**Roles and Responsibilities**

*Responsibilities of the Preceptor/Agency*

Agency staff acting as preceptors should have the time and interest to devote to the student. They should be willing to:

* + 1. assign the student appropriate tasks that will serve as a learning experience for the student and be of value to the organization;
		2. assign any pertinent readings, including institutional records, reports, etc. that are deemed useful in providing the student with an insight into the operations of the organization and the particular areas in which they will be working;
		3. monitor the students attendance and performance;
		4. meet with the student on a regular basis to discuss the student’s progress;
		5. complete interim and final evaluation forms provided by the University to be submitted by a given date.

If difficulties arise with a student intern, it is the responsibility of the agency to first discuss it with the student and to then submit an Internship Incident Report.

*Responsibilities of the University*

The Internship Coordinator will consult with the agency or preceptor in the internship process in any effort to provide an appropriate match of student interest and agency needs.

The University will maintain on-going communications with the agency through the Internship coordinator.

The coordinator will be available to provide prompt assistance in dealing with all concerns which the agency may have in relation to the internship placement.

When possible, the University will provide feedback to the preceptors as to the students’ evaluations of the internship experiences.

When requested, the coordinator will be available to schedule on site visits or phone meetings at the convenience of the agency to attend student evaluation conferences, or to discuss problems that may have arisen.

Upon request, a copy of the certificate for the Professional Liability Insurance in which all interns must participate will be provided.