

Black Hills State University Outdoor Education Program

Updated 11/08/2021

INTERNSHIP MANUAL

Policies and procedures for Student Interns, University Internship Coordinators & Site Supervisors

"You are capable of more than you know. Choose a goal that seems right for you and strive to be the best, however hard the path. Aim high. Behave honorably. Prepare to be alone at times and to endure failure. Persist! The world needs all you can give."
E. O. Wilson

Current OEP Internship Coordinator:
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Black Hills State University
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Spearfish, SD 57799
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**BLACK HILLS
STATE UNIVERSITY**

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Introduction

Outdoor Education (OE) majors are required to obtain 6 credits of field experience in either OE 494 Internship or OE 295 Practicum. OE Students may take up to 12 credits of OE 494.

The Black Hills State University OE 494 Internship Program presents opportunities for students to obtain academic credit through professional learning experiences (paid or unpaid) in a supervised position related to their major and vocational goals. Internship is an experientially based course which allows advanced students to “learn by doing” under the direct supervision of a Site Supervisor, and under the distant supervision of the Outdoor Education Program Internship Coordinator.

Student Eligibility for OE 494 Internship

The student must meet the following requirements prior to admittance into OE 494 Internship.

1. Student must be **officially enrolled as an Outdoor Education major**. Majors are declared at the Registrar’s Office.
2. Student will have earned at least 64 credits and taken several courses in the major.

*Exceptions to this rule will be considered on a case-by-case basis; these require a **petition letter** that includes a request for an exception and specific reasons supporting this request. The petition must be submitted to the Petition Dropbox in the OE Programs D2L Site.*

OE Majors can also take OE 295 Practicum to meet their field experience requirement; this does not require 64 credit hours.

3. **Grade Point Average Requirement:** Student must possess a 2.7 or higher grade point average (4.0 scale) prior to entering the OE Internship Program.

*Exceptions to this requirement will be considered on a case-by-cases basis for students who submit a **petition letter** that includes a request for an exception to the 2.7 GPA requirement, current GPA, and specific reasons for lower GPA. For example, perhaps a student had an extenuating circumstance which kept them from doing good work in an earlier semester, but current semesters show strong academic effort. The petition may be sent by mail or email to the OE Internship Coordinator. It is reviewed by the OEP Internship Coordinator, and then forwarded by the Internship Coordinator to the Department Chair who will make the final decision.*

OE Majors can also take OE 295 Practicum to meet their field experience requirement; this does not require a 2.7 GPA.

4. **All application materials submitted in a timely manner to the OE Programs D2L site** (see student responsibility section).

Internship Eligibility

A minimum of six field experience credits are required for OE Majors. Qualifying field experience credits include OE 295 Practicum and OE 494 Internship. Students may take up to 12 OE 494 Internship credits. Internship credits are awarded based on the following criteria:

- Internship credits are variable. Students may sign up for one to twelve internship credits each semester. Typically, no more than seven internship credits are available in the summer semester.
- Forty-five hours of supervised experience are a minimum requirement for each credit.

Sleeping, meals, breaks, or time spent writing internship reports are not included as internship hours. Typically, internships at camps or wilderness-based programs can include a maximum of 12 hours per day.

- Time alone does not determine credit hours awarded; rather time, diversity of tasks and types of tasks will be the criteria used in determining credit hours.
- **Internships must be approved by the OE Internship Coordinator.** The following qualifications must be met:
 - The internship is related to Outdoor Education, provides a growth experience, and relates to student's vocational goals.
 - The agency will provide the student with diverse professional work tasks that align with learning outcomes for the internship program.
 - The agency has a desire to participate in an internship program in order to improve the professional preparation of students.
 - The agency designates an official "Site Supervisor" that will orient the student to the internship tasks, supervise the student, provide direction and mentoring on projects, and provide feedback on a regular basis. The site supervisor will also be the contact for the OE Internship Coordinator.
 - The Site Supervisor agrees to complete an evaluation of the intern.
 - The Site Supervisor must be qualified and have ample maturity and experience to supervise student interns.
 - If the position is paid, then compensation in accordance with state and federal employment guidelines is provided.

Benefits of the Internship Program

Student Benefits

A student benefits from the internship experience through opportunity to:

1. Gain experience in the job search and application process, including writing resumes, cover letters, filling out applications, and interviewing.
2. Observe, practice and apply theories and techniques learned in the classroom.
3. Become acquainted with a variety of discipline-specific settings, programs and professionals.
4. Recognize strengths and receive timely feedback on areas needing improvement.
5. Explore and develop interests in selected major.
6. Develop insights and perspectives of self and others.

