

INTERNSHIP I

PROGRAM EXPECTATIONS

<p>Attendance</p>	<p>Attendance is by far the most important expectation of my as an intern. It is essential that I be at my site every day that I am scheduled. If a situation arises where I am unable to attend, I will: 1) phone call my Site Supervisor before my scheduled start time, ensuring that I leave a message if they do not answer, 2) phone call my NEXT MOVE Coach after contacting my supervisor to update them on the situation, and 3) include the absence in my weekly email report.</p>
<p>Internship Goals</p>	<p>In order to guide my learning and contributions, I will set 3 personal+professional goals as well as 2 site-specific goals, for a total of 5 goals. The 3 personal+professional goals I will set on my own independently, before I begin my internship. I will then work with my site supervisor to set my 2 site-specific goals during our initial meeting or by the end of the first week. I will be assessed on these goals at the end of the semester during my performance review.</p>
<p>Weekly Report to Site Supervisor and Coach</p>	<p>Each week I will send a professional email to my Site Supervisor and c.c. Next Move Coach with a written overview of my work completed that week. In this email I will make sure to reference my internship goals, as well as include any projects I've accomplished and the total hours worked. This email is due each Friday by 10:00pm.</p>
<p>Worksite Learning Evaluation</p>	<p>My Site Supervisor will complete two formal evaluations of me during my internship experience: 1) Mid-semester evaluation and 2) End-of-semester evaluation. This will be my opportunity to receive feedback on my performance at the internship as well as identify areas for my personal growth.</p>
<p>Summative Performance Review</p>	<p>At the end of my internship experience I will meet with the NEXT MOVE team for a summative Performance Review. At this review I will share specific details about my experience using my 5 goals and providing evidence of my learning and growth.</p>
<p>Thank You Letter</p>	<p>At the end of your experience you will write a professional thank you letter to your Site Supervisor. You will turn it in to your Next Move Coach and it will be mailed on your behalf.</p>

Additional commitments outlined in your Intern Contract

- I will commit to this internship for the entire semester.
- I will not schedule any conflicts during my designated internship time.
- I understand that my school's rules and policies pertain to me at all times while at my site.
- I understand that this is a credited experience and my grade will be entered on my transcript.
- I understand that I will maintain workplace appropriate attire and excellent physical appearance everyday of my internship.
- I understand that **only interns** are to contact site supervisors.
- I understand that as an intern I represent both myself and The Next Move Department, and that my performance and attitude will determine whether my assigned site will continue to host interns.
- If I have any questions or concerns about my internship, I will contact the Next Move immediately.
- If I need to be absent for any reason, I will contact my Next Move Coach and my Supervisor immediately.