**Internship Site Visit Information**

**WHAT IS A SITE VISIT?**

The internship site visit is typically an in-person meeting that occurs between the student, internship site supervisor and the Employer Connections Coordinator (internship coordinator). The course instructor will also be invited to the site visit. Off-campus site visits typically last an hour. On campus site visits typically last 30-45 minutes.

The primary purpose of the site visit is for all parties to review the student’s learning goals set at the beginning of the internship and his or her progress towards said goals. Secondary purposes of the site visit include providing an opportunity to identify any problems that may have developed and to foster a positive relationship between the College and the host site.

The site visit occurs during the mid-term period. See the schedule below for a breakdown.

* Fall semester
	+ Mid-term: mid-October
	+ Site visits scheduled: October (no later than 2nd week in November)
* Spring semester
	+ Mid-term: early March
	+ Site visits scheduled: March 1-31
* Summer or Winter break
	+ No mid-term
	+ Site visits scheduled: half-way through student’s experience

**What does the site visit look like?**

The Employer Connections Coordinator will arrive and greet the student and the site supervisor. They will then ask the student to show them the workplace including their workstation. This can last anywhere between 5-20 minutes depending on the size of the organization and how much the student travels in the building. During this time, the Employer Connections Coordinator will talk with the student about their experience so far.

After the tour, the Employer Connections Coordinator and the student will meet with the site supervisor. The goal during this period is for all parties to review the student’s learning goals and the progress that has been made toward them. This is also a wonderful time to address any questions or concerns.

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