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| Internship Supervisor Information |  | University of South Carolina - Palmetto College |
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| Thank YouThank you for considering acting as a supervisor for an internship, using your time and expertise to assist a student’s professional and academic development.Objectives of the InternshipThe internship itself is intended as a learning experience. As a supervisor, you will be integral to this learning, in tandem with the instructor for the student’s internship course. The intentions of the internship are to provide the student with a space for the practical application of knowledge gained in academic work and a supervised exploration of a field related to the student’s major, or to career or community interests. Student’s Classwork CommitmentYour intern will be enrolled in PALM 494, USC – Palmetto College’s internship course. The intern will be responsible for academic coursework beyond the hours spent at the internship site. Major assignments will include weekly writings on the application of academic learning on-site and a site project in which the student researches and proposes ways in which the intern, given his or her position at the internship site, can facilitate work on-site. The instructor of record for the course will be responsible for all academic work and grading.Student Time CommitmentsInterns are required to work a minimum of 10 hours per week for at least 14 weeks at the internship site (or 17.5 hours per week for at least eight weeks, if enrolled for a summer semester). Beyond this, the student will likely need to commit another 5 hours weekly to academic work related to the internship.Supervisor ReportsIn a manner that you decide upon with the intern, you will be asked to regularly monitor both the intern’s on-site work and learning. At midterm you will be asked to submit a brief emailed report on the student’s progress and at the end of the term you will submit a longer assessment of the internship as a whole. These will be sent to the instructor of record for the internship course, who is also there to help you to navigate any questions or concerns regarding the student’s performance. |  | Before the Intern BeginsIf you agree to act as supervisor for an internship, your intern will need a few things from you before he or she can begin:* a letter of commitment on business letterhead and signed by you (a template of the letter will be provide by the student);
* information concerning prerequisites for working at your place of business, such as drug testing or other screening processes. If a background check will be required, the student will need to complete the process before the semester during which he or she will be interning begins;
* a work schedule that meets both your needs and other commitments and your intern’s needs and other commitments, taking into consideration University and national holidays and reflecting both on-site and off-site work that may be a part of the internship.

Other ResourcesIf you have any questions, or to learn more about Palmetto College and your intern’s degree program, please call Palmetto College-Extended University at 803-777-8155 or email us at euceadv@mailbox.sc.edu  |