BHSU Career Development Internship Program Manual



Office of Career Development

A guide for students and employers participating in the BHSU Career Development Internship Program at Black Hills State University, Spearfish, South Dakota.

*Revised 01/2023 JWK*

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Employer Manual



A guide for employers participating in the BHSU Career Development Internship Program with the BHSU Office of Career Development at Black Hills State University, Spearfish, South Dakota.

**BHSU Career Development Internship Program**

The purpose of the Black Hills State University (BHSU) Career Development Internship Program is to provide students who seek educational, and employment needs through a company internship, the opportunity to earn academic credit with the goal of increased retention and longer-term employment of alumni in the Spearfish area.

**Internship Program Requirements:**

Internships will last one semester at a time, 10-20 hours per week, counted as 1 credit per 50 work hours up to 3 credits and be graded as a Satisfactory/Unsatisfactory (Pass/Fail). Primary supervision of the intern will be the responsibility of the employer with secondary supervision from BHSU. Employers will be asked to offer a variety of learning experiences to their intern(s):

* On-the-Job Learning (i.e. direct work experience)
* Applied Learning (i.e. using knowledge gained in courses to complete a university required project)
* Observation & Theoretical Learning (i.e. meeting/shadowing staff to learn about various roles in the organization, attending staff meetings, etc.).

Employers who are in the Spearfish area and a member of the Spearfish Economic Development Corporation (SEDC), should contact the SEDC Office to partner through the BHSU – SEDC Workforce Internship Program.

Employers are expected to schedule regular check-ins with their intern(s) to assess progress and any concerns, participate in a mid-term intern review with the BHSU Internship Coordinator, and complete a post-internship intern evaluation.

Aside from completing the projects and tasks assigned by the employer, student interns will be required to submit bi-weekly reports and a final report to the BHSU Internship Coordinator as well as complete a post-internship employer evaluation.

**Internship Program Funding:**

Internships may be paid or unpaid. Employers in the Spearfish area who are seeking funding may reach out to the Spearfish Economic Development Corporation (SEDC) to partner to support the employer’s financial needs and the type of internship offered through the BHSU – SEDC Workforce Internship Program.

**Internship Program Application Process:**

All employers interested in the program will need to reach out to BHSU to complete a BHSU Internship Program Application.

****

**BHSU - Career Development Internship Program**

**Employer Application**

|  |  |
| --- | --- |
| Company Name | TYPE COMPANY NAME HERE |
| Authorized Company Official | TYPE AUTHORIZED COMPANY OFFICIAL NAME HERE |
| Company AddressCity/State/Zip | ADDRESS 1ADDRESS 2CITY, ST ZIP CODE |
| Phone Number | TYPE PHONE NUMBER HERE |
| Email Address | TYPE EMAIL ADDRESS HERE |
| Internship Dates Requested | [ ]  Spring Semester [ ]  Summer Semester [ ]  Fall Semester |
| Position Requested | TYPE POSITION REQUESTED HERE |
| Hourly Wage | $TYPE HOURLY WAGE HERE |

**Describe your business and how this internship will help your company grow or fill a critical workforce need. Please also attach a job description for the internship.**

 **Submit your application via email to: Careers@BHSU.edu**

Student Manual



A guide for students participating in the BHSU Career Development Internship Program with the BHSU Office of Career Development at Black Hills State University, Spearfish, South Dakota.

**BHSU Career Development Internship Program**

The purpose of the Black Hills State University (BHSU) Career Development Internship Program is to provide students who seek educational, and employment needs through a company internship, the opportunity to earn academic credit with the goal of increased retention and longer-term employment of alumni in the Spearfish area.

# CHECKLIST FOR INTERNSHIP PROGRAM

**STUDENT:** STUDENT FIRST NAME AND LAST NAME **DATE:** DATE

# APPLYING FOR INTERNSHIP

[ ] Make the decision to do an internship early! Deadline for internship registration falls on the Census date of each semester.

