

## Site Supervisor Instructions

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Thank you for agreeing to provide our students with the opportunity to perform their required competencies under your direct supervision and to obtain practical training in an actual business setting. We are confident that you and your facility will provide the student with ample opportunity to perform the skills and gain confidence prior to entering the workforce.

The Department has placed the intern with the organization only for the purpose of providing educational opportunities for the student. The sponsoring organization has no responsibility to employ the student intern after the period of the internship. Furthermore, an organization **may terminate an internship at any time** if the student is not performing responsibly, as agreed upon when the internship application form was signed.

Neither the sponsoring organization nor the Department of Communication Studies or the University of Iowa assumes liability in the case of any job-related injury to the intern. The student intern is responsible for his or her own medical and health insurance to cover contingencies.

To familiarize you with the specifics associated with the Site Supervisor functions, please take a few moments to read through the following information, and then have the Internship Coordinator answer any questions you might have before signing the acknowledgement at the bottom of this form:

1. Students must at all times be under the direct supervision of a staff member who works in the same capacity as the student extern.
2. The intern's immediate supervisor will provide regular, evaluative feedback to the student during the course of the internship, to aid the student's professional improvement and development.
3. The student must satisfactorily complete the required number of internship hours at the site as documented. Only those hours spent performing duties that are directly related to their field of study can be counted towards this requirement.
4. You are asked to immediately notify the Internship Coordinator if the student is absent one or more times, shows a pattern of tardiness, or leaves early without your specific approval.
5. The Internship Coordinator is available to discuss the student's progress, their level of competence, and to resolve any issues that may be impeding satisfactory progress.
6. If your facility is interested in hiring the student as a fulltime employee at the completion of their internship hours, please notify the school's Internship Coordinator or Career Service department as soon as possible.
7. At the completion of the internship component, please return a signed Performance Evaluation form to the school/college along with any comments or recommendations for hire that you feel are appropriate.

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Site Supervisor's Signature

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Date

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Name of Company or Organization