The William & Mary Office of Community Engagement is pleased to support your growth as an active citizen by providing funding for your internship with a local community organization. This document outlines the expectations we have of you during this internship experience. If you have any questions or concerns, please contact Elizabeth Miller at efmiller@wm.edu or 757 221 7508.

**OCE Expectations of Funded Local Intern**

Our goal for student interns is that you will

1. Utilize your time and talent to positively contribute to the community organization  
2. Gain career competency experience  
3. Explore connections between the internship and future aspirations, including community involvement

We also expect that you 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 NACE career competencies on which to focus  
- Complete three reflections throughout the internship  
- Complete an exit interview with your community supervisor  
- Attend a career advising meeting

**Career Competencies**

To facilitate this internship as an opportunity to improve your career development, you will be asked to identify three of the following eight National Assoc. of Colleges and Employers (NACE) competencies on which to focus. You may want to consider which competencies you already have experience in or which you think will be most applicable to your career aspirations.

- Critical Thinking/Problem Solving  
- Oral/Written Communications  
- Teamwork/Collaboration  
- Digital Technology  
- Leadership  
- Professionalism/Work Ethic  
- Career Management  
- Global/Intercultural Fluency

You can read the full descriptions.
You will be asked to report on your experience with these competencies in your internship reflections (details below), and we encourage you to share your list with your internship supervisor.

We also require summer funded interns to meet with the Career Center in September to discuss their internship experience and how the experience can apply to future opportunities.

**Funded Internship Reflections**

At the beginning, middle, and end of your internship you are required to submit an online reflection. While we may share excerpts of these reflections on our website, these reflections are meant for you, and we encourage you to share honestly.

Specific questions are detailed in each reflection, but you will generally be asked to reflect on your contribution to the organization, your professional development, and your knowledge of local social issues through the internship experience.

The first reflection must be submitted at the end of your first internship week, the second at the midpoint, and the third reflection must be submitted within a week of your internship concluding.

**Hours Tracking**

You are responsible for tracking your internship hours and completing the required number of hours. You will report the number of hours you have thus far completed in each of the three internship reflections.

If at any point you are concerned about completing your hours, please speak with your internship supervisor promptly so you can devise a plan for completion.

**OCE Funded Intern Exit Interview**

Your community supervisor will schedule a time for an exit interview during your last internship week. This is an opportunity for you to share your final reflections and feedback and for your supervisor to share feedback as well. You may have specific questions or topics you would like to address during this conversation, and we encourage you to cover the four topics below. Notes from this exit interview may also be of use when completing your final reflection.

1. Share what you deem were your top accomplishments in the internship
2. Share how you think you have grown in your career competencies and any other areas of growth
3. Share any reflections on your career or active citizenship aspirations
4. Share your feedback on the training and support of the internship. Are there opportunities for improvement for future interns?
OCE Expectations of Community Supervisors

We also wanted to share our expectations of the community supervisors. Our goal is that community supervisors not only provide opportunities for you to expand the capacity of their organization but also provide support to your own growth and active citizenship development.

We also expect that community supervisors will:

- 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
- Submit a community partner evaluation