Participating Agency Benefits

An employer benefits from the internship experience in that he/she is:

1. Provided with students who have already established an interest in the discipline by nature of choosing the major.
2. Provided with a relatively risk-free recruitment source for full-time employees in the event the employer determines that the skills and abilities of the intern match his/her long-term employment needs.
3. Given the opportunity to serve as a mentor, coach, and educator to an aspiring young professional.
4. Provided the opportunity to interact with university faculty and leaders.
5. Provided with the opportunity to extend and improve his/her relationship with the University community.

University Benefits

The University benefits from student/employer internship experience in that such a cooperative work arrangement:

1. Enhances the educational process and improves and updates the scope of the School of Behavioral Sciences curriculum.
2. Provides a laboratory for application of theoretical knowledge.
3. Provides a continuing opportunity for evaluation of the student's needs, abilities, and progress leading to adjustments in the curriculum.
4. Provides an opportunity for faculty contact with professional leaders and agencies.
5. Extends and improves the university's relationships with the discipline-specific community.

Responsibilities of Internship Participants

Responsibilities of the Student Intern

Students must complete an application process prior to being signed up for OE 494 Internship credits by the OE Internship Coordinator. This is required to mentor students for the transition from college to career, to maintain BHSU OEP's reputation, and to allow for ample time for review of materials.

1. **Internship Orientation Meeting and Internship Application Agreement** (Appendix A): Student must schedule and attend an **Internship Orientation Meeting** with the OE Internship Coordinator the semester before the intended start of the internship. Students should schedule this meeting well ahead of deadlines in order to provide ample time to submit internship application materials and apply for internships. At this meeting, an **Internship Application Agreement** (Appendix A) is reviewed and signed.
2. **Application Materials:** Student must submit the following materials to the OE Program D2L Site by the deadline (Content > OE Internship):
 - a. **Self-Evaluation:** Using Appendix B Disposition form.
 - b. **Two Faculty References:** Using Appendix B Disposition form.
Tips for requesting faculty disposition reports:
 - Ask at least 10 days prior to the deadline.
 - Provide both a paper and digital copy
 - Provide faculty with an envelope with the campus address of the OEP Program: Unit 9401, 1200 University Street, Spearfish, SD 57799.
 - Create a calendar reminder to check back with your faculty member after 10 days to see if disposition reports have been sent.
 - If students do not know two faculty well enough to ask for disposition reports, they should consider their level of engagement in classes and university activities and adjust their engagement.
 - Transfer students may ask professors from previous institution(s).
 - c. **Cover letter and Resume:** Resume is updated and written in the style appropriate for the student's area of vocation interest. Resumes were covered in OE 101.
 - d. **Experience log** (covered in OE 101) or **professional website portfolio** (covered in OE 376).
3. **Deadlines:** Internship Orientation meeting, cover letter, resume, self-evaluation, and two faculty disposition reports, and experience resume/website portfolio should be submitted to the OE Programs Resources site in D2L by the following deadlines:
 - a. For Summer internships: February 28th
 - b. For Fall internships: March 30th
 - c. For Spring internships: October 30th

*Exceptions to these deadlines will be considered on a case-by-case basis; an extension requires a **petition letter** that includes your request for an extension and your specific reasons supporting this request. For example, perhaps you had not planned on an internship that semester, but an unexpected opportunity arose past the deadline and now you would like to be considered. The petition must be submitted to the Petition Dropbox in the OE Programs D2L Site.*

4. **Searching and applying for internship positions:** Students are responsible for searching, applying for, and obtaining internship positions. Resources are provided in the OE Programs D2L in the Internship section in Content. The OE Internship Coordinator is available to help upon request.

Follow application procedures as outlined by each organization. These generally include application, resume, interview, and acceptance. You may ask for one week to “think it over” if juggling multiple internship applications.

Internships are vital steppingstones to full-time employment. Therefore, students should apply for positions in organizations and agencies similar to those that they wish to work with after graduation. Students should avoid the common error of selecting an internship based on convenience or location. Internship is an investment that pays off if chosen wisely. Following the adage to “not put all apples in one basket,” students are encouraged to apply for more than one internship.

Searching and applying for internships may occur concurrently with submission of internship application materials. Please note that many deadlines for high-quality, paid internship internships are six- to nine-months prior to start of internship.

See the section on Internship Eligibility for policies regarding qualifying Internships.

