

# WOU COMMUNITY INTERNSHIP PROGRAM (WOU CiP)

## PROCESS AND EXPECTATIONS

### PROCESS:

#### 1. WOU CiP Proposal to Approve Internship

For an internship to be accepted into WOU CiP, supervisors must submit a proposal for review by the WOU CiP advisory committee. The proposal must indicate the purpose of the internship, learning objectives and activities, roles and responsibilities, and experience and qualifications desired.

Submit a Proposal online at: <http://www.wou.edu/slcd/faculty-staff/wou-cip/proposal/>

#### 2. Recruitment

If the proposal is approved, the Service Learning and Career Development (SLCD) office compiles the submitted information into an internship position description and posts the job announcement to WolfLink. SLCD handles the initial hiring process, including all application management, orientations, and screening interviews.

SLCD refers top applicants to supervisors for final interviews. Supervisors are expected to notify SLCD and all students they interviewed of their hiring choice.

#### 3. Payroll & Timesheets

WOU CiP interns are paid \$10 an hour from student worker funds and are held to the same policies and procedures as a student employee of Western Oregon University. Timesheets must be submitted electronically by the supervisor to SLCD by 5pm on the 10<sup>th</sup> of each month.

#### 5. Internship Goal Development Agreement

Interns and supervisors collaboratively complete an internship goal development agreement at the beginning of the term to determine goals, objectives, and timelines for the entire internship experience, which is reviewed and approved by SLCD.

*\*Interns will have practiced SMART Goal setting at the orientation during the hiring process.*

#### 6. Internship Management and Mid-Term Performance Review

Throughout the duration of the internship, supervisors and interns are expected to meet at least once a week for regular check-ins. A mid-term performance review is to be completed between the supervisor and the intern to discuss internship progress.

Interns are required to meet during Week 6 with SLCD to review the mid-term evaluation and discuss skills-development, project work load, and identify opportunities for continued growth.

## **7. Final Performance Evaluation**

Supervisors are required to complete a final performance evaluation of the intern. Interns have the option to meet with SLCD staff to discuss their evaluations. SLCD is available to help interns reflect on their internship experience and articulate their accomplishments on their resumes and in interviews.

### **EXPECTATIONS:**

#### **Expectations of Supervisors**

- 1) Work with students to develop goals and objectives to be completed during the internship. Consultation will be provided by SLCD staff.
- 2) Evaluate students' performance during mid-term reviews and at the end of the internship. Submit evaluations to SLCD.
- 3) Provide a work environment that allows students the opportunity to gain experience relevant to their major field of study and career interests.
- 4) Supply a safe work environment for students and inform the student and University of any possible unsafe conditions.
- 5) Present both students and SLCD with policies and operational procedures that the student is expected to follow during the course of the internship.
- 6) Notify SLCD of any poor work performance or problems.

#### **Expectation of Students**

- 1) Work on the days and times agreed upon with supervisors.
- 2) Follow the regulations and dress code of the office.
- 3) Maintain confidentiality of organization in which internship takes place.
- 4) Notify supervisor of planned absences before internship takes place.
- 5) Notify SLCD should any problems arise during the course of the internship.
- 6) Complete a mid-term review and final performance evaluation
- 7) Meet with SLCD during Week 6 to discuss the completed mid-term performance review.
- 8) Complete assignments, tasks, and final project associated with internship experience.

#### **Expectation of Service Learning & Career Development**

- 1) Participate in planning and evaluation regarding learning activities by jointly deciding on objectives with student and supervisor.
- 2) Provide supervisors with student evaluation forms.
- 3) Notify students of obligations and monitor students' compliance during the course of the internship.
- 4) Conduct intermittent individual contacts with students during internships to review student progress and professional growth.
- 5) Provide ongoing consultation and communication with supervisors.