

# Responsibilities and Suggestions for the Agency

## Agency Responsibilities:

We hope you will sit down with the intern at the beginning of the internship to establish open communication that will continue throughout the internship.

## Suggestions for Agency Supervisors:

- 1) Prepare the staff for the arrival of the intern, and present the intern to the agency staff as a co-worker and in a manner to insure his/her professional status.
- 2) At the beginning of the internship experience, work out a list of written objectives and/or activities with the intern.
- 3) Present the intern with an overview of the agencies purposes, policies, administration, programs, and facilities, and orient the intern to both the agency and the community. The intern should be informed of regulations with which he/she must abide. Discuss policies and procedures for:
  - time schedule
  - transportation or mileage reimbursement
  - phone use / completion of office forms
  - parking permits and/or identification name tags
  - other appropriate concerns of the agency
- 4) Have the intern observe a cross section of activities in which you normally participate. Please do not allow observations to be the primary activity.
- 5) As soon as possible, phase the intern into doing things on his/her own. Treat the intern as a staff member that you would give assignments to and expect him/her to plan, implement, and evaluate. Give the student significant and real problems, not busy work. Try to use interns interests and talents as much as practical.
- 6) Establish open channels of communication where programs and issues can be discussed fully. Weekly conferences to provide two-way feedback are recommended. If problems arise that are not "worked out" with the intern, contact the FHSU faculty supervisor for assistance.
- 7) At the end of the experience, complete the required evaluation form promptly and **submit it to the FHSU faculty supervisor**. Feel free to submit supplementary reports if appropriate. Students should provide you with internship faculty advisor's email address.
- 8) Encourage and allow the intern to attend professional conferences and/or intern seminars during the internship.