5. **Employer Agreement Form** (Appendix C): Once selected for an internship, the student must have the employer/supervisor complete and sign the **Employer Agreement Form** and turn a digital copy into OE Programs Site for approval. The agency may require a separate educational affiliation agreement.
6. **Student Internship Agreement** (Appendix D): Student must submit a digital copy of a complete **Student Internship Agreement** to the OE Programs site.
7. **Registration Meeting, Goal Setting, and Signing up for Internship Credit(s):** Student will **set up an appointment** with the OE Internship Coordinator to review application materials and to discuss internship requirements and set internship goals. If all materials have been properly submitted, and if the site has been vetted and approved by the OE Internship Coordinator, the OE Internship Coordinator will sign the student up for internship credit(s).
8. **Payment and financial aid are the responsibility of the student.** Summer interns needing financial aid need to complete the FAFSA for the next academic year and complete the summer financial aid addendum form from the Financial Aid. Information on current financial aid requirements can be found on BHSU Website > Financial Aid.

When students enroll in the internship credit, they are required to pay a small fee for liability insurance. This fee will be added to the student's fees payable to the university at the time tuition and fees are due the semester the student first enrolls in internship credits. The fee covers the student and the University for any liability claim for a period of 12 months. If the student enrolls in additional internship hours during a 12-month period, they will not be required to pay for additional insurance.

9. **During the actual internship experience, it is the student's responsibility to**
 - Represent Black Hills State University in a professional manner.
 - Treat the internship experience as a professional job, striving to perform all duties and responsibilities to the best of one's abilities.
 - Become knowledgeable of and to follow the policies and procedures of the agency in which they are completing their internship.
 - **Submit a weekly reflection report to the OE 494 OE Internship D2L site by Monday morning of each week during the internship** (even if the student did not complete internship hours that week). See Appendix E for this form. Late reports are docked -10% per day late.
 - **Arrange for a phone or in-person debrief with the OE Internship coordinator within 2 weeks of the start of your internship experience.** The student loses points if they need excessive reminders.
 - **Arrange for one in-person site visit by the OE Internship Coordinator.** Site visits vary by internship type, but typically include a program or site tour and 30 minutes to one hour for one-on-one debrief. Interns need to inform supervisors and make other arrangements. Phone debriefs possible for internship sites greater than 120 miles away. The student loses points if they need excessive reminders.
 - **Intern Evaluation** (Appendix F): Well in advance of the site visit, the student internship gives the Intern Evaluation (Appendix F) to the Site Supervisor, and have the Site Supervisor return the completed evaluation directly to the Internship Coordinator via email or mail prior to the site visit. Students are encouraged to visit with the site supervisor about their evaluation.
 - Keep the Site Supervisor and University Internship Coordinator informed as to any problems or concerns.

10. **Final Internship Report and Reflection** (Appendix G): Upon completion of the internship, the student will submit a report on their experience as outlined in Appendix G.

11. **Final Deadline:** The student must have all internship materials in by the date agreed to in the Student Agreement (Appendix D).

Responsibilities of the Site Supervisor

Participating agencies in the School of Behavioral Sciences Internship Program are asked to fulfill the following responsibilities:

1. Determine whether the experience that can be provided to prospective interns in the setting is appropriate and will assist interns in their professional growth.
2. **Meet in person or virtually with the intern and University Internship Coordinator** to develop the goals and objectives of the internship and specifically how these can be met in the setting.
3. **Acquire all official authorization necessary from the agency or institutional administration** for the intern to work in the agency under the supervision of a qualified supervisor.
4. **Meet at least once a week with the intern** to provide for regular supervision and consultation and to be available at other times as needs arise. It is expected that the intern and the field supervisor will discuss the specific internship experience as well as other professional issues at these meetings.
5. Complete the **Employer Agreement Form** (Appendix C) and submit it to the OE Internship Coordinator.
6. **Train and supervise the intern**, allowing the intern to experience a variety of professional tasks and assignments.
7. Provide **regular on-going feedback** to interns.
8. Site Supervisors should contact the University Internship Coordinator immediately to discuss any concern, which may arise during the term, which they do not feel comfortable handling alone. Problems or concerns should be taken care of in a timely fashion rather than develop into larger problems.
9. Site Supervisors agree to complete a mid-internship evaluation of the intern's performance as outlined in **Appendix F** and return it directly to the University Internship Coordinator.

