



SBS Intern Corps and Academic Department Responsibilities

The Civic Service Institute at NAU is hosting a new model of internships for students in the school of Social and Behavioral Sciences. Undergrad students will be selected in a competitive application process and matched with organizations who are ready to mentor an intern. Interns will be provided with a pre-service orientation, ongoing professional development, trainings, and site visits to help prepare them or the demands of the workplace.

The Civic Service Institute at NAU will also provide tools and supervision for ongoing support to both the intern and to you as the academic department.

Purpose: To ensure active, consistent and supportive supervision of each Intern Corps Member.

The Civic Service Institute will:

- 1) Provide orientation and training to intern and site mentors.
- 2) Assistance in the application and position description process with internship site.
- 3) Post all internship openings on Handshake.
- 4) Recruit new internship sites.
- 5) Collect fees from internship sites and process the intern in the system.
- 6) Promoting the position and agency within the College of Social and Behavioral Sciences and Communications to the undergrad student population.
- 7) Provide initial screening and interviewing of prospective Interns for agencies.
- 8) Present agencies a short list of qualified Interns for their program needs.
- 9) Orientate the Intern to the program and to their intern site.
- 10) Monitor the Interns progress and report back to their academic advisors.
- 11) Enroll the intern in a timesheet.
- 12) Assist with mediation when needed.
- 13) Prepare monthly in-service trainings and professional development.
- 14) Facilitate an end of term recognition.
- 15) Completion of the NAU Universal Affiliation Agreement.
- 16) Perform two intern site visits throughout the intern's term.
- 17) Provide monthly professional development.
- 18) Assist SBS Intern Corps Members in development of education and work related goals, as necessary.
- 19) Contact Internship department head with concerns, questions, and update on the progress of Member(s) throughout the term.
- 20) Review and sign all time sheets affirming hours of service.

Academic Offices will:

1. Refer students to the SBS Intern Corps program.
2. The individual academic department will track all academic assignments.
3. Will agree to meet with SBS Intern Corps coordinator for regular updates regarding interns.

The above requirements will ensure quality supervision of each SBS Intern Corps Member.