[ ] **Meet with Academic Advisor to determine eligibility and number of credit hours for department internship credit or for SS494 internship credit.**

[ ]  **International Students must meet with the International Office to determine eligibility.**

[ ]  Obtain and read the BHSU - Internship Program Student Manual (Ask your BHSU Internship Coordinator for this document).

[ ]  Find an internship (students are required to find their own internships if not listed as SEDC Internship).

[ ]  If financial aid is required, schedule an appointment with Financial Aid.

[ ]  **Student shall fill out completely and submit to Internship Coordinator’s office:**

[ ]  Appendix A, Student Application, from the Internship Manual

[ ]  Transcript (unofficial)

[ ]  Resume

[ ]  List of courses enrolled in for upcoming semester (semester during which the internship is going to occur).

[ ]  **Employer must complete and student shall submit to Internship Coordinator’s office:**

[ ]  Appendix B

[ ]  Employer Agreement

[ ]  Job Description

Job Description

Return to Internship Coordinator’s office concurrently with Appendix A

[ ]  Student shall meet (in person) with Internship Coordinator to review Appendix A and B for approval

***\*Internship shall not begin until student has met with Internship Coordinator and all paperwork has been submitted and approved.***

[ ]  BHSU Internship Coordinator will complete registration card, “Authorization for Independent Study or Internship Course”. Registration card shall be copied for file then taken to the BHSU Registrar’s Office (1st floor of Woodburn Hall) where student will be enrolled into course. Course may be SS494 from Career Development or registration card will be approved and submitted through college for specific credits.

[ ]  Student shall pay tuition and fees associated with credit hours.

***\*Internships are state-supported tuition***

# DURING INTERNSHIP

[ ]  Student shall submit bi-weekly updates (every two weeks), Appendix F, to BHSU Internship Coordinator’s Office

[ ]  Employers must participate in a mid-internship review with the BHSU Internship Coordinator

#  TO COMPLETE INTERNSHIP

[ ]  Employer must complete and submit Appendix C, Employer Evaluation, to Internship Coordinator’s office (or via email)

[ ]  **Student shall complete and submit** to Internship Coordinator’s office:

[ ]  Appendix D, Student Evaluation

[ ]  Appendix E, Final Paper

[ ]  Letter of Thanks to employer

[ ]  BHSU Career Development Internship Coordinator shall issue grades of Pass(Satisfactory)/Fail(Unsatisfactory)/Incomplete for SS494 course only.

\*A grade of incomplete will change to “fail” if missing information is not received by date agreed upon between BHSU Internship Coordinator and student.

**DATE INTERNSHIP BEGINS:** INTERNSHIP BEGINS DATE

**DATE INTERNSHIP ENDS:** [ ] **May 1;** [ ] **Aug. 1;** [ ] **Dec. 1, Final report is due, and all hours should be completed. The student may continue to work after this date; however, this date completes the Internship program.**

## BI WEEKLY REPORTS DUE:

**(1)** ENTER DATE HERE

**(2)** ENTER DATE HERE

**(3)** ENTER DATE HERE

**(4)** ENTER DATE HERE

**(5)** ENTER DATE HERE

**(6)** ENTER DATE HERE

## MIDTERM CONVERSATION WITH SUPERVISOR: MIDTERM CONVERSATION DATE

## FINAL REPORT DUE: FINAL REPORT DUE DATE

# INTRODUCTION

The BHSU – Career Development Internship Program at Black Hills State University presents an opportunity for a student to obtain university credit hours by obtaining short-term employment in a position that relates to the student’s field of study.

Hands-on work experience integrates the student’s classroom conceptual learning with practical employment. Throughout the internship, these work experiences complement and reinforce the student’s theoretical knowledge acquired from textbooks and lectures. The internship is designed to provide not only practical experience but also a detailed evaluation of the intern’s performance. This detailed evaluation provides timely feedback that will improve and enhance the student’s employability as well as provide direction and planning regarding the student's career choice. The internship is designed to provide a mutually beneficial experience to the student and employer and shall impact, innovate, and engage both student and employer.

## Student Eligibility

Students are required to find their own internships.

