

Best Practices for Community Partners *Supervising UC Berkeley Students*

*Remember, for “return on investment” in supervising volunteers:
In first month, 1 hour of training = 1 hour of benefit
After first month, 1 hour of training = 10-15 hours of benefits*

- Offer an orientation to your site, including:
 - Share the vision, mission and values of the organization
 - Share work rules and office policies and procedures including dress code if applicable
 - Discuss and review position description and expectations
 - Provide a detailed work plan for first month
 - Discuss how tasks and projects will be identified and shared
 - Set and discuss a schedule and standing meetings
 - Tour the organization, including introducing your student to all other staff
 - Identify a location where the student leader can store things

- Review risk management procedures and have the volunteer complete a waiver
- Complete and review an “individual learning agreement”
- Learn more about your student, their career aspirations and other personal goals and interests
- Establish SMART (Specific | Measurable | Actionable | Realistic | Time-sensitive) goals for semester
- Develop a training plan including meetings with key staff people, stakeholders or collaborators for any major duties or projects
- Share important dates of your organization
- Establish a system for signing timesheets (if applicable)
- Check in more frequently when student starts placement – at least weekly in person
- Share with your participants your story, your reason for doing the work that you do