



Guidelines for Field Supervisors of Evergreen Student Interns

Evergreen Students seek opportunities in community settings in order to learn about current efforts to meet community need, build specific skills, better understand organizations and systems, and make connections for mentorship from practitioners in the field. Organizations may have opportunities for volunteers, for interns working independently, or for interns who are part of an academic program. To make sure the internship is a rich learning experience for students while also offering a valuable contribution to a local organization, the Center for Community Based Learning and Action suggests the following guidelines for organizations hosting students:

Finding a Good Fit

- Have a goal to provide the student with a meaningful experience.
- Make sure your organization has a contact person who can dedicate time to meet regularly with the student (and if it's an internship, is prepared to submit an evaluation for credit.)
- Have an application process for volunteers or interns.
- Invest in an interview that helps your organization understand what readiness, skills, and interests the student brings to the project.
- Students are in learning mode, they do best in collaborative environments; very few are prepared to work independently at the beginning. Ask the student to articulate their learning objectives for the quarter(s) of internship and determine whether your organization's needs are a match. If they are not, the center can help you to draw in another intern or brainstorm adjustments to your position request.
- Student roles in organizations are different than staff positions. Students need orientation and coaching throughout their stay with your organization.
- Refer students to CCBLA (our center) if they have not received the "Tips to Prepare for Community Engagement" handout. This coaches them to uphold their role and commitments.
- As a Community Partner, you decide the match. Don't engage interns if it's not a good fit.

Create Structures

- Have thorough job descriptions (work plans) that clearly state organization needs.
- One organization has found it useful to have an extensive list of potential duties with check-boxes for new interns to mark which tasks they have an interest in doing and/or ability to do.
- Recruitment: There are a number of ways to request student involvement in your organization. Evergreen's Community Opportunities Database (CODa) allows you to post your position. CCBLA can put up fliers and job descriptions. The Academic Catalogue can help you identify academic programs that may align with your mission. Contact program faculty about making a presentation to students.

<http://www.evergreen.edu/advising/docs/CODa%20Employer%20Guide021909.pdf>

Looking for Prepared Students

- Seek students with multiple motivations (i.e. resume and skill building, getting a job reference, experience to connect to their classroom learning, personal passion, etc.)
- Have Interns to spell out their skills and passions and match tasks that energize them.
- Internships are about putting theory into action, what specific/relevant academic foundation do students bring to the table in preparation for their internship? Offer students the chance to apply skills from their course work.
- Prioritize interns who themselves come from the community/ies served by the organization.
- Ask how faculty prepare students (i.e. with field trips? organization visits? research?)

Developing a Strategic Work Plan for Student Learning

- For shorter-term Interns, focus on one simple project and/or specific set of responsibilities.
- Integrate Interns into your organization. Conduct weekly check-ins with Interns and staff who support them.
- Many organizations value long term student commitment. Ask for your minimum required time commitment upfront. Evergreen registers internships on a quarterly basis. Plan strategies for student learning that include new learning and activities each quarter.
- Seek students with passion who demonstrate high quality of work.
- Organizations value students who know what it means to be an ally within an organization.
- Build accountability, have clear long-term expectations, offer practice with problem-solving and time management.
- Create a project plan to promote mutual learning for the student and organization.
- Interns need structure: job descriptions, realistic goals, clear expectations, checking in weekly with field supervisors.
- Ask faculty sponsor or Academic Advising for evaluation guides and expectations for internships.
- Ask students for copies of the program syllabus and academic calendars to make sure the schedule works for all parties. If it is an independent internship, ask for a copy of the Learning Contract

Students Can Help with Capacity Building at Your Organization

- Plan a role for students to address a community and/or organizational need. Students are interested in contributing to our communities.
- Community Partners help build the leadership/job skills of young people.
- Your organization can make lasting connections with interns who stay involved.
- Interns involve Evergreen in your organization. Students recruit other student involvement and create long term student and faculty connection. Former interns are great resources to help orient new interns.

Supervising

- Set clear boundaries interns. Limit the number of internships to just those you can devote attention and time to.
- An Internship is an academic pursuit with expectations, professional standards and set schedule. Let students know that they are at a job.
- Use a five week review and assessment to remind the student of accountability.
- Balance organizational capacity, the internship should contribute to your work.

Some field supervisors have included required reading for interns with written responses to community issues addressed by the organization. You are a mentor and teacher too!

Evaluating Students and Connecting with Faculty

- Internships work best if there is strong communication between student, faculty and organization. Ask students to be the ambassador and connect you with their faculty. Ask faculty for program schedules and dates. Invite site visits.
- You should receive an Evergreen confirmation email about student intern registration (the Evaluation link below is also included in this email).
- Interns need quarterly evaluations from their community field supervisor to be submitted to faculty. Discuss with faculty if the student was not accountable to agreed-upon responsibilities. Schedule an evaluation appointment with the student. Though challenging to convene at the end of the quarter, meetings between faculty, field supervisor and student result in better learning and more meaningful campus-community relationships in the future.
- General guide for writing a student evaluation: Evaluations are permanent student records. Faculty integrate your comments and submit the final student evaluation. <http://www.evergreen.edu/individualstudy/evaluationguidelines.htm>



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Center for Community Based Learning & Action

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