

ORIENTATION & SUPERVISION

STUDENT ORIENTATION

Providing an orientation and training period for interns serves to maximize the value of the experience, both for the student and for the organization. The most important part of the orientation is to develop an understanding of the objectives of the job and the setting in which these objectives are to take place. It also is important to establish with the student a schedule that includes time for consultation and deadlines for completing specific on-site objectives. The schedule may be revised from time to time, but no project should begin without a preliminary schedule.

THE FOLLOWING ARE ADDITIONAL SUGGESTIONS FOR ORIENTING THE STUDENT:

- Give a tour of the office and introduce him or her to the people with whom he or she will be working. Share with these people the student's role, assignments and schedule. If possible, share with the student the job responsibilities of co-workers.
- Explain the goals, functions, services and procedures of the agency or department and its relationship to the larger organization or profession. Go over an organizational chart if one is available.
- Introduce the student to websites, brochures, manuals, reports, and journals pertinent to the organization, professional field, or on-site intern assignments.
- Clarify what is expected of the student with respect to deadlines, dress, quality of work, degree of independence, and confidentiality of certain information.
- Discuss the specific projects or tasks on which the student will work. Explain how these projects fit into the larger goals of the organization.
- Determine the student's work schedule. Make the necessary physical arrangements for work space.

SUPERVISION OF THE STUDENT

Ongoing supervision of the student is critical to the success of the student! Students should be reminded that what they are doing is of importance and is to be measured on the basis of usefulness and quality as well as in terms of personal growth.

THE FOLLOWING ARE ADDITIONAL SUGGESTIONS FOR SUPERVISION:

- Schedule a regular meeting time (preferably weekly) with the student to go over questions, give assignments, evaluate work, and to look at how the job or work might be improved.
- Give the student an opportunity to attend staff, committee, public or legislative meetings, when possible.
- Explain to the student how you make decisions, develop alternative solutions and arrive at your conclusion.
- Identify the key individuals to whom the student can turn for assistance with specific questions or tasks.
- Evaluate the student's performance with a mid-semester review and end-of-semester evaluation.