

School of International Affairs

The Pennsylvania State University

INTAF 595: Internship

Site Supervisor Guidelines

An academic internship is an approved and monitored work experience, related to an academic field of study and meets specific learning goals. The internship should offer multiple opportunities to link classroom learning to workplace experience. In addition, the intern's work should make a useful contribution to the sponsoring organization and include a variety of tasks to maximize the scope of the intern's academic background, as well as professional and organizational experience.

The internship description should include challenging but realistic tasks that the intern can accomplish within the agreed upon length of the internship, and the outcomes that are expected. The internship experience should illustrate how the work relates to the overall efforts of the department or organization and should provide opportunities for increasing responsibility. The overall objective of the School of International Affairs Internship Program is to enhance the student's educational program by providing supervised practical training that is related to the student's professional interests and career goals.

What are the components of a School of International Affairs internship?

- Meaningful pre-professional learning experiences.
- Academic assignments that may include, for example, an integrative paper, oral presentation(s), job-related project(s) and/or reflective journal that helps the student integrate learning in the work setting.
- Supervision by a professional at the internship site.
- The student can work at the internship site part-time or full-time, but no less than 10 hours of work per week for the required 3 credits (minimum of 150 hours over the course of the term for the three credits).

What are the responsibilities of the site supervisor?

- Arrange for professional training/experiences that relate to the efforts and objectives of the department/organization.
- Supervise and communicate often with the intern about his/her performance.
- Provide the intern with an opportunity to learn about the profession/career on a day-to-day basis.
- Ensure there is on-going interaction between the intern and organization personnel.
- Ensure the intern has resources necessary to succeed in his/her internship.
- Meet the student at the completion of his/her internship and conduct a review and provide evaluative feedback. Please note, if you do not have an evaluation form available, an SIA intern evaluation form is available for your use – please contact the Director of Career Services and the form will be provided to you.
- Complete and submit a written final evaluation of the intern to the Office of Career Services.
- Maintain communication through the internship with designated university contact(s) for periodic feedback and/or in the event of any special concern.

***At your earliest convenience, please submit the completed evaluation to
Grant Littke, Director of Career Services,
122B Lewis Katz Building, University Park, PA 16802
e-mail: careers@sia.psu.edu phone: (814) 865-3809***