

## Internship Site Supervisor Responsibilities

This document provides an outline of the expectations for you as a site supervisor and those for the other roles involved with the internship.

### Internship Site Supervisor Responsibilities:

- Ensure that your intern understands expectations around projects/duties/deliverables, communication, timesheet approval, schedule, etc.
- Meet with your intern regularly to assess progress on goals and projects, address any concerns, and answer any questions.
- Complete two evaluations, a mid-term and final evaluation. You will receive a link to these evaluations from Handshake ([handshake@notifications.joinhandshake.com](mailto:handshake@notifications.joinhandshake.com))
- Approve time for the intern at least once at mid-term and once at the end of the internship or according to their faculty advisor's preferences and organizational policies.
- The faculty advisor may reach out to you for a check-in on student progress/performance at midterm and/or end of the semester.

### Intern responsibilities are as follows:

- Perform responsibilities and assignments as agreed upon in the Handshake Internship Request Form.
- Track time worked based on their faculty advisor's preferences.

### St. Catherine University Career Development:

- Ensures student's internship details are documented, and student is registered for course credit.
- Sends reminders throughout the semester to each role as needed.
- Answering any additional questions or concerns [@internships@stkate.edu](mailto:@internships@stkate.edu).