**\*NOTE: No more than 12 internship credits may be counted toward a major or a degree.**

The SS 494-level internship is available to students across a variety of disciplines. Please check the BHSU catalog for specific information and requirements related to specific programs of study.

### Internships for International Students

International students are welcome to participate in internships. However, due to visa regulations, international students should submit the Curricular Practical Training (CPT) application form to the International Office at least 30 days prior to the proposed internship start date. Internship start dates and further instructions are provided by the College Internship Coordinator. Students should assure their internship fits within visa requirements. This includes obtaining degree advisor approval indicating the CPT experience is an integral part of their program of study. In addition, the student must be registered as a full-time student (minimum of 12 credit hours total). The International Office works in conjunction with each college’s internship coordinator to assure that all international students are visa compliant. CPT application forms are available in the International Office.

## Employer Eligibility

 The Black Hills State University Career Development Office must approve an employer as an internship location and supervisor. The following qualifications must be met:

* + The employer has a desire to participate in an internship program in order to improve preparation of personnel for the field and will prepare a job description for the position.

* + The organization employs capable staff qualified through both education and experience to supervise student interns.

* + Compensation in accordance with state and federal employment guidelines should be adhered to. See the U.S. Department Fact Sheet:

 [**http://www.dol.gov/whd/regs/compliance/whdfs71.htm**](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)

* + Liability and workman’s compensation coverage for the student should be discussed by the BHSU Internship Coordinator and the employer.

## Determination of Credit Hours to Be Awarded

Internship credits are awarded based on the following:

* 1. As a rule, one university credit hour will be earned per 50 hours of diverse work tasks. Please note that 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 awarded.

* 1. Internships with the BHSU Career Development Office are Pass(Satisfactory)/Fail(Unsatisfactory) or Incomplete.

* 1. The internship qualifies as an elective and does NOT replace a required course or restricted elective within a major or minor.

# BENEFITS OF THE INTERNSHIP PROGRAM

The relationship between the Intern, the Employer, and the University are tailored to achieve specific benefits, which are described below.

## Student/Intern Benefits

A student benefits from the internship experience in that they’re given the opportunity to:

1. Observe, practice, and apply theories and techniques learned in the classroom.

1. Become acquainted with a variety of settings, programs, and professionals.

1. Recognize leadership strengths and receive timely feedback on areas needing improvement.

1. Develop new interests in the profession.

1. Develop insights and perspectives of self and others.

## Participating Employer Benefits

An employer benefits from the internship experience in that they’re provided with:

1. A part-time employee.

1. 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.

1. The opportunity to serve as a mentor, coach, and educator to an aspiring young professional.

1. The opportunity to interact with university faculty and leaders.

1. An opportunity to extend and improve their 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 as well as improves and updates the scope of the curriculum.

1. Provides a laboratory for application of theoretical knowledge.

1. Provides a continuing opportunity for evaluation of the student’s needs, abilities, and progress leading to adjustments in the curriculum.

1. Provides an opportunity for faculty contact with professional leaders and agencies.

1. Extends and improves the university’s relationships with the community.

Responsibilities associated with the internship program are divided among the three participants — student, employer, and the university — as outlined below.

# RESPONSIBILITIES OF THE INTERNSHIP PARTICIPANTS (STUDENTS)

## Responsibilities of the Student Intern

1. Fulfill the duties and responsibilities agreed to in the Internship Manual.

1. Represent Black Hills State University and its’ faculty in a professional manner.

1. Treat the internship experience as a professional job, striving to perform all duties and responsibilities to the best of one's abilities.

1. Maintain a log of experiences during the internship program and submit the log (see Appendix F, Journal Entry Template) **on a bi-weekly basis (every two weeks)** to the Internship Coordinator. The log should contain:

* 1. Specific goals and objectives for the week.

* 1. Insights gained (learning experiences, new ideas, concepts).

* 1. Problems encountered (relate challenges, and/or areas of concern and how the situations were handled).

* 1. Note personal areas of strengths/weaknesses and university courses that related to these strengths or weaknesses.

* 1. During the internship submit (if possible) an “action oriented” photo of student, worksite, and company logo.

