

# UCBI Guidelines for Community-Based Partners

An important component of the UCBI program is the mentorship opportunity offered to interns by their internship supervisor at their community-based organization. Consistent and structured mentorship will greatly increase the quality of your internship and help the intern feel supported, as well as maximize their professional and personal development. The following is a list of guidelines that will help maintain a positive supervisor-intern relationship.

## On-Boarding

- ***Provide an on-site orientation for the intern prior to the start of the internship***  
This should include a tour and overview of the organization and its larger mission, an introduction to key personnel and staff members, and training in necessary programs and internship tasks. Also, follow-up with intern afterwards to answer further questions and concerns.
- ***Establish professional development goals, clear expectations and responsibilities***  
During the first two weeks of their time at your organization, we recommend sitting down with your intern to discuss what is expected of them, how you will maintain communication, how they would like to receive constructive criticism and how often you will be able to meet with them. These expectations, responsibilities, and goals should be recorded in the learning agreement.

## Supervision and Professional Development

- ***Seek out professional development opportunities for the intern to participate in***  
This could involve including them in staff meetings, staff trainings, arranging informational interviews with other staff, and workshops.
- ***Commit to bi-weekly individual meetings with intern to reflect on and refine personal and professional learning goals, performance tasks, and daily responsibilities***  
We recommend using the learning agreement to structure this conversation and to guide check-ins to ensure that your intern is staying on track. The learning agreement should be used as a working document that interns and supervisors regularly revisit to monitor progress and reflect on, refine, and adjust goals.
- ***Provide regular, timely, and specific feedback to interns on performance and progress***  
Constructive conversations around areas for improvement will be vital to the progress and growth of the UCBI intern. Offer helpful feedback when necessary.
- ***Ensure that your intern can easily contact you with questions and concerns***  
If you will be out of the office please give your intern an alternative contact in case they need support in your absence.

## Workspace

- ***Provide a consistent workspace for your intern with necessary supplies***