Responsibilities of the University OE Internship Coordinator

1. Serve as a primary contact for students applying for internships.
2. Maintain internship resources on the OE Programs D2L site and serve as a resources and mentor for students searching for internships.
3. Monitor and inform students regarding application to internship program ensuring that all University requirements are met according to program internship manual.
4. Ensure only eligible candidates register for internship by providing names to the Registrar for coding. Submit the intern's final grade to the university.
5. Maintain a network of contacts and communications with businesses, agencies, and other entities.
6. Review internship placements by reviewing feedback from Site Supervisors/interns.
7. Serve as a resource and problem-solver for Site Supervisors and interns during internship experiences. Develop and monitor plans of assistance for interns when needed. Serve, if and when necessary, as a mediator between the Employer/Site Supervisor and student intern.
8. Continuously update the Internship Policy and Procedure manual for accuracy and disseminate to all involved in the internship process.
9. Collaborate with OE Program Coordinator for organization and housing of all materials generated by intern.
10. Communicate with the the participating Employer/Site Supervisor twice during the internship, ensuring an open pathway for communication and clear expectations. Thank the Employer/Site Supervisor for their support of our students.
11. Complete a debriefing with student intern before the internship experience and then at least once for every three credits during the internship (typically once at the beginning and once near the middle, and other times as need arises). In-person visits are recommended. For out-of-town interns, it is up to the discretion of the University Internship Coordinator whether the visits will be in-person or over the phone.
12. Collect and evaluate weekly reports and intern reflections.
13. Provide coaching and opportunities for BHSU interns to reflect on practice and connect theory to practice.
14. Provide a list of interns, internship sites, site supervisor names and contact information to the School of Behavioral Sciences Chair by the last day of term.

	<h2 style="margin: 0;">OE 494-B01</h2> <h3 style="margin: 0;">The Outdoor Education Program</h3> <p style="margin: 0;">College of Education & Behavioral Sciences Semester/Year - Variable Credit (1-12)</p> <p style="margin: 0;"><i>The Mission of the BHSU Outdoor Education Program is to prepare competent, confident, and caring professionals</i></p>
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Important Dates:

- Census Date: Last day to add/drop course without transcript entry - TBD
- Last day to drop course with a “W” - TBD

University Internship Coordinator Contact Information:

Chris McCart, Ph.D., Outdoor Education Program Coordinator & Internship Coordinator			
Phone:	(605) 642-6027 (office) (605) 639-5654 (mobile)	E-mail	christine.mccart@bhsu.edu
Office:	Young Center Academic Office #201 (across gym balcony)	Summer Office Hours:	By appointment

Course Description:

An applied, monitored, and supervised professional learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and or directed plan of study. A high level of supervision is provided by the Site Supervisor.

Course Prerequisites:

- Meet Student Eligibility and Internship Eligibility Requirements as outlined in the Outdoor Education Internship Manual.
- Complete and submit all application materials as outlined under Student Responsibility in the Outdoor Education Internship Manual.
- Weekly access to Desire to Learn (D2L) BHSU’s course management software and reliable internet access. Alternatively, make prior arrangements with University Internship Coordinator for alternative methods.

Description of Instructional Methods:

To be determined by the agency and the Internship Site Supervisor.

Course Requirements:

- ✓ **Required textbooks:** If designated by agency or internship site.
- ✓ **Attendance policy:** Professionalism is expected of all students participating in the internship experience. Any absences during the internship must be arranged with the Site Supervisor. Internship agencies reserve the right to terminate an internship at their discretion. There is a “three strikes and you are out” policy- after three unexcused absences or tardiness, the student may be removed from the internship site

and, after meeting with the university internship supervisor, complete and alternative internship, or receive an “F” for the internship .

- ✓ **Make-up policy:** Students will coordinate any site make-up work with their Site Supervisor. All weekly reports not handed in on time still must be completed in order to complete internship. Late reports will be docked -10% per day late unless prior arrangements have been made (this should be rare; exceptions made for major extenuating circumstances). See grading criteria for specifics. It is at the discretion of the BHSU OE Internship Coordinator to take off 10% per reminder on requests to set up and complete arrangements for debriefs and site visits.
- ✓ **Academic Dishonesty/Plagiarism:** Cheating and other forms of academic dishonesty run contrary to the purpose of higher education and will not be tolerated in this course. Academic dishonesty includes (but is not limited to) plagiarism, copying answers or work done by another student (either on an exam or on out-of-class assignments), allowing another student to copy from you, and using unauthorized materials during an exam. Academic dishonesty is a serious offense and could result in failure on an assignment or course. To the extent possible, all incidents will be resolved in discussions between the student and faculty member. As necessary, the chair and then the dean may become involved to resolve the issue. If academic dishonesty is established, a report describing the incident and its resolution will be filed in the offices of the dean and provost. In cases where a satisfactory outcome is not achieved through this process, students may appeal to the University’s Academic Appeals Committee. Formal procedures for filing a complaint for academic misconduct are in the Student Conduct Code in the Student Handbook. Cheating and plagiarism are defined in Section 2, Part B, 1. Disciplinary sanctions are outlined in Section 3, Judicial Policies.
- ✓ **Expected Student Behaviors and Expulsion Policies:** The following behaviors are grounds for expulsion: Any drinking or illegal drug use during program activities, excessive or inappropriate drinking or drug use outside of a program that significantly affects student performance during program time, harassment, illegal activities, behaviors that endanger the safety of the participant or others in the program, and behaviors that disrupt a positive and inclusive learning environment.

