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  

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<th></th>
<th>Superior</th>
<th>Above Average</th>
<th>Competent</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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Comments:  

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Supervisor’s signature  

Date  

Instructor’s signature  

Date
Adams State College Internship Program
School of Business
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?

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

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

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Name: ___________________________ Signature: ___________________________

Company: ___________________________________________________________