Responsibilities – Internship Parties

STUDENT RESPONSIBILITIES

• Find, apply for and secure a suitable internship position;
• Work with the Faculty Supervisor and Site Supervisor to prepare a Student Learning Plan (SLP) for the internship, including objectives, tasks and assignments;
• Adhere to all personnel rules, regulations and any other standard requirements of the host organization, including regular and punctual reporting to the internship site;
• Adhere to the Pima Community College Student Code of Conduct throughout the internship, including all time worked at the internship site;
• Perform assigned tasks to the best ability and to the satisfaction of the Site Supervisor.

EMPLOYER RESPONSIBILITIES

• Interview and accept student for the internship;
• Assist, with the Faculty Supervisor, in the development, implementation and achievement of the Student Learning Plan (SLP);
• Make explicit arrangements directly with the student concerning expectations, hours, duties and overall goals;
• Provide a Site Supervisor to be responsible for orienting the student to the agency and its culture, utilizing the student to the student’s fullest capacity, assigning challenging tasks whenever possible, and allowing the student to utilize professional skills and judgement in making decisions;
• Make available equipment, supplies and space necessary for the student to perform duties at no cost;
• Provide a safe working environment for the student to complete necessary work functions;
• Evaluate the performance of the student on a continuing basis and meet with the student periodically regarding progress;
• Notify the Faculty Supervisor of any dissatisfaction with a student’s work, personality, or other problems that may arise on the job;
• Notify the Internship Office, in advance, if termination is necessary;
• Allow a prearranged site visit with the student and Site Supervisor.

FACULTY SUPERVISOR RESPONSIBILITIES

• Determine student suitability for the internship;
• Communicate with Site Supervisors about learning goals and objectives prior to the beginning of internship work;
• Meet with the student to establish measurable internship outcomes, learning goals and objectives in the Student Learning Plan (SLP);
• Maintain regular contact with Site Supervisors and student interns;
• Receive and review reporting from Site Supervisors, including weekly reporting of hours worked and evaluations of the student to ensure internship is progressing as planned or corrective measures are taken;
• Receive and review academic assignments from the student as required by the SLP;
• Evaluate all internship experiences in consultation with Site Supervisors.

INTERNSHIP OFFICE RESPONSIBILITIES

• Collect and maintain internship documents and Student Learning Plans (SLP) for all academic departments conducting internship courses;
• Coordinate with the Faculty Supervisor and Departmental Internship Coordinator;
• Coordinate internships and offer administrative support to Faculty Supervisor, Site Supervisor and Employer;
• Help each Faculty Supervisor and Site Supervisor with problem student or internships upon request.