

The Ralph W. Ketner School of Business
Experiential Learning
Role of the Site Supervisor

- ❖ **Build confidence**
- ❖ **Act as a role model**
- ❖ **Act as a coach**
- ❖ **Share experiences as learning tools**
- ❖ **Encourage professionalism**
- ❖ **Proactively maintain contact and encourage open communication**
- ❖ **Assist in problem solving**
- ❖ **Facilitate goal-setting and being goal-oriented**
- ❖ **Maintain privacy/confidentiality**

Responsibilities of the Site Supervisor

For an internship program to succeed, both students and supervisors alike must commit to establishing a partnership based on open communications, productive, and proactive interaction. This requires the following:

- ❖ **Be available, as schedules permit, to work with the student.**
- ❖ **You should keep in contact using face-to-face meetings, email, telephone, or texting.**
- ❖ **Establish a schedule early on.**
- ❖ **Provide guidance**
- ❖ **Fill out appropriate paperwork and contact the Experiential Learning Instructor with any questions.**

I have read and understand the expectations of the roles and responsibilities as a Site Supervisor in the Experiential Learning program through The Ralph W. Ketner School of Business at Catawba College.