

SITE VISIT OR CONFERENCE PHONE CALL INSTRUCTIONS FOR SCHEDULING

Interns are responsible for scheduling a **site visit or a conference phone call** in the first half of their internship. The visit or phone call will include you, your site supervisor and your faculty moderator. Your first meeting with your faculty moderator when your registration forms are signed is a good time to talk about the site visit. The date should be scheduled on everyone's calendars a minimum of 2-3 weeks in advance.

Instructions for Scheduling

1. **With your site supervisor** select 2-3 dates and times when you are both available for a site visit or conference call.
 - When selecting dates keep in mind your faculty moderator's teaching schedule, checking the class schedule for this information.
 - Let your supervisor know we would like your mid-term evaluation turned in one week before the scheduled site visit.
2. **Email your faculty moderator** suggesting the dates and asking which times work best. Wait for confirmation of the date.
3. The week before your meeting, **email Julie Christle** jchristle@csbsju.edu to let her know the date scheduled. This gives Julie the option to participate if her schedule permits.
4. **Email your faculty moderator and Julie Christle** with **directions** to the site, the meeting Room, and where to park or **phone number(s)** to use for the conference call.

When scheduling a Site Visit or Conference Call keep the following points in mind:

- A site visit is preferred to a conference call for sites within a 100 miles of CSB/SJU.
- For sites more than 100 miles away, faculty moderators may prefer a conference call.
- Try to schedule Twin Cities appointments no earlier than 10:00am and no later than 2:00pm to allow for travel time from campus and back.
- A site visit will last 40 minutes to 1 hour. Allow additional time if a tour is planned.
- A conference call will last approximately 30 minutes and will include both you and your supervisor on separate phones (or speaker phone) at the same time.
- If the faculty moderator requests it, the call can be placed by the Internship Office.

(See the reverse side of this sheet for a list of Site Visit/Conference call questions.)

GENERIC SITE VISIT/CONFERENCE CALL QUESTIONS

1. What are your daily responsibilities? Describe in detail the activities you engage in throughout the "typical" week.
2. How are your responsibilities changing over the term of the internship? How does this fit with your Learning Design?
3. How do your co-workers respond to you professionally and personally? How is that changing as you gain experience there?
4. What is your role in staff meetings? Are you comfortable taking an active role in meetings? What kinds of input do you have during meetings?
5. Reflect on the nature of your supervision. Is it what you thought it would be? In what ways is it helping you? How could it be better? What kinds of feedback do you receive from your supervisor(s)?
6. Describe the toughest or most difficult task you have done during your internship.
7. What are the personal and professional strengths and weaknesses you have brought to the internship? How have they affected your work?
8. How have you changed as a person since this internship began?
9. What have you learned about how your own and others' feelings about people, work, social class, race or gender affect your work?
10. Reflect on the relationship between your academic experience and the applied experience of the internship. What are you learning in your internship that was not available in classes? What are you experiencing that is illuminating or building on what you studied in the classroom? What is the most significant learning you have gained so far?
11. What has been most rewarding so far in your internship?
12. What do you expect to be doing during the rest of your internship? Are there other activities you would like to fit in? Are there individuals outside your organization with whom you would still like to speak?
13. Now that you know what it involves, how do you wish you had prepared for this internship differently?

This is a list of generic site visit/conference call questions. If you have any suggestions regarding these questions, please let us know.