**UM School of Integrative Physiology and Athletic Training**

**and Public and Community Health Sciences**

***Roles and Responsibilities***

Student internships for credit require supervision at the internship site and academic support from the Internship Coordinator. (Note: Typical 03 credit internships = total 135 internship hours per semester) The following outline briefly defines three key internship roles and responsibilities.

**The Student**

* Complete application paperwork and submit to the Internship Coordinator during the last weeks of the current semester. (Internship begins at the start of the next semester)
* Obtain the internship Job Description from the Site Supervisor.
* Develop and discuss Learning Objectives/Goals with the Internship Coordinator and Site-Supervisor. Collaborate with site supervisor on at least one goal.
* Complete online the official Learning Agreement contract with Experiential Learning and Career Success. The Agreement will be formally approved by both the Site Supervisor and the Internship Coordinator before the internship begins.
* Perform the responsibilities outlined in the Job Description and engage professionally.
* Regularly meet with the Site Supervisor to gather feedback, discuss ideas, present questions - and if needed note concerns.
* Maintain an Hour and Journal Log that is reviewed and signed weekly by the Site Supervisor.
* Submit an evaluation provided by Experiential Learning and Career Success during the final weeks of the internship. Results will be shared with the Internship Coordinator for grading.
* Submit a four-part final portfolio to the Internship Coordinator at the end of the semester.

**The Site Supervisor**

* Develop and provide a Job Description for the internship. Discuss the roles, duties, expectations, and opportunities within the experience.
* Sign the Internship Application as part of the application process.
* Discuss internship Learning Objectives/Goals with the student. *Help student design one goal.*
* Review and electronically approve or reject the Learning Agreement contract.
* Set up semester work schedule and responsibilities.
* Review and sign intern Hour/Journal Logs weekly.
* Assist the student in the attainment of the Learning Objectives/Goals outlined in the Learning Agreement.
* Provide an internship orientation and consistent mentoring and feedback to the student.
* Evaluate student interns’ performance at the end of the internship. Evaluation will be emailed to the supervisor during the last several weeks of the internship. Evaluation results will be shared with the Department of Experiential Learning, and Internship Coordinator for grading.

**The Internship Coordinator**

* Discuss Learning Objectives/Goals with student intern.
* Grant [override](http://email.mg.gradleaders.com/c/eJw1jcsKwyAQRb8mLmXUiY-Fi5Ykv1EkYx6gTdCE0L9vuijcxTlw4JKXBsixmMOaXit5ha1xAIotXk_OtjpGi1IBWBHICtQUSKNCoIklvxzH3qhHI4d713XxMx880nlbifNajxLKzcNWcuX7srPVS5ACWtDCoEPNBTfQAeBTud512pq-Qcgzn0ugFAPFUvm4ZVb8sqX04WMo71h_Td3-b1_01Tso) for internship to allow student intern to register for credit.
* Review and electronically approve or reject the Learning Agreement contract.
* Provide support to the student and site-supervisor as needed/requested during the internship.
* Review completed intern and supervisor evaluations at the end of the internship.
* Grade the internship: final portfolio and submitted evaluations
* **Internship Coordinator: Holly Cummings: holly.cummings@mso.umt.edu**