**Student Development Administration**

**College of Education**

**Seattle University**

**SDA 564-566 Internship Program**

***Role Definitions & Responsibilities:***

**SITE SUPERVISOR**

Site Supervisor Definition: The Site Supervisor provides an opportunity for the student to participate in organizational activities, monitors student performance, and evaluates student accomplishments as well as demonstration of SDA Learning Outcomes. The site supervisor is the professional in the field who has primary responsibility for the supervision of the internship student, but should notify the University Coordinator immediately if the student fails to perform internship responsibilities.

A Site Supervisor must meet the **following criteria:**

1. a minimum of a master's degree in Student Affairs or a related field\*;

2. a minimum of two years of pertinent professional experience;

3. knowledge of SDA program goals, requirements, and role responsibilities (including evaluation procedures)

\*exceptions can be made if professional has commensurate years of experience in the field.

**Internship Supervisor Checklist of Responsibilities**

Activity Date Completed

Meet with student to **discuss feasibility**

of internship, review requirements/SDA Learning Outcomes, \_\_\_\_\_\_\_\_\_\_\_\_\_\_

and design potential goals and activities.

Complete **Application and Approval Form** \_\_\_\_\_\_\_\_\_\_\_\_\_

With student, design, review and sign **Work Plan**

(must have minimum of 3 objectives) with student,

return to student to submit on first day of course. \_\_\_\_\_\_\_\_\_\_\_\_\_

Provide **orientation and/or training.** Inform student intern

policies, procedures, responsibilities, and expectations. \_\_\_\_\_\_\_\_\_\_\_\_\_

Check list, page two

Arrange **weekly supervisory meetings**/contact

with student intern. \_\_\_\_\_\_\_\_\_\_\_\_\_

Meet with student and university coordinator

for internship **site visit**, ideally at 50% completion mark \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide **professional development activities** for \_\_\_\_\_\_\_\_\_\_\_\_\_\_

student (e.g. articles, workshops, meetings with colleagues)

Attend student intern’s campus **seminar presentation** to faculty ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and classmates at the conclusion of the internship experience

**Evaluate intern’s work through written letter** describing

intern’s learning, contributions, and promise for the field \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Seattle University Internship Program Coordinator, if

you wish to continue to host **future SDA interns**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attend the annual **SDA Internship/Networking Fair** in February.

For more information regarding the SDA Internship Program, see our information at the

website link: <http://www.seattleu.edu/coe/sda/internship.asp>