University of Arizona
School of Information Undergraduate Internship Program

Site Supervisor Responsibilities

Thank you for your interest in and support of the School of Information Internship Program. We greatly appreciate the opportunity you are providing to our students. Contact the SI Internship Director with questions: didaly@email.arizona.edu or contact the Undergraduate Academic Advisor at lauraowen@email.arizona.edu (or by phone at (520) 626-3429).

The purpose of our Internship Program is to provide students with the academic challenge of a field-based project or to provide students with practical experience in a professional setting in which they can employ the knowledge and skills acquired during their program of study.

Below is a checklist of responsibilities to follow as a Site Supervisor:

- Determine a specific project or projects or the scope of work if not project-based. This may be in consultation with the student intern.
- Internships provide three credits for the student and represent a minimum of 135 hours of student work within a semester, which is typically 8 to 10 hours per week. Hours must be worked within the semester for which the student is receiving credit.
- Meet with the student intern to initiate the proposal, which includes goals, objectives, and methods.
- Decide if the internship will be paid or unpaid and determine payment amount. Students receive credit regardless of payment. **However, students cannot receive internship or independent study credit for an ongoing job.**
- Meet regularly with your student intern to assess progress.
- Complete, sign, and submit an Evaluation Form for the student at the end of the semester for which the student is receiving credit.
- The deadlines for students to submit the Internship Application Form are August 1 for Fall Semester, December 1 for Spring Semester, and May 1 for Summer Session.

rev 7/17