

Sample mid semester check-in

Dear Site Supervisor,

It is time to start thinking about the mid semester check-in with your intern.

Internship sites are encouraged to schedule mid semester check-ins with their intern. Having a mid semester check-in allows internship sites to have a moment to reflect and give feedback to interns which allows time for adjustments to be made if necessary. Interns are able to voice updates on experience and give feedback. Please consider the below steps as you plan for your mid semester check-in with your intern.

When to schedule check-in: During your first meeting with intern, include the mid semester check-in date/ time/ location as a save the date. Scheduling a mid semester check-in with your intern indicates the importance of checking in to see how things are going and it gives time for both parties to prepare for meeting. Be sure to discuss the structure of the check-in with intern so that the intern can come prepared to meeting.

Where to meet with intern: Sometimes the content of the check-in can contain personal and sensitive content when receiving and giving feedback. It is suggested that mid semester check-ins take place in a semi private professional work location/office to allow honest and open dialogue amongst supervisor and intern.

What if intern isn't meeting standards: If you feel the intern is not meeting office/role standards, it is your responsibility as the site supervisor to discuss with the intern the expectation of the role and skill set. It is also recommended that the site supervisor finds ways to better support intern through job shadowing, retraining and or review of expectations. In the event the site supervisor feels they may need to consult with CSUEB, please contact the Internship Coordinator at: internships@csueastbay.edu

Sample questions for your intern during their mid semester check-in:

1. Did you have any expectations before you started the internship? Has your expectation changed or are we meeting your expectation regarding role and experience?
2. What area of learning is most important to you? Are you able to apply what you have learned in your academic coursework to this internship?
3. How can you apply what you are learning onsite to your academic coursework?
4. What transferable skills do you feel you will develop through this experience?
5. Can you identify any skills or areas that you feel you could further develop in this internship role? And or what has been the biggest challenge you have encountered? What could be a solution to this challenge?

Conclusion: Site supervisor may want to offer site resources, training, and connect intern to work site colleagues for possible additional mentorship if appropriate.

The mid semester check-in is the point in time during an internship when we suggest connecting your intern to higher level administrative staff for an information meet and greet to allow your intern to network within the company and to gain a better insight to the structure of the company. It is important that both site supervisor and intern meet on a regular basis to ensure a positive internship experience.

Please use this form as a guide for your conversation. We ask that you sign this form and give it to your student as an indication you have completed your mid semester check-in.

Site Supervisor Signature Please print name

Date