

## Experience & Professional Development Office

### SITE VISIT OR CONFERENCE PHONE CALL INSTRUCTIONS FOR SCHEDULING

Interns are responsible for scheduling a **site visit or a conference phone call** in the first half of their internship. The visit or phone call will include you, your site supervisor, your faculty moderator and if schedule permits, the Assistant Director of Experience and Professional Development. Your first meeting with your faculty moderator to discuss goals is a good time to talk about when you might schedule your required site visit. The date should be scheduled on everyone's calendars a minimum of 2-3 weeks in advance.

#### Instructions for Scheduling

1. **With your site supervisor**, select 2-3 dates and times when you are both available for a site visit or conference call.
  - When selecting dates, keep in mind your faculty moderator's teaching schedule if your internship is during the academic year. If your internship is during the summer months, ask your faculty moderator about any extended travel plans they may have.
  - If possible, ask your supervisor to turn in your mid-term evaluation prior to the scheduled visit.
2. **E-mail your faculty moderator** suggesting the dates and asking which times work best. Wait for confirmation of the date.
3. **E-mail Laura Hammond**, Assistant Director of Experience and Professional Development, at [lhammond@csbsju.edu](mailto:lhammond@csbsju.edu) to let her know the final date scheduled. If her calendar permits, Laura will join you at the meeting.
4. **Prior to the appointment, email your faculty moderator and Laura Hammond** with **directions** to the site, including the meeting room, and where to park or a **phone number(s)** to use for the conference call.
5. **Fill out the online Site Visit/Conference call form** during or shortly after the visit/call.  
<https://www.csbsju.edu/forms/L26M8W8WVQ.aspx>

#### When scheduling a Site Visit or Conference Call keep the following points in mind:

- A site visit is preferred to a conference call for sites within 200 miles of CSB/SJU.
- For sites more than 200 miles away, faculty moderators may prefer a conference call.
- Try to schedule Twin Cities appointments no earlier than 10:00am and no later than 2:00pm to allow for travel time from campus and back.
- A site visit will last approximately 40 minutes to one hour. Allow additional time if a tour is planned.
- A conference call will last approximately 30 minutes and will include both you and your supervisor on separate phones (or speaker phone) or using Skype technologies.

## INTERNSHIP SITE VISIT/CONFERENCE CALL QUESTIONS

This is a list of **possible** questions meant to help students and faculty prepare for the site visit requirement. Keep in mind that each internship is different and that individual faculty members differ in the way they conduct site visits. It's unlikely that students will be asked to respond to all of these questions. If you have any suggestions for additional items for this list, please contact the Internship Office.

1. What are your daily responsibilities? Describe in detail the activities you engage in throughout the "typical" week.
2. How have your responsibilities changed over the term of your internship? How does this change fit with your Learning Contract?
3. How do your co-workers respond to you professionally and personally? How is that changing as you gain experience there?
4. What is your role in staff meetings? Are you comfortable taking an active role in meetings? What kinds of input do you have during meetings?
5. Reflect on the nature of your supervision. Is it what you thought it would be? In what ways is it helping you? How could it be better? What kinds of feedback do you receive from your supervisor(s)?
6. Describe the toughest or most difficult task you have completed during your internship.
7. What are the personal and professional strengths and weaknesses you have brought to the internship? How have they affected your work?
8. How have you changed as a person since the internship began?
9. What have you learned about how your own and others' feelings about people, work, social class, race or gender affect your work?
10. Reflect on the relationship between your academic experience and the applied experience of the internship. What are you learning in your internship that was not available in the classroom? What are you experiencing that is illuminating or building on what you studied in the classroom? What is the most significant learning you have gained so far?
11. What has been most rewarding so far in your internship?
12. What do you expect to accomplish the rest of your internship? Are there other activities you would like to fit in that might not have been on your learning contract? Are there individuals outside your organization with whom you would still like to speak?
13. Now that you know what it involves, how do you wish you had prepared for this internship differently?

**Experience & Professional Development**

EXPLORE. DO. REFLECT. CONNECT.

Hours: Mon-Fri, 8:30-4:30

CSB: Academic Services Building, 320-363-5707; SJU: Mary Hall 10 & 25, 320-363-3236

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