

SCHOOL OF COMMUNITY RESOURCES AND DEVELOPMENT
AGENCY INTERNSHIP SUPERVISOR CORE COMPETENCY WORKSHEET

The School of Community Resources and Development thanks you for your willingness to help our students in their professional development.

From the time the student declared a major in our School, we stress the progressive development of core competencies, which the faculty believe are common to all types of agencies associated with our majors. Core competencies are developed through course content (knowledge), and the knowledge applied (skill or ability) through course projects/assignments, as well as through their required Career Field Exploration experiences, which they must complete before they are eligible for a Senior Internship.

To help the student understand how their internship experience with your agency will aid in his/her professional development we are asking that you complete the Core Competency Worksheet provided to you by the student. This form is submitted to the School as part of the required paperwork packet that must be completed before the student is eligible to enroll in the Senior Internship course.

There are 11 identified Core Competency Groups, and within each group, identified Experience Items. It is not expected that all students will be exposed to each of the Core Competency Groups or Experience Items, as this is dependent on the type of agency, as well as the student's internship position and responsibilities. However, it is felt that there should be a variety of areas with which the student will gain some type of experience level (knowledge, skill, ability). A requirement of a Senior Internship experience is that it is similar to the responsibilities of a professional entry-level position.

For each of the Core Competency Group Experience Items, we are asking that you indicate one of the following levels of experience.

- a. No exposure
- b. Knowledge developed through discussion or observation.
- c. Skill developed through the student's exposure within his/her responsibilities.
- d. Ability developed through the student's direct responsibility within the Experience Item.

If you have any questions about this form please feel free to contact me at Erin Schneiderman (Erin.Schneiderman@asu.edu)

Thank you.

AGENCY INTERNSHIP SUPERVISOR CORE COMPETENCY WORKSHEET

Intern Supervisor's Name

(please print)

Intern Supervisors

Signature

Student's Name

(please print)

Please indicate the level of experience by marking the appropriate box. Only one level of experience should be indicated for each of the Core Competency Experience Items.

Core Competency Group/Experience Item	No Exposure	Discuss and/or Observe (Knowledge)	Used within the Intern's Responsibilities (Skill)	Direct Responsibility (Ability)
1. Boards, Commissions, Committees Meetings				
Professional Organization Meetings				
Committee Meetings				
Board/Commission Meetings				
Staff Meetings				
2. Legal Aspects				
Risk Management				
Contracts				
Requests for Proposals				
Insurance				
Licenses and Permits				
ADA Compliance				
3. Human Resource Management				
Develop a Job Analysis/Job Description				
Recruit Employees/Volunteers				
Screen Employee/Volunteer Applicants				
Interview Employees/Volunteers				
Train Employees/Volunteers				
Supervise Employees/Volunteers				
Schedule Employees/Volunteers				
Evaluate Employees/Volunteers				
4. Fiscal Management				
Develop/Monitor a Program/Event Budget				
Monthly/Quarterly Budget Analysis				
Weekly/Biweekly/Monthly Payroll				
Cash and/or Credit Reconciliation				
Inventory Control				
Retail Sales (Product/Service)				
Product/Service Pricing				
Purchasing/Procurement				
Fund Development				
Grant Writing/Development				

Core Competency Group/Experience Item	No Exposure	Discuss and/or Observe (Knowledge)	Used within the Intern's Responsibilities (Skill)	Direct Responsibility (Ability)
5. Marketing, Public Relations, Community Engagement				
Formal Presentations				
Public Speaking				
Customer/Client Service				
Customer/Client Conflict Resolution				
Print Media (Brochures, Flyers, etc.)				
Internet Media/Social Network				
Email Communication with Customers/Clients				
Community Service Projects				
Donor Development/Relations				
News Media Interaction				
6. Leadership				
Lead an Activity/Program/Event (face-to-face)				
Lead a Project Team or Committee				
Lead a Community Group				
Lead a Department or Agency				
7. Maintenance Operations of Equipment, Vehicles and/or Facilities				
Develop/Monitor Maintenance Standards				
Develop/Monitor Daily, Weekly, Seasonal Maintenance Schedules				
Develop/Monitor Preventative Maintenance Schedules				
Develop/Monitor Nonscheduled Maintenance Priorities/Process				
Develop/Monitor Maintenance Records				
Develop/Monitor Equipment Replacement Process/Policies				
8. Office, Facility, Park Operations				
Develop/Monitor Access Policies and Procedures				
Develop/Monitor Use and Reservation Systems				
Develop/Monitor Customer/Client Supervision Policies and Procedures				
Develop/Monitor Equipment/Supply Policies and Procedures				
Develop/Monitor Emergency Policies and Procedures				

Core Competency Group/Experience Item	No Exposure	Discuss and/or Observe (Knowledge)	Used within the Intern's Responsibilities (Skill)	Direct Responsibility (Ability)
9. Programming, Special Events, Fundraising				
Research/Reserve Space/Venue(s)				
Recruit/Monitor Vendors				
Venue Design and Layout				
Contract Entertainment, Specialists, Instructors				
Purchase, Procure, Rent Equipment and Supplies				
Secure Support Services (Medical, Security)				
Coordinate Adequate Infrastructure (water, electric, porta-potties, communication system)				
Develop Participant Accessibility Initiatives				
Develop/Coordinated Staff/Volunteer Requirements, Policies, Procedures				
Coordinate Day-of-Event Activities				
Develop/Implement Event/Program Evaluation				
Event/Program Evaluation Analysis and Recommendations				
10. Internal Agency Communications, Operations, Functioning				
Internal Verbal Communication				
Internal Written Communication				
Internal Electronic Communication				
Internal Department/Unit Operations Coordination.				
11. Computer Software, Social Media				
Reservation Software				
Registration Software				
Word Processing				
Spreadsheet Software				
Database Management Software				
Presentation Software (PowerPoint, Prezi, etc.)				
Desktop Publishing Software				
Computer Graphics/Design Software				
Webpage Development Software				
Microsoft Outlook (email, calendar, contacts, etc.)				
Social Media (Facebook, Twitter, etc.)				