Course Goals:

See the Student Benefits section of the internship Manual for a detailed listing of Goals.

Learning Outcomes:

By the end of the internship, the student intern will

- A. **Explore and apply** employment application knowledge and skills.
- B. **Reflect on their experience** including making connections between theory learned in academic classes and practice in the field.
- C. **Demonstrate** professional dispositions required for success in their vocational field.

Evaluation Procedures of Learning Outcomes:

Project	Points	Description and Grading Criteria	OC
Application	100	As outlined in the OE Internship Manual in <i>Responsibilities of Student Intern</i> : Completes Internship Orientation Meeting the semester prior to internship and submits signed Appendix A at that meeting. Turns in updated and professional cover letter and resume. Submits either an updated and complete Experience Log or Professional Website Portfolio. Turns in self-evaluation (Appendix B). Requests two faculty disposition forms (Appendix B) at least 10 days prior to deadline and checks back with faculty on timely completion. Searches and applies for internship programs (paid or unpaid) that meet criteria posted in the OE Internship Manual in <i>Internship Eligibility</i> . The student arranges with employer to complete Appendix C Employer Agreement and Appendix D Intern Agreement. Student arranges an Internship Registration Meeting with the OE Internship Coordinator prior to start of internship to review application materials, discuss internship requirements, and set quality internship goals. Meets deadlines and submits materials to locations specified in OE Internship Manual unless other arrangements were made and communicated with the University OE Internship Coordinator and recorded in Intern's file.	A
Initial Debrief	50	Intern sets up a meeting with the OE Internship Coordinator within 2 weeks of the start of the internship to debrief their experience. This debrief may either be in person or via phone. Arrangements are made several days in advance and timely communication is provided in case of changes. It is at the discretion of the BHSU Internship Coordinator to take off 10 points for each reminder required to get the student intern to schedule and complete this debrief.	B
Weekly Logs	100	Student completes a weekly log form by 8:00 am Monday morning of each week after their internship starts, regardless of number of hours worked, and submits this to the D2L Dropbox. Reports completely answer the questions asked and make clear theory to practice connections. Reflections are thoughtful, "thick," sincere, specific, deal with work issues, and complete. Writing does not need to be perfectly structured but should employ basic good spelling and grammar as could be easily checked by the computer. If you copy something from the internet, use quotation marks and cite your source. Student communicates with University Internship Coordinator ahead of time to make arrangements for late reports (this should be a rare occurrence) or there is a pretty big extenuating circumstance. Late reports are docked -10% per day late.	B
Site Visit	50	Student completes arrangements for a site visit by the University Internship Coordinator that includes a program or tour and 30 to 60 minutes for a one-on-one debrief. Student makes sure to coordinate with their supervisor for the visit and debrief, and arrange for Internship Coordinator parking, waiver of entrance fees, and a location to debrief. Student takes responsibility of a host to introduce Internship Coordinator to supervisor and relevant co-workers during the visit and inform Internship Coordinator of any special dress or other preparations prior to the visit. The site visit is preferably set up prior to Sturgis Rally. It is at the discretion of the BHSU Internship Coordinator to take off 10 points for each reminder required to get the student intern to schedule and complete the site visit.	B
Professionalism	100	Student will be graded in this area based on conversation with site supervisor, items in the disposition report, comments on Intern Evaluation by Employer, and follow-through by intern on their responsibilities as outlined in the OE Internship Manual in <i>Responsibilities of the Student</i> . Specific soft skills to be evaluated include personal interactions, professional appearance, professional attitude, professional integrity, cooperation, organization, communication skills, judgement, and dependability.	C
Final Internship Report	100	Student completes internship report by date agreed upon in Appendix D. Report meets all criteria as outlined in the OE Internship Manual in <i>Appendix H</i> . This includes appropriate, reader-friendly writing and an engaging design that follows the Design principles of Contrast, Repetition, Alignment, and Proximity.	B C

Performance Standards and Grading Policy

A = 450-500 points	C = 350-399 points	F = < 300 points
B = 400-449 points	D = 300-349 points	Incompletes & Extensions require an extenuating circumstance & meeting with instructor to create a written make up plan with new deadlines.

