



## Unity College Internship Program Site Supervisor Confirmation

Please complete, sign, and email this form to the student intern.

**Student Intern Name:**

**Supervisor Contact Information:**

Supervisor Name:

Position Title:

Organization:

Organization Address:

Phone Number:

Email Address:

**Are the following available to the intern?**

Workman's Compensation  Yes  No

General Liability Insurance  Yes  No

The intern will complete approximately \_\_\_\_\_ hours during the internship  
between \_\_\_\_\_ and \_\_\_\_\_.

By signing this form, you agree to the following:

- The responsibilities outlined on the second page of this document titled "Internship Site Supervisor Responsibilities".
- To submit a copy of the certificate of insurance, as outlined in the second page of this document, to the Career Services office at [internships@unity.edu](mailto:internships@unity.edu) prior to the Internship Start Date.
- To complete and return the site supervisor evaluation form supplied by the Internship Coordinator one week prior to completion of the intern's commitment to your organization.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your willingness to support the Unity College Internship Program.

## Internship Site Supervisor Responsibilities

- Site supervisors must provide a written job description to the intern outlining the primary duties and expectations.
- Site supervisors should understand and support the intern's professional outcomes outlined in their internship agreement form.
- A formal training should be provided by the site supervisor in order to inform, train, prepare, and orient the intern to the site's expectations and culture.
- Site supervisors should meet regularly with interns to monitor progress, provide feedback, and review the learning objectives.
- Site supervisors are expected to provide adequate supervision of the intern and assign duties that are appropriate, career-related, and progressively challenging.
- The internship site should make equipment, supplies, and space available as necessary for the intern to perform their duties.
- Internship site and site supervisors must provide a physically and emotionally safe working environment free of all forms of harassment as per federal and state regulations.
- If the intern is not meeting the site expectations, the site supervisor must notify the Career Services office to discuss appropriate solutions.
- Site supervisors will be sent an evaluation form at the end of the internship. This must be completed and returned promptly to Career Services as it will provide professional guidance to the intern and factor into the intern's final grade.
- Internship site must assume liability for work-related injuries sustained by the intern, including workers' compensation insofar as the agency may determine the same to be required by law in that state. Agency shall have its comprehensive general liability insurance company name the College as an additional named insured on a primary and non-contributory basis. Prior to commencement of the internship, Agency shall provide to College a current certificate of insurance. No insurance policies required by this Agreement shall be canceled or altered without thirty (30) days prior written notice to the College. Agency shall immediately notify College of any incidents or claims made arising out of the internship, and shall cooperate in any investigation of such incidents or claims undertaken by College.