

The University of Vermont
Communities of Practice
 Partner Site Responsibilities

Program Roles:

<i>Site Supervisor</i>	<i>Individual identified at the partner site who will act as a mentor for student interns or provide project guidelines and feedback. They will also be the liaison between the UVM Communities of Practice program staff and their organization.</i>
<i>COP Leader</i>	<i>UVM faculty member. Matches students with partner sites and/or projects, teaches the academic course associated with this program, helps students complete projects, and provides mentorship. The COP Leader will be the Site Supervisor’s first point of contact in the case of any questions or concerns throughout the experience.</i>
<i>Program Director</i> Sophia Trigg (striqq@uvm.edu)	<i>Sophia works with all Communities of Practice program cohorts and is a resource for students, Site Supervisors, and COP Leaders in case of higher-level concerns. Sophia also ensures compliance with UVM policies, procedures, and paperwork.</i>
<i>Student Intern</i>	<i>The student intern earns 3 credits for this experience (equal to a typical academic course). They are responsible for completing 120 hours of internship work on top of weekly in-person class meetings. Students can be any major. Sophomore year standing required except in special cases where the student has extensive previous experience in work-based learning.</i>

Tiers of Partner Site Involvement:

Partner sites may choose between several tiers of involvement in order to mitigate burden on their staff. Our purpose is to be a value-add to the partner site—not create more work for existing staff members—while allowing students to get a taste of work within a specific field. Questions about these tiers and what they may mean for your organization? Get in touch with your COP Leader.

1. Project-based	<p>The more hands-off approach. Provide detail about a project you need completed and the COP Leader will work with student interns to complete the project over the course of a semester. Regular check-ins throughout the semester to ensure the project is on track and to answer questions.</p> <p><i>Intern time commitment: at least 3 in-person interactions/site visits + independent work. 8-10 hours per week working on the partner project.</i></p>
2. Task-based	<p>The mid-level tier. This is the most flexible option and can be adjusted based on your organization’s needs and workflow. For example: you need an intern to keep your social media updated and write your newsletter, so you provide training on your organization’s systems and schedules, and check in with them at least weekly, but they will be working mostly independently and with input from the site supervisor and COP Leader to complete the work.</p> <p><i>Intern time commitment: weekly meetings with site supervisor + independent work. 8-10 hours per week working on partner tasks.</i></p>
3. 1:1 Internship	<p>Traditional internship. The intern you’re matched with will be <i>your intern</i>—i.e. they will become part of your team, attend meetings, assist with multiple projects or needs, learn from staff and/or board meetings, and get a more immersive experience.</p> <p><i>Intern time commitment: regular/daily in-person or remote interactions with the partner site. 8-10 hours per week working for the partner.</i></p>

Responsibilities:

To be arranged between the Site Supervisor and the COP Leader.

<p>Prior to program: <i>Intern matching</i></p>	<p>Fill out UVM's Community Partner Intake form to help program leaders get a sense of the type of intern you need. Work with COP Leader to further enumerate your organization's needs and internship format.</p> <p>If working in a 1:1 capacity with an intern (Tier 3 above), the site will also need to review and sign UVM's Internship Memorandum of Understanding: http://go.uvm.edu/internforms</p>
<p>During program: <i>Intern Orientation and Supervision</i></p>	<p>Tier 1 - Project-based:</p> <ul style="list-style-type: none">- Hold initial meeting(s) with the intern and COP Leader to outline project needs, wants, timeline, and requirements.- Check in regularly and be available for questions regarding the project.- End-point evaluation. <p>Tier 2 - Task-based:</p> <ul style="list-style-type: none">- Hold initial meeting(s) with the intern and COP Leader to outline project needs, wants, timeline, and requirements.- Weekly check in with interns to check progress, give feedback, and assign new tasks as needed.- Mid-point check in and End-point evaluation. <p>Tier 3 - 1:1 Internship:</p> <ul style="list-style-type: none">- Work with intern to get them "set up" within the experience (company policies, best practices, safety guidelines, chain of command, etc.) and onboard the intern as needed to organization (email account, payroll, HR, etc.)- Determine weekly schedule and hours and connect intern with team members for shadowing, trainings, and to go to for help.- Work with intern to identify learning goals from the experience.- Assign tasks and responsibilities.- Involve your intern in staff meetings, professional development opportunities, etc.- Mid-point check in and End-point evaluation.
<p>On-site Requirement</p>	<p>We require that students who are doing primarily remote experiences visit the organization in-person at least three times during the semester. If the organization is fully remote, then we recommend the student and supervisor meet in person three times at a neutral location (coffee shop or co-working space). This is to help foster deeper connections – both personally and professionally – between the student and the community.</p>
<p>Feedback</p>	<p>Both formal and informal check ins with your student intern are essential. These help the students stay on task, stay connected with you—the beneficiary of their work—and help alleviate any concerns or confusion that they may have while completing their work.</p> <p>About halfway through the semester, site supervisors who have Task-based or 1:1 interns will meet with their interns to talk about their progress so far. Students will be filling out a mid-point self-evaluation and may use this as a basis for the meeting. We encourage site supervisors to be open to listening to any concerns their intern may have and work with the COP Leader to balance intern and organization needs.</p> <p>At the end of the semester, all site supervisors will complete an End-point Evaluation form for the student(s) they worked with.</p>