



CAZENOVIA COLLEGE

Internship Program *Site Supervisor Handbook*

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Cazenovia College Internship Program Site Supervisor Handbook

Thank you for agreeing to host a Cazenovia College Intern. Our internship hosts contribute to the success of Cazenovia College students by providing hands-on experiences in business and agency settings. Internships are a graduation requirement for most of our students and these experiences are invaluable to students.

By supervising a Cazenovia College student, you join hundreds of professionals who make it possible to continue Cazenovia College's tradition of "Building Futures" by providing experiential opportunities locally, state- and nationwide.

It is our hope that the students will be able to contribute in meaningful ways to your organization. The handbook will explain the Cazenovia College Internship program and offer some tips to you about supervising interns.

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Cazenovia College Internship Program

Requirements

Internships are typically one semester in length and are usually completed as three-credit hour courses and are to be taken in either a **fall, spring** or **summer** semester. The on-site hour requirement/credit hour ratio is **40:1**. So a three-credit course would be **120 hours on site**. This ratio is a minimum requirement and again we urge students to discuss with their site supervisors additional hours and projects to increase their experience and to be of full assistance to the site.

Students are concurrently enrolled in an academic course associated with an internship. Students are graded by the course instructor (at Cazenovia College) and the grades are based on the final evaluation form from the site and the students' academic performance in the internship courses.

The Learning Agreement

This tool is used to help students articulate learning objectives and to provide a framework for students and site supervisors to structure students' time as interns. The students and his/her faculty supervisors will meet to discuss initial goals and objectives. The students will then meet with their site supervisors and finalize the objectives based on the needs of the sites and the students' needs and abilities. This Learning Agreement is designed to ensure all internship parties clearly understand the goals and activities involved.

The students, internship site supervisors and the faculty supervisors responsible for the internships are asked to sign this Learning Agreement to indicate that the goals and objectives are realistic, achievable, and represent a substantive learning experience for student interns.

The students will secure all signatures and hand in final copies of the Learning Agreements to the Faculty and Site Supervisors shortly after the start of the internship.

Contacts and Site Visits

The Faculty Supervisors would like to have opportunities to meet with each student and his/her Site Supervisor at the internship site. You will be contacted by the Faculty Supervisor at the beginning of the internship. A site visit will be scheduled at a mutually convenient time with you, the student and the faculty supervisor sometime after the mid-point of the semester (approximately after 6 weeks). If the site is deemed too far away from the College, a telephone call or Skype may take the place of a site visit. During the site visit, learning objectives will be reviewed and modified (if necessary). Faculty Supervisors may also be interested in touring the site, meeting key members of the department or organization and viewing student work will also be of interest. This is also the time to share the progress of the intern as well as any concerns that you have. Please note that at any time the site can request a site visit or initiate a conversation.

Semester Internship Seminar

As stated previously, internships are completed in conjunction with academic courses through Cazenovia College. The courses/seminars are designed to integrate the practical experiences that the students are participating in through their internships with classroom learning and theoretical study.

Primary goals of Internship Courses/Seminars are to:

- Help students conceptualize the relationship of their studies to the internship experience;
- Help students understand the organizational structures of their internship sites as well as their strategic roles within these structures;
- Provide students with a forum to share and compare internship experiences with fellow students in similar majors.

The internship courses/seminars are led by the faculty members supervising the internship. The faculty members are experienced in the students' academic majors as well as in the types of industries or organizations where the students are interning. During the internship courses/seminars the students will be required to participate in activities such as group conferences and discussions. Each course/seminar will require students to be involved in academic activities such as writing papers, reading materials related to their chosen fields and reflective journal writing.

Evaluations

The Site Supervisor Evaluation Form on students' performances will be sent electronically to all Site Supervisors toward the end of the semesters. Paper copies will also be sent to the sites at the beginning of the internship so that sites can review the types of evaluative questions the College asks. The evaluations assist faculty supervisors in determining academic grades for the students. Students will also be graded on their participation and quality of work in the internship courses/seminars.

The Site Supervisor's Role

- Meets with interns on a regular basis for informal feedback to keep internships moving successfully toward the agreed-upon goals.
 - Throughout internships, site supervisors serve as resources to the students, answering questions and providing direction.
- Contacts faculty coordinators or the Director of Career Services immediately with any concerns that require the College's involvement.
- Completes the Cazenovia College Internship Site Supervisor Final Evaluation Form provided by the College (electronically).
 - Note: Final evaluations should be completed at the end of internships, discussed fully with the students, and returned electronically to Cazenovia College where it will be directly forwarded to the faculty supervisors. The Evaluation Form completion date should be no later than the date discussed with faculty supervisors, upon the completion of internships or by the end of the semester in which the students are enrolled.
- Meets with faculty supervisors during the internships for scheduled site visit/s, to discuss the interns' activities and progress.

