



COLLEGE OF EDUCATION & HUMAN SERVICES

# MASTER OF SCIENCE IN ADMINISTRATION

CENTRAL MICHIGAN UNIVERSITY

## Agency Supervisor Checklist

### Master of Science in Administration Degree Program (MSA 690)

	When	Task to Complete
	<b>First</b>	<b>Carefully read the MSA 690 Internship Supervisor Handbook</b>
	<b>Second</b>	<b>Determine Level of Commitment</b> An intern can bring great value to an agency, but also requires a significant investment of time from the Agency Supervisor.
	<b>Third</b>	<b>Interview the prospective intern</b> A successful internship is dependent on a good match of the intern's interests, skills, and objectives with the agency's needs and goals.
	<b>BEFORE</b> the internship begins	<b>Complete the necessary paperwork</b> Provide an offer letter Complete an affiliation agreement, if one is not on file with CMU Sign the internship agreement
	<b>At the beginning of the internship</b>	<b>Provide an Agency Orientation</b> Provide the intern with a comprehensive orientation to the mission, philosophy, operational framework, and external relationships of the agency. Communicate your expectations to the intern (especially regarding confidentiality).
	<b>During the first 1-2 weeks of the internship</b>	<b>Plan internship duties</b> Create a timeline with the intern for observations, projects, and meeting attendance.
	<b>WEEKLY</b> during your internship	<b>Meet weekly with your intern</b> It is imperative that you and the intern sit down together at least once a week for a discussion that should include the following items: <ul style="list-style-type: none"> <li>• The intern's progress</li> <li>• Feedback on projects and courses of action to complete assignments</li> <li>• Issues facing the agency</li> <li>• Skill building</li> <li>• Observations about the agency</li> </ul>
	During the first <b>1-2 WEEKS</b> of your internship	<b>Guide your intern through getting acquainted</b> Interns typically spend about a week getting acquainted with the agency and its employees along with time in orientation/rotational activities. Then, your intern can move on to projects and internship experiences.
	<b>From weeks 3-5 through the end of the internship</b>	<b>Support the intern to complete projects and administrative experiences</b> A valuable component of a successful internship is assigned projects which are designed to give the intern practical experiences at various administrative levels. Projects should carry interns broadly across the agency and/or across several different operations of the agency.
	<b>HALFWAY</b> through the internship	<b>Complete and discuss Midterm Intern Evaluation</b> It is vital that you discuss evaluations with your intern so that the intern can maximize the learning experience. If you have any concerns about the intern's performance, please contact the MSA Internship Coordinator immediately.

	During weeks 7-9 of your internship	<p><b>Participate in a site visit with your intern and the MSA Internship Coordinator</b></p> <p>The site visit may be virtual or in person. The MSA Internship Coordinator may ask your intern to arrange the meeting or may reach out directly to you.</p>
	<b><i>At END of the internship</i></b>	<p><b>Complete and discuss <i>Final Intern Evaluation</i></b></p> <p>It is vital that you discuss evaluations with the intern so that the intern can maximize the learning experience. If you have any concerns about the intern's performance, please contact the MSA Internship Coordinator immediately.</p>
	<b><i>At END of the internship</i></b>	<p><b>Share thoughts about the internship with the MSA Internship Coordinator</b></p> <p>The MSA Internship Coordinator welcomes your feedback and wants this to be a positive, enriching experience for everyone involved. Your comments can help shape the program!</p>