

Tips for a Successful Internship Site Visit

Visiting a student's internship site will let you ensure that the student is having a good learning experience and is accomplishing the goals outlined in the CareerLink learning agreement.

The site visit allows you to evaluate the site for your students, discuss any issues in the internship, and advise future students about internships. The site visit is also a public relations opportunity for your department and the university.

These tips will help you carry out a successful site visit:

- Schedule the visit at a time when both the student and the supervisor are working. Ask the supervisor to allocate 30 minutes for the visit (although it may last longer), and ask if there is anything she/he would like you to know before the visit.
- Before the visit, contact the student and review his/her Learning Goals (available on CareerLink). Ask if there are any specific issues that should be discussed during the visit. If appropriate, ask the student to put together samples of her/his work for you to see during the visit.
- Take the internship job description and a copy of the student's Learning Goals to the visit. If this is a first-time visit, also take information about your department/program and the university.
- Begin the visit by reminding the student and the supervisor that this is an informal meeting designed to review what the student has been learning and to discuss what will happen during the rest of the internship. It is an opportunity for the student and supervisor to be candid about the experience. Each site visit is unique, and there may be nuances within your department or a particular site that create special issues to discuss.
- Questions you might ask the **supervisor**:
 - ⇒ In general, how are things going so far?
 - ⇒ What training or projects has the student completed?
 - ⇒ What is in the future for the internship? What new projects or assignments will develop? What would you like to see the student focus on in his or her own development?
- Here are a few questions for the **student**:
 - ⇒ What have you been learning so far?
 - ⇒ What surprises have you had about the internship, the organization, or yourself?
 - ⇒ What skills or tasks would you like to continue to develop?
 - ⇒ What would you like to learn or do that you haven't yet done?
 - ⇒ Is this experience helping you learn what you do or don't want to do in the future?
- At the end of the visit, ask the supervisor if they would like to have another intern in the future. If so, feel free to direct them to Michelle Schraudner in Advising and Career Services.



Contact Michelle Schraudner, Internship Coordinator, at 657-1717 or michelle.schraudner@msubillings.edu if you have any questions!

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