## Responsibilities of the Participating Employer

Participating employers/site supervisors in the program are asked to fulfill the following responsibilities:

1. Supervise the intern for the duration of the internship, allowing the intern to experience a variety of tasks and job assignments as stated in the job description.

1. Prepare an evaluation of the intern’s performance upon completion of the internship under the format indicated in Appendix C, Employer Evaluation.

1. Meet with the BHSU Internship Coordinator, at least once (or via phone), to discuss the intern's performance and to provide feedback to the university regarding its programs of study and the internship program.

## Responsibilities of the BHSU Internship Coordinator

The BHSU Internship Coordinator will:

1. Visit (in person or via phone, depending on location of internship) the participating employer and intern at least once during the internship period.

1. Oversee all administrative responsibilities associated with internship in terms of areas including accreditation standards, awarding of credit, maintaining necessary university records.

1. Serve, when necessary, as a mediator between the employer and intern.

1. Determine and record the student's final grade.

# STUDENT ENROLLMENT PROCEDURES

The following steps need to be taken by the student before they’re admitted into the Internship Program:

* 1. Meet with Academic Advisor/Internship Coordinator to determine eligibility and number of credit hours to seek.
	2. Obtain the Internship Manual from BHSU Career Development Office or Internship Coordinator[*.*](http://www.bhsu.edu/Academics/TheColleges/CollegeofBusinessandNaturalSciences/StudentResources/Internships/tabid/6093/Default.aspx)

* 1. Locate an internship. Students are required to find their own internship. Check with the Internship Coordinator to determine if a position qualifies for an internship prior to applying.
	2. The student is responsible for arranging an appointment with the Internship Coordinator to review completed **Appendix A, Student Internship Application,** **before** being admitted to the Internship Program.
	3. Complete and submit **Appendix A, Student Internship Application**, as well as provide with an up-to-date resume, unofficial transcript, and list of courses registered for the upcoming semester.
	4. The student must have the employer/ supervisor complete and sign **Appendix B, Employer Agreement** complete with detailed job description and anticipated salary and submit this to the Internship Coordinator. Appendix A and B are submitted concurrently.
	5. The student works in cooperation with the BHSU Internship Coordinator to set up the agreement for this internship.
	6. Upon review and acceptance, the Internship Coordinator will submit the student’s registration information to BHSU Registrar’s office, and the student will then be enrolled into SS 494.
	7. The intern shall pay for the necessary fees for the credit hours to be awarded. If financial aid is desired, student must work with Financial Aid office to determine eligibility.

# APPENDIX A – STUDENT INTERNSHIP APPLICATION

**STUDENT INTERNSHIP APPLICATION**

(To be completed by Intern)

Black Hills State University

**Submit the following documents to the completed Internship Application: (1) current resume, (2) current transcript, and (3) current list of courses enrolled in for the upcoming semester. Your application will NOT be accepted without these attachments.**

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| FIRST NAME AND LAST NAME |  | STUDENT ID |
| **NAME** |  | **STUDENT ID** |
| BHSU EMAIL |
| **EMAIL** |
| MAILING ADDRESS |
| **MAILING ADDRESS** |
| PERMANENT ADDRESS |
| **PERMANENT ADDRESS** |
| CELL PHONE # |  | HOME PHONE # |
| **CELL PHONE #** |  | **HOME PHONE #** |

**ACADEMIC INFORMATION**

|  |  |  |
| --- | --- | --- |
| SELECT ACADEMIC STATUS |  | OPTIONAL |
| **ACADEMIC STATUS:**  |  | **OTHER: (*EXPLAIN*)**  |
| ACADEMIC ADVISOR FIRST AND LAST NAME, EMAIL |
| **ACADEMIC ADVISOR:**  |
| MAJOR |  | SPECIALIZATION |
| **MAJOR:**  |  | **SPECIALIZATION:**  |
| MAJOR CREDIT HOURS COMPLETED |  | MAJOR GPA |
| **COMPLETED CREDIT HOURS (*MAJOR*):**  |  | **MAJOR GPA:**  |
|  | OVERALL GPA |
| **OVERALL GPA:**  |

