



UNIVERSITY OF SOUTH ALABAMA
Undergraduate Internship in Gerontology
Information for Field Supervisors
Internship Supervision Requirements

Thank you for agreeing to supervise an intern in the University of South Alabama Certificate Program in Gerontology. Please confirm the number of credit hours for which your intern has registered. Three-hour internships carry the expectation of 5-6 hours per week at the job site for a total of 100 work hours; Six-hour internships carry the expectation of 10-12 hours per week at the job site for a total of 200 work hours. Internships begin the first week of classes and conclude the last class day of the semester. Internships coincide with the current class schedule in start and end dates and holidays. Work schedules are agreed upon by the intern and the Field Supervisor.

The Gerontology curriculum committee has attempted to minimize the paper work required of Field Supervisors. We require only two written documents from you. If you would like to have further communication in person, by phone, or by e-mail, feel free to contact the Director, USA Programs in Gerontology at any time. Copies of the required documents and the list of expectations for the internship are available online at our website (<http://www.southalabama.edu/gerontology>) or in the Director's office. It is our hope that your experience with our intern will be beneficial to your agency and personally rewarding for you.

Two Written documents are required from Field Supervisors:

- 1) Within one week of the beginning of the internship, the Field Supervisor should mail or fax to the Academic Supervisor the "Undergraduate Internship Plan". The Field Supervisor's signature is required.
- 2) During the last week of the internship, the Field Supervisor should mail or fax to the Academic Supervisor a complete the Undergraduate Internship Evaluation Field Supervisor form, available at our website.

It is suggested that the Field Supervisor discuss both documents with the intern.
Fax the completed reports to: (251) 460-7925. Mail all reports to:

Dr. Roma Stovall Hanks
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