

# OFFICE *of* COMMUNITY ENGAGEMENT

## Funded Internship Community Partner Expectations

The William & Mary Office of Community Engagement is pleased to support the capacity of your organization as well as our students' growth as active citizens by funding a local internship with you. This document outlines the expectations we have of your organization during this internship experience. If you have any questions or concerns, please contact Elizabeth Miller at [efmiller@wm.edu](mailto:efmiller@wm.edu) or 757 221 7508.

### OCE Expectations of Community Internship Supervisor

- Provide clear and reasonable goals for student intern
- Provide appropriate training and on-going support for intern
- Meet regularly with the intern to provide feedback
- Track and record impact of student intern
- Complete an exit interview with the funded intern (details below)
- Submit a community partner evaluation (details below)

### OCE Funded Intern Exit Interview

Please conduct an exit interview with the funded intern during the last week of the internship.

This is an opportunity for you to share your evaluation and feedback with the intern at the end of the experience and for the intern to share final reflections with you as well. You may have specific questions or topics you would like to address during this conversation. We encourage you to cover the four topics below as well. Notes from this exit interview may also be of use when completing the community partner evaluation.

1. Ask the student about their accomplishments during the internship. Share what you deem the student's top accomplishments in the internship.
2. We asked interns to identify which three of the eight following competencies they wanted to focus on during their internship. We encouraged them to share those with you early in the internship, but if they have not yet, ask them to share those with you now.
  - Critical Thinking/Problem Solving
  - Oral/Written Communications
  - Teamwork/Collaboration
  - Digital Technology
  - Leadership
  - Professionalism/Work Ethic
  - Career Management
  - Global/Intercultural Fluency

Full descriptions available.

Share with the student your evaluation of their skills and growth in those areas. Feel free to share other strengths or growth areas you have seen.

3. If the student has not already shared their career aspirations or general career next steps for you, ask them to share those. Provide your own perspective and feedback. We know a critical element of career development is getting the perspective and support from trusted advisors.
4. Ask the student about the training and support they received during the internship. Was there anything else they needed to be more successful?

### **Community Partner Internship [Evaluation](#)**

Please submit the community partner [evaluation](#) within one week of the internship concluding.

This evaluation allows us to better understand your experience with the funded student intern and record the impact of their work. It may be useful to keep regular records of intern impact throughout the internship. For example, you could task the intern with submitting weekly impact reports.

### **OCE Expectations of Student Interns**

We also wanted to share our expectations for the student interns themselves. Our goal for student interns is that they utilize their talent to positively contribute to the community organization, gain career competency experience, and explore connections between the internship and future aspirations.

We also expect that student interns will:

- Complete assigned tasks and positively contribute to organization
- Ask for support and feedback when needed
- Track and report internship hours
- Identify three of the eight career competencies on which to focus
- Complete three reflections throughout internship
- Complete an exit interview with community supervisor
- Attend a career advising meeting

