

INTERN and INTERN SUPERVISOR Roles

The responsibilities of the Intern and Intern Supervisor are:

1. Orient the intern to the setting:
 - Relevant personnel
 - Henrietta Munoz- MC-SA LME Site Director, FES
 - Sebastian Schreiner- MC-SA LLP Data Evaluation Coordinator, CHAPSS, Workforce and Earnings, and Assets Facilitator
 - Tamara Casso- MC-SA LLP Qualitative Researcher, CHAPSS, Workforce and Earnings, and Assets Facilitator, PFDC, FSCS, Intern Supervisor
 - Marcos Marquez- MC-SA LLP Researcher, RBA trainer, CHAPSS, Workforce and Earnings, and Assets Facilitator
 - Ron Morales- Family Service Association, MC-SA LME CHAPSS Specialist, FSCS
 - Karen Dlugosz- City of San Antonio, Department of Community Initiatives, MC-SA LME Assets Specialist
 - Roger Gonzalez- City of San Antonio, Department of Community Initiatives, MC-SA LME Workforce and Earnings Specialist
 - AECF and MC-SA philosophies
 - www.aecf.org
 - www.mc-sa.org
 - Provide necessary orientation, training and monitoring of intern's compliance with MC-SA's policies and procedures.
 - Meetings
 - Staff Meetings
 - CHAPSS, Workforce and Earnings and Assets monthly meetings
 - FSCS meetings
 - LME meetings
 - Dress code
 - Casual business attire
 - Jeans on appropriate occasions; TBD
 - Record keeping and agency documentation

- Daily time log
 - Weekly Performance Review
 - Confidentiality of research participants
2. Provide the necessary work experiences to meet the educational goals.
 - Interviews
 - Focus groups
 - Transcription
 - Atlas ti
 - SPSS
 - Data input
 - Preliminary data analysis
 - Literature reviews
 - Social Network Mapping
 - CHAPSS, Workforce & Earnings, and Assets meetings
 - Weekly staff meetings
 - Qualitative Research Methods Manual
 - MC-SA *Connecting to Change* newsletter
 3. Regularly scheduled supervisory conferences with the intern
 - Weekly meetings
 4. Evaluate the performance of the intern throughout the semester
 - Discuss intern's performance at weekly meetings and progress of reports required by the Internship Coordinator to earn course grade.
 5. Notify the Internship Coordinator should problems arise regarding the intern. If necessary, meet with the Internship Coordinator to make decisions regarding the intern.

*Please contact Tamara Casso at tamaracasso.photoethnography@gmail.com