



Fall 2018 Supervisor Agreement

As an InternFSU Supervisor, I reviewed, understand and agree to uphold the InternFSU Program Supervisor expectations as outlined below:

- Follow the required hiring process by August 24 for a September 4 hiring date, which includes:
 - Notify all applicants that were not selected for your internship(s) opportunity.
 - Ensure your selected candidate(s) are paid \$10/hour through a split funding model, InternFSU funding Code: 233004, fund 140.
 - Ensure your selected candidate(s) complete applicable new employee forms, including the Form I-9, loyalty oath and New Employee Wizard Forms available at hr.fsu.edu
- Confirm intern(s) learning goals within the first two weeks of the semester.
- Deliver ongoing supervision and mentorship throughout the entire semester by holding in-person bi-monthly supervision meetings with your intern(s). In these meetings:
 - Discuss project expectations and task completion/progress.
 - Set short-term work goals and tasks to complete by next supervision meeting.
 - Proactively address perceived difficulties or struggles.
 - Deliver feedback on workplace etiquette expectations and norms as needed.
 - Connect them with campus resources for both employees and students, such as the Employee Assistant Program (EAP) or the Academic Center for Excellence Tutor Centers, if personal or academic concerns arise.
- Hold an in-person mid-semester performance evaluation meeting. In this meeting:
 - Provide an opportunity for both supervisors and intern(s) to provide structured feedback on the experiential learning opportunity.
 - Recalibrate any project goals or deadlines for the remainder of the semester.
- Complete a written final performance evaluation. This written evaluation will not be shared with interns(s), but should be used as a structured exercise to provide framework for an in-person final evaluation.
- Hold a final in-person meeting. In this meeting:
 - Recap successes and highlight strengths while providing feedback on areas of improvement for professional development.
- Complete a brief InternFSU program evaluation survey at the conclusion of the semester.
- Monitor intern(s) work hours, not to exceed 120 hours through the split funding model, between August 27-December 7:
 - Students will not work during FSU observed holidays and breaks.
 - If your intern(s) work hours exceed 120, you will work with your budget representative to adjust funding source and if necessary reimburse the InternFSU Program for the unapproved excess pay prior to the start of the Spring 2019 semester.
- Work with the InternFSU Program Manager and the Office of Human Resource's Employee Labor Relations prior to making a termination request.

Print Name: _____

Office: _____

Signature: _____

Date: _____