



Business Internship Site Supervisor Information

Adams State College

School of Business

Thank you for your interest in providing a workplace learning opportunity for Adams State College students. This information is provided to potential employers of student interns.

Site Supervisor Responsibilities

The Site Supervisor is a professional person who assumes responsibility, usually on voluntary basis, to work with a student intern. She or he has the obligation to do the following:

1. Interview and provide the student with a job description outlining the scope and goals of the internship, the student's duties, hourly requirements, and the skills necessary for the tasks associated with the internship. The job description should include a brief outline of any specific projects or special assignments associated with the internship. Assist the student to develop learning objectives for the semester's work and for the final evaluation.
2. Sign the Academic Contract Form and attach the job description and learning objectives.
3. Meet with the intern on a regular basis, providing immediate feedback to the student so she or he knows when the work is satisfactory or unsatisfactory.
4. Inform the student intern of any required safety standards, health and/or safety hazards, statements of confidentiality, the proprietary nature of the information and data, special organization rules, and legal requirements. (It is best to do this in writing, confer with the faculty coordinator and student intern, and then have the student sign the documents.)
5. Coordinate and communicate with the faculty coordinator about the student's progress.
6. Complete an evaluation of the intern at the end of the semester in a timely manner.

Note: Neither parents nor relatives may serve as a site supervisor for an intern. If a student is placed in a business or organization where a parent or other relative is employed, the student must be placed under direct supervision of another employee preferably not in the office or department. The student is not allowed to do an internship in businesses or agencies operated by a parent.

The following information is provided to explain the student internship final evaluation form (which follows).

Secretary's Commission on Achieving Necessary Skills (SCANS) Competencies

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor in 1991 to determine the skills needed to succeed in the world of work. The Commission's fundamental purpose is to encourage a high-performance economy characterized by high-skill, high-wage employment.

SCANS has focused on one important aspect of schooling: "learning a living." In 1991, the Commission issued their initial report, *What Work Requires of Schools*. As outlined in that report, a high-performance workplace requires workers who have a solid foundation in the basic literacy and computational skills, in the thinking skills necessary to put knowledge to work, and in the personal qualities that make workers dedicated and trustworthy.

High-performance workplaces also require other competencies: the ability to manage resources, to work amicably and productively with others, to acquire and use information, to master complex systems, and to work with a variety of technologies.

The list on the following page outlines the Foundation Skills and Workplace Competencies that Internship students are expected to master.

SECRETARY'S COMMISSION ON ACQUIRING NECESSARY SKILLS (SCANS)

Foundation Skills

Basic Skills

Reading - Finding, reading, and using written information
Writing - Sending messages in writing
Arithmetic - Using whole numbers
Mathematics - Solving problems with numbers
Listening - Hearing and understanding others
Speaking - Sending messages in words

Thinking Skills

Creative Thinking - Developing new ideas
Decision Making - Making good choices
Problem Solving - Fixing something
Visualizing - Thinking about what will be
Learning - Knowing how to learn
Reasoning - Thinking about a problem

Personal Qualities

Responsibility - Doing what is expected of you
Self-Esteem - Believing in yourself
Sociability - Showing others you care about them
Self-Management - Being responsible for yourself
Honesty/Integrity - Being truthful

Workplace Competencies

Managing Resources

Managing time
Managing money
Managing things and space
Managing others

Managing Information

Locating information
Organizing information
Sharing information with others
Managing information with computers

Interpersonal Skills

Team member - Caring about your team
Teacher - Sharing what you know
Service - Helping others
Leadership - Leading others
Negotiation - Finding a way to agree
Diversity - Respecting differences

Working with Technology

Knowing technology
Using technology
Making technology work better

Adams State College Internship Program

School of Business

Evaluation of Student Intern

Student's name _____

Company's name _____

Hours completed in
the workplace _____

Superior
Above Average
Competent
Needs Improvement
Unsatisfactory

Basic Skills

(reading, writing, arithmetic, listening, speaking)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Thinking Skills

(creative thinking, critical thinking, decision-making, problem-solving, judgment)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Personal Skills

(professional demeanor, responsibility, sociability, self-management)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Work Skills

(pertinent to the work tasks and academic study of the intern)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: _____

Supervisor's signature

Date

Instructor's signature

Date

Adams State College Internship Program

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Employer Workplace Learning Summary

1. Do you feel your intern/student was adequately prepared to work at your company? Did he/she come prepared with relevant foundation coursework from Adams State College? If not, what additional courses might you suggest?

2. Now that this internship has concluded, do you feel that your expectations were met? Please describe.

3. Please provide any suggestions you may have for improving this internship program.

Name: _____ Signature: _____

Company _____