Accessibility Statement:

Black Hills State University strives to ensure that physical resources, as well as information and communication technologies, are accessible to users in order to provide equal access to

all. If you encounter any accessibility issues, you are encouraged to immediately contact the instructor of the course and the Office of Disability Services, (contact Jennifer Lucero, Coordinator, at Jennifer.Lucero@bhsu.edu or by phone at (605) 642-6099), who will work to resolve the issue as quickly as possible. The office is in Jonas Academic, Room 121. Additional information can also be found at <http://www.bhsu.edu/Student-Life/Student-Services/Disability-Services>.

Freedom in Learning:

Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the chair of the department in which the course is taught to initiate a review of the evaluation.

Appendix A: Internship Application

The following serves as a checklist for the Application for Internship in Outdoor Education

Contact Information			
Student Name:	ID #:	Mobile Phone:	Email:
Admission Requirements			<i>OE Internship Coordinator Initials & Date</i>
Attendance at OE Internship Orientation Meeting in Semester Prior to Internship. (Completes Appendix A and Submits to D2L > OE Programs)			
Enrolled as an OE Major			
Will have completed 64 credits prior to planned internship			
GPA 2.7 or higher or written petition sent to Internship Coordinator, then forwarded to Chair			
Cover Letter (Professional; submitted to D2L > OE Programs)			
Resume (Professional & aligned with post-graduation goals; submitted to D2L > OE Programs)			
Experience Resume or Professional Website Portfolio (Professional; submitted to D2L > OE Programs)			
Self-Evaluation (Appendix B Disposition Form; submitted to D2L > OE Programs)			
Faculty Disposition I (Appendix B Disposition Form submitted to OE Intern Coordinator via email or mail)			
Faculty Disposition II (Appendix B Disposition Form submitted to OE Intern Coordinator via email or mail)			
Above Application Materials Submitted by Deadline (Mar. 30, Oct. 30, or Feb. 28) or have a documented extension			
Offered an internship; Student has Site Supervisor complete Appendix C (Appendix C submitted to D2L > OE Programs)			
Student has completed Appendix D (Appendix D submitted to D2L > OE Programs)			
Student Arranges & Completes Pre-Internship Registration & Goal Setting Meeting. Goes over requirements and grading criteria as listed in OE Internship Manual & OE Internship Syllabus (Appendix C submitted to D2L > OE Programs)			
If applicable: Student has completed next year's FAFSA & Summer Financial Aid Form (See BHSU Website > search BHSU Financial Aid)			
By my signature below, I acknowledge that I understand and agree to the above requirements for OE 494 Outdoor Education Internship.			
Student Signature			Date
University Internship Coordinator Signature			Date

Appendix B: Professional Disposition

Please return this form within 10 days to the Outdoor Education Internship Coordinator either via mail at Unit 9401, Black Hills State University, Spearfish, SD 57799, or via email to Christine.mccart@bhsu.edu.

Rating Scale: 4=consistently; 3=most of the time; 2=occasionally; 1=rarely; 0=never; n/o=not observed

Candidate Information		
Student Name:		
Professional Conduct	The student....	Rating
Responsible	Is present, punctual, and prepared for class	4 3 2 1 0 n/o
	Completes assigned tasks that demonstrate high personal standards and best effort.	4 3 2 1 0 n/o
	Models professional attire and personal hygiene	4 3 2 1 0 n/o
	Models educated language and behavior	4 3 2 1 0 n/o
	Recognizes her/his professional responsibility by being actively engaged in class	4 3 2 1 0 n/o
Accountable	Complies with university, program, and offsite policies and procedures.	4 3 2 1 0 n/o
	Maintains professional relationships	
Confidential	Maintains confidentiality of personal information	4 3 2 1 0 n/o
Competent	Demonstrates competence in knowledge and skills in his/her field of study	4 3 2 1 0 n/o
Confident	Shows respect for individuals	4 3 2 1 0 n/o
	Displays a positive, enthusiastic attitude towards the discipline	
Caring	Believes all people matter and can learn	4 3 2 1 0 n/o
	Respects others as individuals with differing personal and family backgrounds and various skills, talents, and interests	
Evaluator Information		
Evaluator Name:	Date:	<input type="checkbox"/> Candidate (self-evaluation) <input type="checkbox"/> BHSU Professor <input type="checkbox"/> Other (this is to document disposition of concern)
Evaluator Signature:		
For Office Use Only: Recommendation for Admission to BHSU OE Internship		
<input type="checkbox"/> Yes <input type="checkbox"/> Yes with reservations (specific comments required) <input type="checkbox"/> No (specific comments required)	Comments (use back side, if necessary):	

Appendix C: Employer Agreement

Please complete this employer agreement and mail or email it to BHSU Outdoor Education Internship Coordinator, 1200 University Street Unit 9401, Spearfish, SD 57899 or Christine.mccart@bhsu.edu.

