

## Site Supervisor Information Sheet

*Department of Human Services*  
Eastern Illinois University

Thank you for your interest in the Human Services Undergraduate Internship program, the capstone of academic study for our undergraduate program. Every program area in the school completes an internship with the purpose of synthesizing and applying knowledge and skills gained in course work.

The **purpose** of the internship is to 1) experience the initiation and completion of a job search, 2) acquire a relevant professional experience equivalent to an entry-level position, and 3) allow for professional self-reflection.

It is our hope that human services (HS) student interns will contribute to the daily functioning of your organization. Please do not hesitate to contact the Internship Coordinator, Mrs. Julie Harper (jrharper4@eiu.edu) with any questions or concerns that arise. You may also access the online resources available on our website: <https://www.eiu.edu/hscI/Human%20Services%20Internships.php>

### **Responsibilities of the Site Supervisor**

- Designate a specific staff member who will be responsible for coordinating and directing the student's internship and provide a planned and supervised experience (this could also be your responsibility)  
Provide the intern with:
  - relevant professional experience equivalent to an entry-level position,
  - opportunities to participate in routine professional activities such as staff meetings, planning sessions, and special events, and
  - guidance in the planning and implementation of an Experiential Learning Activity (ELA). An ELA is an independent project the intern will complete before the end of the semester. The ELA should benefit the internship site and give the intern the opportunity to be solely responsible for the development and completion of their project.
- Complete a Midterm and Final Evaluation of the intern and meet to discuss plan for improvement for the midterm evaluation
- Monitor hours worked each week
- Meet with designated representative of EIU/HS at your site if approached
  - Discuss questions/concerns
  - Tour internship site
  - Opportunity to meet with student intern

### **Responsibilities of the Department of Human Services at Eastern Illinois University**

- Approve students for registration in the appropriate internship course and placement at an appropriate site
- Provide access to an Internship Coordinator to serve as a liaison between the Internship Site/Site Supervisor and HS/EIU (EIU, Department of Human Services Internship Coordinator: Mrs. Julie Harper; [jrharper4@eiu.edu](mailto:jrharper4@eiu.edu) or 217-581-7917)
- Maintain communication with the cooperating agency by mail, email, telephone and/or personal contact concerning progress of the student intern

- Maintain regular contact with the student intern
- Assign a grade for the internship (credit or no credit)
- Instruct students on the importance of confidentiality
- Make certain that students are following the rules and regulations of the internship site

### **Internship Agreements**

Internship sites that host EIU students are required to complete an [internship agreement form](#) for approval at the university level. The site can submit their own document or an agreement will be provided by EIU.

### **Liability Coverage**

Documentation is provided upon approval of internship agreement.

### **FAQ's**

1. *How many hours of work can I expect to assign your intern? Is compensation required?*

Students must complete 120 hours of experiential learning (i.e., face-to-face work on site, research activities) for each three semester hours of course credit. HS interns can earn 3, 6, or 9 hours in a semester. You are not required to provide monetary compensation for student interns. However, EIU/HS students are not exempt from payment if the opportunity exists.

2. *Are your students also enrolled in other coursework or working at another site while completing an internship with me?*

Possibly. HS places no stipulations on outside employment and students may enroll in a maximum of 15 credit hours per semester.

3. *If I have a problem with an intern what should I do?*

Mrs. Julie Harper serves as the Undergraduate Internship Coordinator for HS and can be reached by email at [jrharper4@eiu.edu](mailto:jrharper4@eiu.edu) or 217-581-7917.