**INTERNSHIP INFORMATION**

|  |
| --- |
| DESIRED FIELD/INDUSTRY |
| **DESIRED FIELD:** |  |  |  |
| DESIRED BUSINESS |
| **DESIRED BUSINESS:** |
| DAYS AND TIMES AVAILABLE |  | NUMBER OF CREDIT HOURS ENROLLED |
| **DAYS AVAILABLE TO WORK:** |  | **NUMBER OF CREDIT HOURS ENROLLED:** |
| SELECT SEMESTER |  | DESIRED NUMBER OF CREDIT HOURS |
| **REQUESTED SEMESTER FOR INTERNSHIP:** |  | **DESIRED NUMBER OF CREDIT HOURS:** |

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Use (*attached*): [ ] Resume [ ]  Unofficial Transcripts [ ]  Registered for Upcoming Semester

\* [ ]  Y [ ]  N Approved by International office (SEVIS officer)

Signed: International office SEVIS officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX B – EMPLOYER AGREEMENT

**EMPLOYER AGREEMENT**

(To be completed by Intern and Employer/Site Supervisor and submitted concurrently with Appendix A)

**TERMS OF THE AGREEMENT:**

NAME OF BUSINESS/ORGANIZATIONagrees to participate in the BHSU – Career Development Internship Program by accepting FIRST AND LAST NAME OF INTERN as an intern from FROM DATE to TO DATE.

Ending date of internship is to be 1st Monday in December for fall; 1st Monday in May for spring; 1st Monday in August for summer internships. The student may continue to be employed beyond this date.

Specific responsibilities, duties, and compensation have been negotiated between the parties involved and are detailed below. It is understood that these duties and responsibilities will be monitored throughout the internship experience by the Intern, the Site Supervisor, and the BHSU Internship Coordinator. All parties will participate in the evaluation process through scheduled contacts and written materials.

**DUTIES AND TASKS TO BE ASSIGNED**:

On a separate sheet of paper or document, list the specific duties and tasks the intern will be assigned and responsible for during the internship period. 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 EMPLOYMENT:**

**WORK SCHEDULE AND TOTAL WORK HOURS:** ENTER WORK SCHEDULE AND TOTAL HOURS ANTICIPATED

**TERMS OF COMPENSATION:** COMPENSATION

*Compensation in accordance with state and federal employment guidelines should be adhered to. See the U.S. Department Fact Sheet:*

[**http://www.dol.gov/whd/regs/compliance/whdfs71.htm**](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)

[ ]  Yes [ ]  No

**I UNDERSTAND THE STUDENT INTERN IS TO SUBMIT A PHOTO OF THEIR WORK ENVIRONMENT WITH THE COMPANY LOGO THAT WILL NOT VIOLATE ANY CONFIDENTIAL OR PROPRIETARY INFORMATION. MY PERMISSION IS GRANTED FOR THIS PHOTO.**

 **SIGNATURES:**

Completion of this form will enable the student to be considered for the proposed internship. Upon obtaining the signatures and information below, the student is to return this Employer Agreement to the Internship Coordinator for review. If approved, a copy of the signed Agreement will be mailed or emailed to the participating employer. If the internship is not approved, the employer will be notified.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| (Student Intern’s Signature)    | (Date/Preliminary Agreement)  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| (Site Supervisor’s Signature)    | (Date/Preliminary Agreement)  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| (Site Supervisor's name and title)    | (Telephone number)  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| (Company Name and Address)   | (Supervisor Email Address)  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| (Internship Coordinator Signature )  | (Date)  |

**THANK YOU FOR YOUR WILLINGNESS TO SERVE AS AN INTERNSHIP PARTNER!**

# APPENDIX C – JOURNAL ENTRY TEMPLATE

**JOURNAL ENTRY TEMPLATE**

**NAME:** FIRST NAME LAST NAME

**EMPLOYER:** EMPLOYER NAME

**INTERNSHIP START DATE:** INTERNSHIP START DATE
**TODAY’S DATE:** TODAY’S DATE

**JOURNAL ENTRY #:** JOURNAL ENTRY #
**WEEK #:** WEEK OF INTERNSHIP

**DATE RANGE WORKED:** FROM DATE **TO** TO DATE

**HOURS WORKED DURING DATE RANGE:** TOTAL HOURS WORKED IN DATE RANGE

*\*Remember to submit an “action-oriented” photo of student, worksite, and company logo*