Terms of the Agreement:

_____ agrees to participate in the Black Hills State University
(Name of Organization)

School of Behavioral Sciences Internship Program by accepting _____
(Name of Intern)

as an intern from ____/____/____ to ____/____/____
(Beginning Month/Day/Year) (Ending Month/Day/Year)

Duties and Tasks to be Assigned:

List the specific duties and tasks the intern will be assigned and responsible for during the internship period. (You may use the back of this form or attach a job description).

Please be as specific and detailed as possible, as the number and variety of entries will determine the number of credit hours to be awarded and serve as the basis for the student performance objectives.

Terms and Conditions of Internship:

List the hours and terms of compensation (if applicable):

(Student Intern's Signature)

(Date)

(Site Supervisor's Signature)

(Date)

(Site Supervisor's Title)

(Telephone number)

This letter of intent is not to be construed as legal or binding, but for informational purposes only. Thank you for your willingness to serve as an internship partner.

Appendix D: Student Agreement

To be completed by Student Intern and submitted to BHSU OE Internship Coordinator

Personal Data		
Student Name:		Career Goal/Interest:
Local Address:		Permanent Address:
Local Phone:		Permanent Phone:
Email:		Other Contact Information:
Academic Information		
Status: Sr. Jr. So. Fr.		Faculty Advisor
Major(s):		Minor(s):
Internship Information		
Name and Title of Site Supervisor:		Description of Proposed Internship:
Address of Site Supervisor:		
Telephone of Site Supervisor:		
Email of Site Supervisor:		Number of Credit Hours Being Requested:
Starting Date of Internship:	Ending Date of Internship:	Date Final Report Due:
Your signature below indicates agreement to all the requirements of the Internship as outlined in the Internship Manual.		
Student Signature:		Date:
<i>For Office Use Only:</i>		
Approved:	Approved Credit Hours:	Date:

Appendix E: Weekly Log Form

One copy each to: BHSU OE Internship Coordinator, Site Supervisor, and a copy for your files. Turn in by Monday morning at 8:00am each week regardless of number of hours worked.

Weekly Hours Log

Name: _____ Week of Internship: _____ Date Submitted: _____

Day/Date	Summary of Activities	Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
		Weekly Hours:
		Total Hours:

Weekly Reflection Log:

Reflections must contain specific, in-depth discussion of relevant topics.

1. What were your specific goals and objectives for this week?

Appendix F: Intern Evaluation by Agency/Site Supervisor

Please evaluate the student for each area. Your feedback will be shared with the student. If additional space is needed, you may use the back of this form, or attach your own agency evaluation form. Submit this directly to the BHSU OE Internship Coordinator either via mail: 1200 University Street Unit 9401, Spearfish, SD 57799 or via email:

Christine.mccart@bhsu.edu.

Student Intern:						
Internship Agency:						
Internship Site Supervisor:						
Rating (1-fails to meet expectations, 3-meets expectations, 5-exceeds expectations)						
PERSONAL INTERACTION- tactful, patient, kind, empathy, sincerity	1	2	3	4	5	N/A
PROFESSIONAL APPEARANCE- dresses appropriate for work environment, grooming, poise, posture, energy level	1	2	3	4	5	N/A
PROFESSIONAL ATTITUDE- exhibits interest and initiative, shows enthusiasm, is reliable	1	2	3	4	5	N/A
PROFESSIONAL INTEGRITY- accountable, responsible honest, trustworthy, confidential	1	2	3	4	5	N/A
COOPERATION- responsive to criticism, sense of humor, works well with team members	1	2	3	4	5	N/A
ORGANIZATION- plans ahead, show up on time, is prepared for work day, pays attention to detail	1	2	3	4	5	N/A
COMMUNICATION SKILLS- written and oral communication, spelling, grammar	1	2	3	4	5	N/A
INTERPERSONAL SKILLS-recognize individual differences, works well with team members, does not discriminate	1	2	3	4	5	N/A
KNOWLEDGE BASE- knowledge of the field, able to develop ideas, able to find solutions	1	2	3	4	5	N/A
CRITICAL THINKING- problem solving ability evaluates situation and reacts appropriately, able to synthesize information	1	2	3	4	5	NA
What does the student intern do best; where do they excel?						
What does the student intern need to work on most?						
Any general comments:						
Signature of Evaluator:					Date:	
Signature of intern:					Date:	

Appendix G: Student Evaluation of Internship

To be completed by Intern at the end of the internship and submitted with the final report.

