

CRJ Corporate Internship Program: Supervising Basics

Timecards:

- Students receive daily timecards each workday at noon from members of the CIP staff.
- These timecards are linked directly to their school email account through our Salesforce platform.
- We encourage students to write at least **2 sentences** about their workload for the day, input correct hours worked, and submit them to you for approval.
- After a student has completed a timecard, it is sent to supervisor for approval and rating for their workday.
- Timecards are a Department of Labor requirement for students.

Evaluations:

- Students are evaluated on their work performance three times a year by supervisors and CIP staff. The grade they are given from supervisors makes up 70% of their overall grade.
- Evaluations are sent out in October, December, March from CIP staff via surveymonkey link.
- Each quarterly evaluation is the same and collects the same data on your student.
- While we read and go over each piece with students and parents, the holistic grade of 1-5 affects GPA. **1: Does not meet expectations- 5: Consistently Exceeds Expectations**

Mentoring:

- Reinforce good practices wherever possible.
- The time commitment of each supervisor and workplace is different.
- Have students practice time management by scheduling sit-downs with you when you are free.
- Integrate students into the office as much as possible-the more people who know they are there, the more opportunities for learning and helping other departments.
- Use Corporate Internship Toolkit as a framework if you are struggling to find meaningful work sometimes.
- Make the partnership mutually beneficial.

Communication:

- Each partner & student is assigned a relationship manager in the CIP office (Candace Elliott (AM), Kelsey Fitzpatrick (PM), Michelle Mallen (AM), Larry Wright (PM).
- Absences and lateness are communicated to the supervisor from the relationship managers.
- If there are any issues that arise with students throughout the year, please keep your relationship manager informed.
- Relationship managers send out monthly communications including calendar reminders and other important information.
- We have several events that we encourage supervisors to attend and meet other supervisors.