**PLEASE ADDRESS THE FOLLOWING:**

*Specific goals & objectives for the week:*

*Insights gained (learning experiences, new ideas, concepts):*

 *Problems encountered (relate challenges, and/or areas of concern and how the situations were handled):*

*Note personal areas of strengths/weaknesses and university courses that related to these strengths or weaknesses:*

*Other:*

# APPENDIX D – INTERN EVALUATION BY EMPLOYER

**INTERN EVALUATION BY EMPLOYER**

(To be completed by Site Supervisor during the final week of the internship experience.)

|  |  |
| --- | --- |
| **EVALUATION OF (NAME OF INTERN):** NAME OF INTERN  | **EVALUATION PERIOD (DURATION OF INTERNSHIP):**START DATE **TO** END DATE  |
| **NAME OF EVALUATOR:**NAME OF EVALUATOR | **NAME AND ADDRESS OF COMPANY:**NAME OF COMPANYADDRESS 1ADDRESS 2CITY, ST ZIP CODE |
| **THIS INTERN EVALUATION SERVES TWO PURPOSES:****(1) a tool for evaluating the internship experience and****(2) as professional feedback to the intern regarding their performance. It is recommended that you review the results of this evaluation with the intern before sending it to the Internship Coordinator.** |
| Please return the evaluation to the Internship Coordinator:**THANK YOU FOR YOUR INVOLVEMENT****WITH THE BHSU – CAREER DEVELOPMENT INTERNSHIP PROGRAM.****IF WE CAN BE OF SERVICE TO YOU IN THE FUTURE, PLEASE LET US KNOW BY EMAILING CAREERS@BHSU.EDU.** |

|  |
| --- |
| **A. ATTITUDE** |
| [ ]  Not cooperative. Negative response to supervision. [ ]  Reasonably interested in job. Makes an occasional suggestion. Performs as directed. [ ]  Intense interest in job. Possesses leadership qualities; generates enthusiasm in others. [ ]  Receptive to new ideas. Alert for the opportunity to improve work procedures. [ ]  Indifferent approach to job. Does only what is required.  | **COMMENTS:** |
| **B. KNOWLEDGE OF JOB**  |
| [ ]  Limited knowledge. Considerable supervision required. [ ]  Handles assignments with partial assistance. Frequent instructions required.[ ]  Capably handles all usual job situations. Knowledgeable and productive. [ ]  Capable of instructing others. Has good supervisory skills. [ ]  Completes daily work satisfactorily. Occasional direction required.  |  **COMMENTS:**  |
| **C. JUDGMENT**  |
| [ ]  Unpredictable. Cannot make decisions or makes decisions based on emotions. [ ]  Good judgment. Decisions can be relied on. [ ]  Usually makes sound decisions. Could improve with experience. [ ]  Decisions not always sound. Immature. [ ]  Sound judgment. Clear thinker under pressure. Decisions respected and frequently sought by fellow employees.  | **COMMENTS:**  |

