



INSTRUCTIONS FOR SCHEDULING YOUR INTERNSHIP SITE VISIT

Interns are responsible for **scheduling a site visit (most typically held via Zoom/conference call)** during the first half of their internship. This meeting should include you, your site supervisor, and your faculty moderator. If needed, [Laura Hammond](#) (staff member from XPD – Experience & Professional Development) could also attend. ***XPD strongly encourages students to plan ahead, finalizing the meeting date, time, and technology details at least 2-3 weeks in advance.***

Instructions for Scheduling

1. With the help of your site supervisor, select 2-3 dates and times you are both available for 30-60 minutes.

Determine preference of platform (Zoom, Microsoft Teams or a phone call, etc.).

- When selecting possible dates, keep in mind your faculty moderator's commitments (e.g., teaching schedule during the academic year, holidays, extended vacations or research projects).
- ***If possible, schedule the meeting after you and your supervisor have had the chance to complete the [online mid-term evaluation](#) (also due about half-way through your internship)***
- If you need assistance with Outlook Calendar scheduling, Zoom or Microsoft Teams, please contact the CSB/SJU IT Help Desk at 320-363-2228 or visit their [Technology Training website](#) for more information.

2. E-mail your faculty moderator suggesting meeting dates and preferred platform, asking which of the 2-3 options work best. Once confirmed, use Outlook (or another calendar tool) to hold the meeting time on your calendar, as well as your site supervisor and faculty moderator's calendars.

3. Complete the online meeting. To help you prepare for the meeting, possible questions to discuss are listed below. You do NOT have to cover all of these questions. These are meant to help you or your moderator facilitate the conversation.

- Where possible, students should provide their moderator with a phone number on-site in case of technology issues.

3. Fill out the [online Site Visit/Conference call form](#) to document the meeting. Complete this form during or shortly after the meeting.

Possible Meeting Questions

1. What are your daily responsibilities? Describe your typical duties and typical week in detail.
2. How have your responsibilities changed over the course of your internship? Do these changes fit with your Learning Contract?
3. How do your co-workers respond to you, both professionally and personally? How is that changing as you gain experience on-site?
4. Reflect on 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)?
5. What is your role in staff meetings? Are you comfortable taking an active role? What kinds of input do you have?
6. Describe the toughest or most difficult task you have completed during your internship. What skills did you use? What tools did you draw on from your coursework?
7. What has been the most rewarding experience so far? What skills did you use? What tools did you draw on from your coursework?
8. What do you hope to accomplish during 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 the organization you would still like to talk to (alums and non-alums)?