The Faculty Supervisor's Role

- Initiates Learning Agreements for the students' internships. The Learning Agreement should incorporate faculty and students expectations and outcomes and the site supervisors' acknowledgement/agreement that the objectives and goals are reasonable given the scope and size of the sites and the abilities of the students.
- Will supervise students through academic internship courses and monitor and maintain professional relationships with the sites on behalf of Cazenovia College.
- Acts as a resource for site supervisors, addressing questions or concerns about students' academic programs, the goals of the placements, the internship process and other details. The Faculty Internship Supervisors serve as site supervisors' primary contact at the College in matters pertinent to the internships.
- Ensures the effectiveness of the placements by being available to discuss mutual concerns of students and sites, through phone calls, site visits, and/or other means of direct communication.
- Faculty Internship Supervisors conduct regular academic courses/seminars to integrate theoretical and practical knowledge.

The Career Services Office/Internship Coordinator's Role

Career Services works in conjunction with faculty, sites, students and the Registrar's Office to ensure that policies and procedures have been followed.

Prior to the start of internships, Career Services sends a confirmation letter and a Liability Agreement which **must be signed and returned before students begin internships**.

Career Services is available to answer questions regarding internship policies and procedures. Your primary contact for regarding the student and on-site issues will be the Faculty Supervisor.

From the Department of Labor

The United States Department of Labor provides a fact sheet with general information regarding internship programs under the Fair Labor Standards Act (FLSA) that can be accessed at:

<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

For additional information, visit their Wage and Hour Division Website: <https://www.dol.gov/whd/> and/or call their toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

Cazenovia College Mission Statement

Founded in 1824, Cazenovia College is a small, independent, coeducational college offering baccalaureate programs in the liberal arts and professional studies. Embracing student success as its primary mission, the College comprises a diverse yet close-knit residential community that fosters intellectual, social, and ethical growth. Our experiential and co-curricular learning opportunities and dedicated team of faculty and staff provide for an individualized educational experience that balances academic and student life. Graduates of Cazenovia College possess the knowledge and skills necessary to become informed and successful participants in the global community.

Throughout its long history, Cazenovia College has been a **community** focused on **learning**, nourished by **diversity**, and strengthened by **integrity**. Our task is to preserve this **tradition** for future generations – providing a range of superior opportunities for personal and professional success in a supportive and rewarding environment.

All members of the Cazenovia College community will jointly share in achieving recognition of Cazenovia as one of the nation's leading independent colleges. The cultural, intellectual, and physical environments of the College; its academic and student life programs; athletic and co-curricular successes; and opportunities developed through its alumni network will form the foundation of an uncommon, uncompromisingly excellent education.

Graduates of Cazenovia College will be empowered by an innovative combination of liberal and professional education. By connecting theory with insights gained from practice, they will be able to solve concrete problems in the world around them. Our alumni will possess the high level abilities - analytical, communicative, practical, and ethical - required for active, responsible participation in both public and private life. With skills that are transferable from discipline to discipline, career to career, and one environment to another, Cazenovia College graduates will possess the abilities to work in their chosen fields as well as fields not yet imagined.

Cazenovia College will create a community of learning that meets the highest expectations. The College will, as a result, be positioned to continue its long tradition of making an active, ongoing contribution to the intellectual and economic success of a diverse democracy in an increasingly interconnected world.

Cazenovia College Code of Professional and Ethical Conduct for Student Interns

You will conduct yourself in a professional manner at all times.

This includes, but is not limited to:

- Reporting for the internship on-time. Maintaining required work schedule.
- Following all rules and policies as required by employer.
- Maintaining strict confidentiality regarding information obtained on any clients, members, customers, patients, employees, and products or services associated with the internship site.
- Using appropriate written and oral communication in all interactions with all supervisors, employees, clients and university staff.
- Observing all established safety rules and avoiding unsafe work practices.
- Demonstrating honesty, cooperation, integrity, courtesy, and a willingness to learn.
- Engaging in positive, ethical, and legal behavior.
- Accept responsibility and accountability for decisions and actions taken while at the internship site.
- Treat all customers, clients, supervisors, and fellow employees with dignity and respect.