|  |
| --- |
| **D. CAPABILITY TO LEARN**  |
| [ ]  Must repeat instructions in general. Work must be checked occasionally. Learns less readily than most. [ ] Outstanding ability to comprehend instructions and new ideas, and to retain what has been learned. [ ] Learns fast. Retains most of what had been learned. [ ] Must repeat instructions in detail and check work frequently. Learns slowly. [ ] Quick to learn. Asks intelligent questions. Retains knowledge.  | **COMMENTS:** |
| **E. HUMAN RELATIONS**  |
| [ ]  Adequate relations with customers and associates. Cooperative.[ ]  Courteous. Friendly. Has poise and dignity. Well accepted by customers and associates. [ ]  Abrupt. Lacks poise. Not responsive to public and/or associates.[ ]  Antagonistic. Self-centered. Lacks tact.[ ]  Dynamic personality. Influences others and is respected by associates and customers. | **COMMENTS:** |
| **F. APPEARANCE**  |
| [ ]  Exceptional[ ]  Above standard[ ]  Acceptable[ ]  Below standard[ ]  Not acceptable | **COMMENTS:**  |
| **G. WHAT HAVE BEEN THE INTERN'S PRIMARY DUTIES DURING THIS EVALUATION PERIOD?**         |
| **H. OVERALL, IN WHAT SKILLS OR TRAITS DOES THE INTERN SEEM STRONGEST?**        |
| **I. OVERALL, IN WHAT AREA(S) DOES THE INTERN NEED IMPROVEMENT?**       |
| **J. DURING THIS PERIOD, WHAT NEW SKILLS OR TASKS HAS THE INTERN LEARNED?**     |
| **K. DO YOU BELIEVE THE INTERN HAS SATISFACTORILY FULFILLED HIS/HER OBLIGATIONS TO YOU AS SITE SUPERVISOR?** [ ] **YES** [ ]  **NO (IF “NO”, PLEASE COMMENT.)** |
| **L. PLEASE COMMENT ON HOW THE STUDENT DEMONSTRATED IMPACT, INNOVATION, AND ENGAGEMENT WITH THIS INTERNSHIP.**   |
| **NAME/TITLE OF EVALUATOR:**  NAME OF EVALUATOR TITLE OF EVALUATOR**SIGNATURE OF EVALUATOR:**    | **DATE OF EVALUATION:** SELECT DATE OF EVALUATION |

# APPENDIX E – STUDENT EVALUATION OF INTERNSHIP

**STUDENT EVALUATION OF INTERNSHIP**

(To be completed by Intern at end of internship)

|  |
| --- |
| **PERSONAL DATA** |
| **NAME OF INTERN:**  NAME OF INTERN  | **EVALUATION PERIOD (DURATION OF INTERNSHIP):** START DATE **TO** END DATE  |
| **NAME OF SUPERVISOR:** NAME OF EVALUATOR    | **NAME AND ADDRESS OF COMPANY:** NAME OF COMPANY ADDRESS 1ADDRESS 2CITY, ST ZIP CODE |
| **A. EVALUATION OF SUPERVISOR**  |
| **DID SUPERVISOR APPEAR INTERESTED IN YOU AS AN INDIVIDUAL?** [ ] Always [ ] Frequently [ ] Sometimes [ ] Seldom [ ] Never**DID SUPERVISOR PROVIDE ADEQUATE TRAINING?** [ ] Always [ ] Frequently [ ] Sometimes [ ] Seldom [ ] Never**DID SUPERVISOR MOTIVATE YOU TO IMPROVE YOURSELF?** [ ] Always [ ] Frequently [ ] Sometimes [ ] Seldom [ ] Never**DID YOU RECEIVE ADEQUATE INSTRUCTIONS OR ASSISTANCE FROM YOUR SUPERVISOR IN THE CONDUCT OF YOUR WORK?**  [ ] Always [ ] Frequently [ ] Sometimes [ ] Seldom [ ] Never**HOW OFTEN DID YOUR SUPERVISOR DISCUSS YOUR JOB PERFORMANCE WITH YOU?** [ ] Weekly [ ] Bi-Weekly [ ] Monthly [ ] Semester [ ] Never **COMMENTS:**  |
| **B. EVALUATION OF CO-WORKERS**  |
| **ACCEPTANCE OF AN INTERN SEEMED TO BE:**  [ ] Excellent [ ] Good [ ] Average [ ] Fair [ ] Poor**WE COMMUNICATED EFFECTIVELY:** [ ] Always [ ] Frequently [ ] Sometimes [ ] Seldom [ ] Never **WE COMMUNICATED EFFECTIVELY WITH EACH OTHER:** [ ] Always [ ] Frequently [ ] Sometimes [ ] Seldom [ ] Never **COMMENTS:** |

