Information for Internship Supervisors

Internship Quick Reference: Expansion of Classroom & Academic Preparation in the Real World
University College—Northern Arizona University

If you are new to the university and a student approaches you for help with an internship/field work experience you can choose to be their Internship Supervisor. This summary of the more detailed information for Internship Supervisors from the Internship Handbook is a simplified process and overview to what you need to know and steps that need to be taken. There is no set protocol for working with student interns other than determining and creating components of experiential learning that are related to the organization’s needs and directly influence the student’s career goals and marketability for post graduation opportunities. The upholding of all safety and university policies is also a requirement. Full policies and information are available within the sectioned handbook.

Characteristics of an internship include, but are not limited to:

• A typical for credit experience usually last 3 months or the duration of a semester.
• Internships may be part of an educational program, providing careful monitoring and evaluation for academic credit.
• An important element that distinguishes an internship from a short-term job or volunteer work is that an intentional “learning agenda” is structured into the experience.
• Learning activities common to most internships include learning objectives, observation, reflection, evaluation, and assessment.
• An effort is made to establish a reasonable balance between the interns learning goals and the specific work an organization needs done.
• Internships promote academic, career and/or personal development.

How To:

• Planning: Have a conversation with the student that covers these topics:
  o Ensure the student has a clear understanding of committing to an internship.
  o The student is researching potential internships that will provide a distinct learning experience in relation to their own program of study.
  o The correct forms are in use and completed appropriately.

  o Create a document of expectations, syllabus, or an outline that provides:
    ▪ When students will check in with you as their faculty of study.
      ▪ Determine a regular weekly meeting schedule.
      ▪ Create/set up a calendar for important dates, due dates, etc.
      ▪ Create or define the goals of the proposed internship.
    ▪ Develop any assignments that are to be completed by the student during the internship duration.
    ▪ Exchange contact information.
• Complete all the necessary paperwork with the appropriate signatures: These documents evidence the nature of the course work and goals therein and serve as record for the experiential learning commitment. These forms are available at the UC internship webpage. http://www.nau.edu/University-College/Student-Resources/Internships/

  o 1) “Affiliate Agreement”—Required unless currently on file. This agreement is mandatory if one is not currently on file for the facility hosting the intern.

  o 2) “Undergraduate Request for Field Work Experience”—Required for the Scheduler of Classes (SOC) to create the course section in LOUIE.

  o 3) “Internship Learning Agreement”—Optional to help in formulating goals, best outcomes, and assignments.

  o 4) “Student Intern Performance Evaluation”—Required. This evaluation helps both the student and university understand areas that meet expectations and those that need improvement. The evaluation can be done periodically; can be completed at midterm and/or at finals. It can be modified as necessary, but the completion of at least one per term is required.

  o 5) Upon completion of the internship: “Student Intern Self Evaluation”—Required. Reflection is an important part of growth. Student interns must complete this evaluation for their own records and for supervisors to make changes needed in order to create a stronger program. It is to be completed by the last week of the internship and returned to the Internship Supervisor.

  o Forms and Evaluation templates can be found at the UC internships webpage. http://www.nau.edu/University-College/Student-Resources/Internships/

  o The following link provides information regarding internships for credit at NAU, and links to main contact information to colleges and programs across campus. http://nau.edu/University-College/University-Advising/Internship-Advisors/

Course Creation:
• Your department should have a “Field Work Experience” course in the catalog. Internship and Field Work course numbers are 208 and 408, and carry a department prefix. Example: UC 408, HIS 408, etc.


  o 208 is 1-6 units and carries this course description: “Supervised field experience in an appropriate organization for students who have a limited background in a
discipline. Pass-Fail only. May be repeated for up to 12 units of credit. Prerequisite: Permission of the supervising department or college is required.”

- 408 is 1-12 units and carries this course description: “Individualized supervised field experience in an appropriate agency or organization. Pass-Fail only. May be repeated for up to 12 units of credit. Fee required.”

- Coordinate the course and section number of 208 or 408 with your department’s Scheduler of Classes. The Scheduler of Classes needs the “Undergraduate Request for Field Work Experience” in order to build the course in LOUIE.

- Direct the student to the Scheduler of Classes to obtain a permission number for enrolling in 208 or 408 for the semester of study. When enrolling, students will need to select the number of credits since both 208 and 408 have a variable of units available. If the student needs help with this, they can talk to the SOC or the Registrar’s Office.

* If your department does not have a 208 or 408 course, work with the department chair and/or department curriculum committee to have the course added.

Campus Contact Points for Internship Opportunities—this imaged link will take you to a map that you can find main offices for information.