

Supervisor Toolkit Contents

Phase 1: Laying the Foundation

- Preparing for Your Intern's Arrival
 - o Supervisor, Program Coordinator, and Intern Roles
 - o Intern Position Descriptions
 - o Workflow Planning Tools
- Checking in with Your Intern
 - o 1:1 Meetings
 - o Progress Reporting
 - o Stand-Up Meetings
 - o Work Style Self-Assessment
- Virtual Working Expectations
 - o Intern Remote Work Guidelines
- Escalating Intern Concerns
 - o Escalation Process and Example Action Plan
 - o Intern Improvement Plan Reflection Questions
 - o Feedback Framework
- Understanding Summer Training
 - o Summer Training Professional Skills Curriculum Overview
 - o Summer Training Technical Skills Curriculum Overview
 - o Summer Training Vocabulary Overview
- Supervisor Webinar Recordings

Phase 2: Building Skills

- Creating Intern Projects and Skill Building Experiences
 - o Intern Skill Building and Project Ideas
 - o Professional Development Projects
 - o Workplace Goal Setting
 - o Optimizing Intern Time
- Growing Your Intern (Mentorships and Shadowing)
 - o Mentoring Resources
 - o Informational Interviews
 - o Intern-to-Intern Shadowing
 - o Career Interest Survey
- Celebrating Your Intern
 - o Celebrating Your Intern Ideas
 - o Featured Intern Nomination Form
- Corporate Partner Forum Resources
 - o Recordings and Session Resources

Phase 3: Refinement and Wrapping Up

- Planning Impactful Events for Interns
 - o Intern Event Ideas
- Finishing the Internship Strong
 - o End of Year Recognition
 - o End of Year Internship Best Practices for Supervisors