



PHILADELPHIA UNIVERSITY

Internship Program, Career Services Center

SITE VISIT PLAN FOR FACULTY INTERNSHIP ADVISORS

Below, please find guidelines for what you may wish to cover during your mid-term site visit and/or phone conversation with your internship students and their supervisors. Please feel free to adapt these points as you see fit or as appropriate to the individual internship site.

STEP 1: MEET WITH STUDENT INTERN INDIVIDUALLY

Points/Topics you may wish to cover:

Internship

- Ask to see what the intern has been doing in the lab or studio, in the field, to see pictures of what has been done or products/work that have been produced.
- Inquire as to whether or not the student has faced any specific challenges and how those were solved (or not). Inquire about any problems or issues that the student is having that requires assistance (all of which may present the student with great learning/talking points for professional development).
- Inquire as to what the intern has learned from the internship so far. (Things specific to the internship as well as “life lessons” - for example, the first impressions of working in an office, having to collaborate in a professional setting with others on projects, etc., as well as academic lessons – how does this internship relate (if at all) to his/her degree and classroom experiences?)
- How has the intern progressed toward achieving the Learning Objectives skills outlined at the beginning of the course? Has there been development made in each of the 5 professional skills? What responsibilities has the intern carried out to support this development?

Work Site

- Find out about how the office functions, and if the student enjoys working there. Would the student consider continuing to work there in the future, or in a similar setting? If yes, why? If not, why not?
- Does the student feel he/she would recommend the internship site for other/future students? Why or why not?

Supervisor/Mentor Relationship

- How are things going between the intern and the supervisor/mentor?
- Is the supervisor/mentor available when needed to help the intern?
- Has the intern had the opportunity to contribute to any other projects or with any other areas of the company? Are there other people in the office that are helping mentor the intern? What are their roles within the office?

Assignments

- How is the student progressing on his/her academic assignments in relation to the internship?
- Talk over the remaining timeline for the internship (in relation to the intern completing assignments within the appropriate timeframe).

STEP 2: MEET WITH SUPERVISOR/MENTOR INDIVIDUALLY

Points/Topics you may wish to cover:

Work Site

- What projects is the mentor working on? Has the student had the opportunity to contribute to those projects?

Internship

- How is the intern doing? How has the student adapted to the work environment?
- Has the mentor noticed any challenges for the intern? How has the mentor worked to help the intern overcome these challenges?
- Have there been any problems or concerns? How might the university (faculty, the Career Services Center) help to address these issues?
- How is the intern doing with regards to the Learning Objectives assignment? Has there been measurable progress towards developing the highlighted skills sets identified as areas for improvement at the beginning of the internship?

Intern Relationship

- How is the mentor feeling about the relationship with his/her intern(s)?
- Does the mentor feel that he/she is able to provide adequate supervision and guidance?

STEP 3: JOINT MEETING

An open discussion about the internship with both the intern and the supervisor/mentor present should give you the opportunity to compare notes from your discussions with each party, as well as ensure that everyone is comfortable as to how the internship is going overall, and what is left to accomplish during the remainder of the internship. This time may also be used to address any problems, challenges, questions or concerns that may have come up in your individual discussions and allow the three of you to work towards agreeable resolutions.

Points/Topics you may wish to cover:

- Have the intern give an update on the progress of the internship.
- Have the intern go through all the things they have left to do during the remainder of the internship (so that everyone is aware of what still needs to be accomplished).
- If there are any challenges, problems, concerns or questions that the intern, or mentor, has mentioned, if appropriate contribute to a discussion of the resolution of these concerns.

ADDITIONAL NOTES FOR FACULTY INTERNSHIP ADVISORS

EVALUATION PROCESS AT THE END OF THE TERM

Please also be sure to remind the student and supervisor of the end-of-term evaluation process – and the importance of submitting the evaluation to the school in a timely fashion. Evaluations are completely web-based, and a link to the student-specific evaluation webpage will be sent to the supervisor from the Career Services Center. Through collaboration with the Office of Institutional Research, the Career Services Center utilizes an evaluation reporting system by which a PDF version of a completed evaluation can be emailed to you immediately upon receipt, or printed and sent to your campus mailbox prior to the deadline for submitting grades. Should you have a preference on how evaluations are sent to you, please contact the Career Services Center with instruction.

REGARDING YOUR EXPENSES INCURRED DURING SITE VISITS

Please be sure to contact Career Services in advance of your site visit travel with an estimated cost of travel for approval. This will ensure that Career Services is able to reserve appropriate funding for your reimbursement and take into consideration the travel expenditures for *all* faculty internship advisors where appropriate. For nominal (under \$40) expenses, such as those incurred during regional site visits, please use the University's Expense Report Form after incurring expenses; this form can also be found in the public folders. If you have any questions on the Travel and Business Expense Reimbursement Policy for these visits, please contact the Career Services Center. Thank you!