

INCLUSIVE INTERNSHIP PROJECT

ENGAGE. CHANGE. GROW.



SITE VISIT: GOALS & EXPECTATIONS

Dear Student and Organization,

We greatly appreciate the opportunity to come for a site visit to your organization to see first-hand the great work that your organization contributes to the Dane County/Madison area community. We are very excited to have a fruitful discussion between the internship's supervisor and student intern. Please see below our overall goals, expectations, and what to look forward to for the site visit. Site visits will last roughly one full hour.

GOALS

- “Checking in” with the Student and the Organization Internship Supervisor to assess the intern’s performance and possibilities
- Establish and create an open dialogue between Edgewood College, Organization, and Student to promote and strengthen the current partnership
- Learn first-hand the work that is done at the Organization for the surrounding community, and the impact the Student contributes to the mission and goals

EXPECTATIONS

- Come as you normally would for a shift at your internship!
- Collectively be cognizant of time – there are a handful of things to get done in a short amount of time, so really using our time wisely and efficiently will allow all of to stay on our own schedules as needed
- Have fun! We are excited to come see what you do! We hope you are excited to share with us 😊

WHAT TO LOOK FORWARD TO

- Tour of organization building / workspace (as much that is possible to show) AND/OR a “Walkthrough” of what the student does day-to-day
- Discussion of Student’s Learning Objectives, questions, and comments. Open discussion time.
- Media: photos, videotaping the discussions, and short video shots (as must that is possible to capture) for promotional use of the Inclusive Internship Project at Edgewood College
 - Note: There will be a media release form provided by Edgewood College at the site visit, and Organization or Student can opt to not participate, and/or specify with us what is OK to capture and what is prohibited. We want all parties involved to feel comfortable.



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