

## Internships for 9-14 Schools: Program Monitoring Questionnaires

### *How to Use This Document:*

Once students begin working at their internship sites, it is essential that program staff establish regular, frequent communication with students and their supervisors. For 9-14 schools, staff typically touches base with students during weekly support seminars. Program staff can use the following questionnaire templates to communicate with supervisors about their experience. Program staff should also be regularly available and accessible to supervisors and students to troubleshoot issues as they arise.

During the first week, at a minimum, program staff should complete one initial check-in call with each supervisor using Form A. In subsequent weeks, program staff can use Form B when calling supervisors. Program staff should visit each internship site at least twice during the internship period. During site visits, staff can use Form C to facilitate a slightly more in-depth conversation while meeting in-person with the internship supervisor. In addition to the check-in calls and site visits, program staff can collect brief data via online survey at the midpoint and end of the internship period.

### **A. INTERNSHIP SUPERVISOR CHECK-IN CALL FORM**

#### **(During the first week)**

1. How is \_\_\_\_\_ (intern name) adjusting to your workplace?
2. How does \_\_\_\_\_ (intern name) receive instructions and feedback on progress?
3. What kinds of tasks and projects is \_\_\_\_\_ (intern name) working on?
4. What do you think will be the “soft skill” areas for \_\_\_\_\_ (intern name) to work on in the next few weeks to be successful in this internship?
5. What type of support would you like from me and the program?
6. What questions do you have for me?
7. When can we schedule an on-site visit?

[Schedule during call if possible, follow up with calendar invite]

## Internship Tools: Program Monitoring Questionnaires

### B. P-TECH 9-14 INTERNSHIP MANAGER CHECK-IN CALL FORM

(After the first week)

1. How is \_\_\_\_\_ (intern name) doing?
2. Has \_\_\_\_\_ (intern name) made notable progress or achievements you'd like to share?
3. Have you experienced any challenges with \_\_\_\_\_ (intern name)?
4. How can I and the program best support your continued work with \_\_\_\_\_ (intern name) during this internship?

**C. P-TECH 9-14 INTERNSHIP SITE VISIT FORM**

1. Tell us about your experience with \_\_\_\_\_ (intern name).
2. What has s/he been working on primarily?
3. Who does s/he interact with on a regular basis?
4. What type of supervision does \_\_\_\_\_ (intern name) receive?
5. Technical skills: How well do you feel \_\_\_\_\_ (intern name) is learning on the job?  
Strengths, areas for improvement?
6. Professional skills: How would you rate his/her maturity and professionalism in the workplace?  
Strengths, areas for improvement?
7. Have there been any issues? Do you have any constructive feedback you'd like to share with us?  
Has any of this been shared with \_\_\_\_\_ (intern name)?
8. What are your goals for \_\_\_\_\_ (intern name) by the end of the internship?
9. How well supported do you feel by the program? Is there anything more you'd like from us?

*If visit occurs at least four weeks after start of internship:*

10. If funding were available, would you be interested in extending \_\_\_\_\_ (intern name)'s time here?
11. Would you be interested in taking on additional interns, either at this site or others?