USU Internship Supervisor’s Duties

1. Make contact with assigned interns within 2-3 weeks of the beginning of the semester in which the student begins. Explain to the student the requirement of submitting to you the three forms necessary to award internship credit.
2. Collaborate with the intern and develop a plan to include all of the required experiences and as many of the other experiences, and at the most appropriate level (Good Better Best) on the Plan of Internship Experiences list as appropriate.
3. Make a personal site visit to one of the internship sites (elementary or secondary) for each intern, meeting with the intern and the mentor principal. Mileage is reimbursed at the approved rate for USU travel. Mileage reimbursement request are due December 15, May 15, and August 15. Mileage reimbursement forms are available from Krista (krista.terrell@usu.edu).
4. Receive, review for completeness, evaluate, and sign the three internship documents: Internship Experiences List; Log of Internship Hours, and Internship Evaluation Report.
5. Return all three signed documents to the student. (The student is responsible to submit these documents through Canvas during the final internship course, TEAL 6940.
6. Attend annual intern supervisors’ dinner and training with USU faculty.
7. May join TEAL 6945 Administrative Internship in Canvas or use the electronic classroom if desired. (Please let the instructor of record know.)
8. Intern supervisors are paid $400 for each assigned intern; $150 at the end of the first semester of internship (TEAL 6945) and $250 at the end of the semester in which the student completes the internship (TEAL 6940).