Disability Services.



Internship Accommodation Form

Student Name: _____ Date: _____

Possible Internship Location: _____

Site Supervisor Name: _____

Discussion of accommodations required and Internship Site ability to provide necessary accommodations:

Is this facility able to accommodate student's needs? Yes ☐ No ☐

Director of Career Services & Internships' Signature: _____

Date: _____

Site Supervisor Signature _____ Date: _____

Note: A signed copy of this form is to be submitted to the Director of Health and Disability Services.

Internship Accommodations Procedures

1. Student self-identifies need for accommodations to the Director of Health and Disability Services.
2. Director of Health and Disability Services forwards appropriate notice of need for accommodations to faculty and the Director of Career Services & Internships.
3. The Director of Career Services & Internships schedules a private conference with student to discuss the accommodations as they apply to internship placement and requirements.
- 4.a. If student requests that the Director of Career Services & Internships disclose to the internship site information regarding the nature of his/her disability, and/or type of accommodation needed, the Internship Disclosure of Information Form is completed.

Following completion of the Internship Disclosure of Information Form, the Director of Career Services & Internships contacts potential internship sites and discusses the need for accommodations with the Internship Site Supervisor. The Internship Accommodation Form is completed, and the student is placed at the appropriate internship site.

- 4.b. If the student requests that the Director of Career Services & Internships not disclose information regarding disability and/or accommodations, the internship placement is completed with the Director of Career Services & Internships identifying the most appropriate site using knowledge of needed accommodations and student strengths and challenges.
5. Signed copies of the Internship Disclosure of Information Form and Internship Accommodation Form are submitted to the Director of Health and Disability Services.



240 PINE RIDGE ROAD | BUFFALO, NY 14225
716-896-0700 | VILLA.EDU