

Agency Responsibilities

A. General

The agency in which the student is placed must accept the philosophy that the student is in their agency to learn and not perform as an experienced professional. Therefore, each agency supervisor should carefully plan with the student an experience that will provide the maximum educational opportunity. In return, the agency may expect a certain amount of assistance in its daily delivery of services from the student.

B. Compensation

The cooperating agency may elect to provide the student intern with a stipend and/or room and board for this assignment. A large percentage of the students are compensated in one way or another. In the event a stipend is not provided, compensation for work in excess of the required academic hours (35 or 40 depending on the type of experiential experience) per week would be expected.

C. Specific Responsibilities

Provide student with a minimum of 35 or 40-hour week (depending on academic internship/fieldwork). Sign the contractual agreement between student, the agency and the university. Conduct evaluation weekly meetings and provide written feedback (to academic supervisor) on bi-weekly reports with student. Introduce student to the various levels of agency operation.

Review student goals. Assign the student specific responsibilities during the first week. Complete student evaluations at the halfway mark and the completion of the experience. Prepare a written set of Learning Objectives with student during the first week and provide them to the academic advisor. Closely supervise student performance