|  |
| --- |
| **D. PERSONAL**  |
| **DO YOU BELIEVE YOUR POSITION PROVIDED A RELEVANT EXPERIENCE:** [ ] Always [ ] Frequently [ ] Sometimes [ ] Seldom [ ] Never **DO YOU BELIEVE YOU DID WORK OF VALUE FOR YOUR EMPLOYER:** [ ] Always [ ] Frequently [ ] Sometimes [ ] Seldom [ ] Never**DID YOU ALWAYS RECEIVE ADEQUATE TRAINING IN YOUR JOB:** [ ] Always [ ] Frequently [ ] Sometimes [ ] Seldom [ ] Never**DID THE WORK/ATMOSPHERE ALLOW FOR THE EXPRESSION OF YOUR IDEAS:** [ ] Always [ ] Frequently [ ] Sometimes [ ] Seldom [ ] Never  **MY ACADEMIC PREPARATION FOR THIS ASSIGNMENT WAS:** [ ] Excellent [ ] Good [ ] Average [ ] Fair [ ] Poor**THE UNDERSTANDING I HAD OF MY JOB DUTIES AND MY RESPONSIBILITIES WERE:**  [ ] Excellent [ ] Good [ ] Average [ ] Fair [ ] Poor **WHICH UNIVERSITY COURSES WERE THE MOST HELPFUL IN THE PERFORMANCE OF YOUR DUTIES?**   **WHICH UNIVERSITY COURSES WERE THE LEAST HELPFUL?** **WHAT ADDITIONAL COURSES WOULD YOU RECOMMEND THAT THE UNIVERSITY OFFER IN YOUR MAJOR FIELD OF STUDY?** |
| **D. OVERALL EVALUATION OF INTERNSHIP**  |
| **HOW WOULD YOU DESCRIBE THE OVERALL INTERNSHIP?** [ ] Excellent [ ] Very Good [ ] Good [ ] Average [ ] Below Average [ ] Poor **COMMENTS:****WOULD YOU CONSIDER WORKING FOR THIS ORGANIZATION FOLLOWING GRADUATION?**[ ]  Yes [ ]  No **COMMENTS:****SIGNATURE:** **DATE:**  ***Please complete this form at the end of your internship and return to the Internship Coordinator.*** |

# APPENDIX F – INTERN REPORT PROCEDURES AND OUTLINE

**INTERN REPORT PROCEDURES AND OUTLINE**

Note: Use the entries within your weekly logs to complete a final report as described below. This report must be completed and submitted to the BHSU Internship Coordinator before a grade will be issued. Your final report should be professional in nature, with attention to detail. **There is no page limit or length required.**

You are required to work with the Writing Center for your final report.

<http://www.bhsu.edu/writingcenter>

**WritingCenter@BHSU.edu**

To make an appointment, sign up in the session book in the Writing Center, contact them directly at 642-6922, or sign up via the information listed on their website.

1. Introduction

Describe the history of the employer, the customers served, the product(s)/service(s) provided and the market in which it competes.

Describe your internship experience and its relationship to the organizational structure.

1. Duties and Responsibilities (5-10 responsibilities)

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

* + Tasks, duty or area of responsibility.

* + Problems or difficulties, personal and otherwise, encountered while performing the tasks and the solutions you reached.

* + University course work (e.g., classes, theories and concepts) that was applicable to the tasks/ responsibilities. Compare the concepts you had formed in class to the actual work or activities you were involved with on the job. Use specific course titles, theories, and concepts.

* + Specific concepts or facts that would have been helpful to have known in order to complete the tasks in a more timely manner or more effectively and efficiently.

* + 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.

1. Self-Analysis

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.

1. Impact on Internship Site

Please describe how your internship encouraged and challenged you to impact, engage, and innovate.

1. Evaluation of the Program

Please comment on the overall quality of the Internship Program. Offer any recommendations for improving the internship experience for future students. Also, please offer any recommendations you may have to improving the University’s or School’s course offerings.

1. Prepare and enclose a copy of a thank-you letter (**a letter, not a card**) to your Site Supervisor, thanking them and the business for allowing you the opportunity 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.