

Bachelor Degree Internship Program FACULTY SITE VISITATION GUIDE

Name: _____ Date of Visit: _____

Internship Site: _____

Site Supervisor: _____

Internship Site Address: _____

Faculty Supervisor: _____

Average Number of Hours Worked Per Day: _____ Days Per Week: _____

Please answer the following by checking the appropriate box. Comments are appreciated on back.

	Yes	No
1. Were you able to visit in-depth with the intern and discuss their experiences?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the intern seem satisfied with the "fit" of the internship to date?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the intern gaining knowledge and growing professionally?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the intern making progress with the activities and objectives listed in their Internship Learning Agreement (ILA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the intern encountered any major problems with the internship? If yes, please comment:	<input type="checkbox"/>	<input type="checkbox"/>
6. Did you have an opportunity to visit with the site supervisor and discuss the internship?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the site supervisor seem satisfied?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the site supervisor following the objectives from the ILA?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you believe the site supervisor is concerned about the intern and the experience the intern is receiving?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you believe the intern will complete the requirements listed in the ILA?	<input type="checkbox"/>	<input type="checkbox"/>

Please answer in detail:

1. List any concerns you have about this internship, the intern, the site supervisor or the site.
2. Did you discuss altering the internship with the intern or the site supervisor? If so, how?
3. What assignments did you give the intern?
4. What have you observed at this site that may be a strong point or a negative feature?
5. What problems were you able to solve during your visit?
6. When will you be making another contact with the intern and the site supervisor?

General Comments (continue on back):