Personal Data:	
Student Name:	
Internship Dates:	
Start Date:	End Date:

Rating (1-fails to meet expectations, 3-meets expectations, 5-exceeds expectations)

A. Evaluation of Site Supervisor						
Site supervisor appeared interested in me as an individual.	1	2	3	4	5	N/A
Site supervisor provided adequate training.	1	2	3	4	5	N/A
Site supervisor encouraged me to improve my knowledge and skills.	1	2	3	4	5	N/A
Site supervisor provided adequate instructions or assistance in the conduct of my work.	1	2	3	4	5	N/A
Site supervisor provided feedback on my job performance on a regular basis.	1	2	3	4	5	N/A
Overall rating of my site supervisor.	1	2	3	4	5	N/A
Comments:						
B. Evaluation of Co-Workers and Work Environment						
I was accepted as part of the staff.	1	2	3	4	5	N/A
The staff communicated well.	1	2	3	4	5	N/A
Overall work environment was positive and supportive.	1	2	3	4	5	N/A
Comments:						

C. Personal Evaluation

The internship provided a relevant professional experience.	1	2	3	4	5	N/A
The work and assigned duties were of value.	1	2	3	4	5	N/A
I received adequate training for my assignments.	1	2	3	4	5	N/A

Comments:

D. Evaluation of BHSU Outdoor Education Internship Program

My basic science preparation for this internship:	1	2	3	4	5	N/A
My discipline-specific skill preparation for this internship:	1	2	3	4	5	N/A
My application of core concepts to the “real world”	1	2	3	4	5	N/A
My overall academic preparation for this Internship:	1	2	3	4	5	N/A

The BHSU courses that were most helpful in my internship performance were:

The BHSU courses that were the least helpful were:

What additional BHSU courses would you recommend be offered in the program?

E. Overall Evaluation of Internship

Rating (1-fails to meet expectations, 3-meets expectations, 5-exceeds expectations)

Overall I would rate this internship experience as:

Would you work for this organization following graduation?

Comments:

Signature:

Complete this form at the end of your internship and include it in your Final Internship Report

Appendix H: Internship Report Procedures and Outline

To be completed by Intern upon Completion of internship by the date agreed upon in Appendix D.

At the completion of your internship, you will submit an organized report. It should be professional in nature, demonstrating good writing with attention to design and detail. Your final internship report should contain the following information:

Title Page

Include your name, location of internship, number of credits approved for internship, your contact information.

Table of Contents

Describe how you have organized the information about your internship.

Introduction

Describe the organization for which you worked. Include a brief history, the audience served, and the service provided. Describe your internship experience and its relationship to the organizational structure (in other words, include an organizational chart which shows who reports to whom in your organization, and where you fit in the organization's line of communication and responsibility).

Duties and Responsibilities

List each of the major duties and/or responsibilities to which you were assigned during the internship. For each major duty/responsibility, discuss the following points:

- Tasks or area of responsibility
- Problems or difficulties, personal and otherwise, encountered while performing the tasks and the solutions you reached.
- Using a scale of 1 (low) to 5 (high), rank the degree to which the tasks/responsibilities challenged you as an individual. Explain your ranking.

Self-Analysis

Now that you have completed the internship, perform a self-analysis in terms of your professional and personal growth, development of competencies, surfacing strengths and weaknesses, emerging attitudes and values, crystallization of career objectives, feelings of increased/decreased confidence and assertiveness, and satisfaction or dissatisfaction with career choice.

Student Evaluation of Internship

Include a copy of your final Student Evaluation of Internship (Appendix G).

Copies of Weekly Log Reports

Each intern is required to keep a weekly log of activities (Appendix E). You must include copies of these weekly logs in your report binder.

Copy of Resume and Cover Letter

Each intern is required to update his or her resume and cover letter based on feedback received from either the writing assistance center, internship coordinator, or internship site supervisor. Include original resume and cover letter as well as your updated resume and cover letter in your report binder.

Photo Documentation (both print & digital)

You should include one or more photographs of you in your internship setting in your report. You should also submit one or more digital photos that show you and your internship site to your internship coordinator in D2L. Please note that you must have written permission (i.e., photo release) if there are any identifiable persons in your photos, and a copy of this needs to also be submitted to D2L.

Other Documentation

You should include any applicable brochures, marketing information, web pages, lesson plans, training schedules, or pictures that describe the organization, agency, and your role. These materials will prove helpful to you in the future.

Thank You Letter

Prepare and enclose a photocopy of a thank-you letter to your Site Supervisor thanking him or her and the organization for allowing you the opportunity to learn from them. Use some of the information from the above self-analysis to write the letter. Be sure to use proper grammar, punctuation, etc., as you are representing not only yourself but also BHSU and future Outdoor Education students.