Communities of Practice
Partner Site Responsibilities

Program Roles:

Site Supervisor	*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.*
COP Leader	*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.*
Program Director *Sophia Trigg* *(strigg@uvm.edu)*	*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.*
Student Intern	*The student intern earns 3 credits for this experience (equal to a typical academic course). They are responsible for completing 100 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.*

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	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. *Intern time commitment: at least 3 in-person interactions/site visits + independent work. 8-10 hours per week working on the partner project.*
2. Task-based	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. *Intern time commitment: weekly meetings with site supervisor + independent work. 8-10 hours per week working on partner tasks.*
3. 1:1 Internship	Traditional internship. The intern you're matched with will be *your intern*—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. *Intern time commitment: regular/daily in-person or remote interactions with the partner site. 8-10 hours per week working for the partner.*

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

Prior to program: *Intern matching*	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. 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
During program: *Intern Orientation and Supervision*	Tier 1 - Project-based: - 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](#). Tier 2 - Task-based: - 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](#). Tier 3 - 1:1 Internship: - 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](#).
On-site Requirement	We require that students who are doing primarily remote experiences visit the organization in-person at least once during the semester (the faculty member may require more visits). If the organization is fully remote, then we recommend the student and supervisor meet in person at a neutral location (coffee shop or registered co-working space). This is to help foster deeper connections – both personally and professionally – between the student and the community.
Feedback	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. 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. 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. At the end of the semester, all site supervisors will complete an [End-point Evaluation form](#) for the student(s) they worked with.

Student compensation	Paying your students is not required, but if you are able to, it is highly encouraged. This need not be an hourly wage—especially if you are asking students to focus on a project rather than on a 1:1 internship—but could take the form of a stipend, vouchers for lunch, tuition for specific skill trainings, gas money, etc. The highest barrier to participation in the Communities of Practice program is compensation. **Please note that if you require that students travel or use their personal vehicles as part of their duties at your organization, it is required that you cover their travel expenses (mileage, gas money, or bus fare).** Note: this requirement does not include travel to/from the organization's location for agreed-upon in-person hours. Studies have shown that paying student interns results in higher rates of satisfaction and dedication and allows a wider range of students to access work at your organization and future careers in your field. More information about the benefits of paying interns can be found here.