



Internship Supervisor Job Aid

Welcome and Thank You!

Thank you for being an Internship Supervisor and supporting our students' career readiness. As an Internship Supervisor, you play a vital role in guiding and mentoring high school students during their internship experience. Your dedication and support will contribute to their professional growth and readiness for future career endeavors. In this role, you have the opportunity to shape their learning journey, provide valuable feedback, and help them develop essential skills. This brief guide outlines key responsibilities to help you effectively fulfill your role as an Internship Supervisor. By following these guidelines, you can create a positive and enriching experience for the student interns under your guidance.

Our Mission

Our mission is to design new models for educational success and raise academic achievement for all learners.

We offer 9-12th grade students the opportunity to complete a practicum experience and earn high school internship credit up to 1 credit, .5 credit per semester.

Ref: [Internship Handbook](#)

Internship Supervisor Responsibilities

- Meet with the Intern before their workplace start date and ensure all required documents are signed.
 - The student, guided by their Internship Course Instructor, will provide the necessary documents to the Internship Supervisor for signing.
 - Ensure that all required paperwork, such as agreements and consent forms, are completed accurately and in a timely manner.
- Collaborate with the student to create a work schedule.
 - Work together with the student intern to establish a clear and feasible schedule for their internship.
 - Take into consideration any school or extracurricular commitments the student may have, and strive to create a balance between their internship responsibilities and other obligations.
- Review the Handbook and complete the Supervisor/Mentor Agreement.
 - Familiarize yourself with the [Internship Handbook](#) provided by the school.
 - Complete the Supervisor/Mentor Agreement, outlining your responsibilities as a supervisor and mentor to the student intern.

- Reach out to the Network College & Career/Internship Coordinator Felecia.Oneal@asu.edu for any questions or concerns.
- Communicate with your HR department to officially recognize the Student Intern's role in your organization (if applicable).
 - If required by your organization's policies, communicate with your HR department to ensure that the Student Intern is officially recognized as part of your team.
 - Clarify the necessary procedures or paperwork needed to comply with your organization's guidelines.
- Observe the Student Intern's work and provide appropriate learning opportunities.
 - Observe and monitor the student intern's progress and work performance throughout the internship.
 - Provide constructive feedback and guidance to help them improve their skills and achieve their learning objectives.
- Conduct mid-term and final evaluations to assess their progress and offer constructive feedback.
 - Conduct mid-term and final evaluations to evaluate the student intern's performance and progress. You may use your own or [the Quick Scaling Performance Evaluation in the Internship Handbook](#).
 - Provide feedback that highlights their strengths and areas for improvement, offering guidance to help them further develop their skills and knowledge.
- Support the student in reflecting on their internship experience and future career aspirations.
 - Engage in discussions with the student about their internship experience and help them reflect on what they have learned.
 - Support their exploration of potential career pathways and provide guidance on relevant college majors or further educational opportunities.

Creating a Job Description

Crafting a well-defined job description is crucial in attracting the right candidates and setting clear expectations for high school interns. A comprehensive job description not only outlines the responsibilities and requirements of the internship position but also highlights the valuable learning opportunities it offers. By providing students with a clear understanding of what the internship entails, you can attract motivated individuals who are aligned with the goals of the position. This section provides guidance on the essential elements to include in a job description to ensure both students and supervisors have a clear understanding of the internship's purpose and expectations.

Location:

- Specify if the internship is in-person, virtual, or hybrid.
 - Example 1: "Virtual Social Media Internship: Manage social media platforms and create engaging content remotely."
 - Example 2: "In-Person Event Planning Internship: Assist in planning and executing local events in our community."

Number of Internship Hours:

- Indicate the expected hours (e.g., 10, 30, or 60+), including independent work.

- Example 1: "30-Hour Graphic Design Internship: Design graphics for promotional materials and social media campaigns."
- Example 2: "10-Hour Research Internship: Conduct research and assist in data analysis for ongoing projects."

Title of Internship Position:

- o Use a specific and meaningful title that students can proudly include on their resume.
 - Example 1: "Social Media Marketing Intern: Create compelling content to enhance brand presence on social platforms."
 - Example 2: "Environmental Science Research Intern: Assist in collecting and analyzing data to support environmental research."

Job Purpose:

- o Clearly state what the student will learn during the internship, including soft and hard skills.
- o Mention relevant industry categories and discuss possible career pathways.
 - Example 1: "Digital Marketing Internship: Gain skills in content creation, social media management, and digital analytics."
 - Example 2: "STEM Research Internship: Develop critical thinking and data analysis skills in the field of environmental science."

Job Responsibilities:

- o Provide an overview of the tasks and responsibilities the student will undertake.
 - Example 1: "Assist in creating social media content, scheduling posts, and monitoring engagement metrics."
 - Example 2: "Conduct data collection, assist in lab experiments, and contribute to research reports."

How do students apply:

- o Describe the application process, including any provided links or email instructions.
 - Example 1: "Interested students should submit their resume and a brief statement of interest to highschoolinternships.com."
 - Example 2: "To apply, students should email their cover letter and a recommendation letter from a teacher to ta@school.edu."
- o Mention if interviews will be conducted for the selection process.

Date to start accepting applications:

- o Specify the start and (if applicable, otherwise state open) end date for accepting student applications.
- o If offering only 10 internship hours per student, indicate how often within a semester you accept applications.
 - Example 1: "Applications will be accepted from September 1st to September 15th."

- Example 2: "We accept applications on a rolling basis throughout the semester for 10-hour internships."

Summary of Instructions for Internship Supervisors

1. Meet with the Intern before their workplace start date and ensure all required documents are signed. Collect and review the necessary paperwork provided by the student intern and ensure all required documents are signed and completed accurately.
2. Collaborate with the student to create a work schedule. Work together with the student intern to establish a feasible and balanced work schedule, considering their other commitments and obligations.
3. Review the Handbook and complete the Supervisor/Mentor Agreement. Familiarize yourself with the [Internship Handbook](#) provided by the school and complete the Supervisor/Mentor Agreement, outlining your responsibilities as a supervisor and mentor.
4. Communicate with your HR department to officially recognize the Student Intern's role (if applicable). If required by your organization, reach out to your Human Resources department to ensure the student intern is officially recognized and authorized to work within your organization.
5. Observe the Student Intern's work and provide learning opportunities. Monitor the student intern's progress and provide guidance, feedback, and appropriate learning opportunities to enhance their skills and knowledge.
6. Conduct mid-term and final evaluations. Provide performance evaluations at mid-term and the end of the internship to assess the student intern's progress, provide constructive feedback, and offer guidance for improvement.
7. Support the student in reflecting on their internship experience and future career aspirations. Engage in discussions with the student intern, encouraging them to reflect on their internship experience and explore potential career paths and relevant college majors.

By following these instructions, you will effectively fulfill your role as an Internship Supervisor, making a meaningful contribution to the professional growth and readiness of high school interns. Your guidance and support will have a lasting impact on their future endeavors, setting them on a path towards success. Thank you for your commitment and dedication to the development of our students.

For more information, please contact Felecia O'Neal at felecia.oneal@asu.edu.