

Effective Internship Site Visits: Maximizing Your Time and Relationships

Students

Meet with student separately; share concerns; see projects, works in progress. Address problems and issues. Brainstorm solutions.

Learning Goals and Objectives:

- Review student's learning objectives. How has the student progressed toward goals?
- Discuss specific knowledge, technical skills, academic and life lessons learned; how does work complement courses?
- Has the student had ample time to meet learning objectives? Will the student be able to meet learning objectives by the end of the internship?

Student in the Workplace:

- Did the student receive sufficient orientation and training?
- What is the student's role on the team? In the department? In the company/organization?
- Does the student feel that the supervisor is accessible or available when needed?
- How does the student evaluate the employer? The workplace? Are there challenges in meeting the organization's mission? Is the student interested in working for this organization in the future? Would the student recommend this site to future interns?

Overall Experience:

- What has surprised the student most about the work experience or organization? What about the student personally?
- Has this experience affected the student's academic or career goals? If so, how?

Employers

Get to know the site supervisor and the organization, its work and its values. Tour the facility, meet the student's co-workers and observe the work conditions. What resources are provided for the student?

Work Progress and Expectations:

- State/clarify student's work/project and learning goals.
- Discuss student's progress.
- Identify student's successes. What strengths has the student brought to the internship that have benefitted the organization?
- Address issues if work is not meeting student's or school's expectations.

- Is the student's work meeting the employer's expectations? Could the student have been better prepared by the university? What about the academic department?
- What are some of the skills important in the work the student is performing?

Overall Experience:

- Discuss any challenges and brainstorm solutions. Are there ways to improve the internship program?
- What kind of positions does the employer anticipate offering in the future?

