



Loyola University Chicago, School of Social Work INTERNSHIP SITE VISIT AGENDA

Date _____ Liaison _____

Student Name _____

Internship Site/Program _____

Internship Instructor _____ Internship Instructor(s) _____

Welcome & Introductions:

- How has the internship experience been so far for both student and Internship instructor? Is the student interacting with any other staff or interns besides those present at the site-visit?
- How long has the student been attending the internship?
- How has the student been oriented to the internship site as a whole and this program/department?

Discussion Questions

Student:

- Tell me a little about your role, daily schedule, internship responsibilities and tasks?
- What types of client interactions are you having and/or what projects are you working on?
- Tell me what is going well and what you would want more or less of?
- How are you challenged in this placement and what, if any, issues or concerns have come up?
- If there are any challenges or issues, how are these being addressed?
- What does your supervision look like, i.e. is it weekly, bi-weekly, individually or in a group?
- How is your weekly supervision normally structured and what is the content?
- Are your concerns, are your questions being addressed regularly through supervision and consultation?
- How has this internship changed your perspective or influenced your career path?
- What additional opportunities or experiences in addition to what you are doing do you want before the end of the internship?

Internship Instructor:

- From a supervision perspective, how are things going so far?
- How is the student performing and progressing?
- What is going well and where/what are the areas and opportunities for improvement during the remainder of the internship?
- What additional responsibilities/tasks are anticipated to be added throughout this internship?
- What has been the student's most significant accomplishments?
- What are the student's strengths and areas of growth?

Review of Learning Agreement

- Liaison, Internship Instructor and Student Intern review and provide any suggestions, edits comments.
- What is the student's biggest learning priority for the remainder of the internship?
- Does Internship Instructor and/or student want to identify any future goals?

Wrap-Up

- Address any remaining feedback, questions and recommended next steps