

*Black Hills State University*  
School of Behavioral Sciences

# INTERNSHIP MANUAL

Policies and procedures for student interns,  
BHSU internship coordinators, and site supervisors.

Exercise Science EXS 494  
Human Services HMS 494  
Outdoor Education OE 494  
Psychology PSYC 494  
Sociology SOC 494

*Updated 1/18/17*



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# Introduction

The Internship Program within the school of Behavioral Sciences at Black Hills State University presents opportunities for students to obtain academic credit through Professional learning experiences (paid or unpaid) in a position related to their major. Internship is an experientially based course which allows advanced students to “learn by doing” under the direct supervision of a field supervisor, and under the distant supervision of an internship coordinator from the discipline’s department.

## Student Eligibility

The student must meet the following requirements prior to admittance into the internship program.

- Student must be officially enrolled as a declared major.
- Student meets required credit hour/class standing specific to majors:
  - 90 credit hours for Exercise Science
  - 64 credit hours for Outdoor Education
  - Junior status for Human Services, Psychology, and Sociology
  - *BHSU SBS Internship Coordinators reserve the right to give special permission to students who have not met the credit hour/class standing requirement. Students should note that this is the exception rather than the rule.*
- **Grade Point Average Requirement:** Student must possess a 2.7 or higher grade point average (4.0 scale) prior to entering the Internship Program. A grade of a “C” or better is needed in all required program course work.
- Student must meet **professional disposition requirements** as documented by the Disposition Form; this generally includes regular class attendance, timely completion of coursework, demonstrated involvement in major, and appropriate interaction with peers, supervisors, and professors. Three disposition forms are required: two from faculty and one by the student.
- Student must meet **deadlines** for submitting application materials (see Appendix A for required) for their respective majors:
  - **Exercise Science and Outdoor Education:**
    - For Summer internships: February 28th
    - For Fall internships: March 30th
    - For Spring internships: October 30th
  - **Human Services/Psychology/Sociology:** Attend internship information meeting for new interns the semester before you intend to start internship. These meetings happen no later than Finals week of the semester before internship would begin.
- Student must have completed or be enrolled in key majors courses prior to the start of internship (see application).

# Internship Eligibility

Internship credits are awarded on the following basis:

- 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.
- Eligibility by Major:
  - **An Exercise Science Internship** must include: a) health related physical activities; b) health education or activities that involve working with the public or students. In short, activities must include both “health/exercise/physical activity” and “science based” to qualify.
  - **An Outdoor Education Internship** must include: a) activities in or about the outdoors; b) education or visitor activities that involve working with the public or students. In short, activities must include both “outdoors” and “education” to qualify.
  - **A Human Services/Psychology/Sociology Internship** must include: a) activities involving work with social justice, advocacy, or human rights issues broadly defined and b) a demonstration of how classroom-based learning fits into the practical aspects of internship. In short, activities must include both “science” and “practice” to qualify.
- A School of Behavioral Sciences Internship Coordinator must approve an agency as an internship site and approve the designated internship site supervisor. The following qualifications must be met:
  - 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 BHSU School of Behavioral Sciences Internship Coordinator.
  - The Site Supervisor agrees to complete an evaluation of the intern.
  - The Site Supervisor must be qualified through both education and experience to supervise student interns. Human Services/Psychology/Sociology requires site supervisors to have a minimum of two (2) years of pertinent professional experience.
  - If the position is paid, then compensation in accordance with state and federal employment guidelines is provided.

# Grading

The internship will be graded on an A-F scale. Please see attached syllabus for specific grading criteria. In general, this includes student performance on pre-internship applications, professionalism/dispositions, and evaluation by the site supervisor, quality of weekly reports and final report, and clear communications with the Internship Coordinator. Please see the attached syllabus for specific grading criteria.

## Minimum Credit Requirements for School of Behavioral Sciences Interns:

Students majoring in **Exercise Science** are required to complete 5 credits of EXS 494 Exercise Science Internship. Students may elect to take up to 12 total credits of EXS 494 Exercise Science Internship.

Students majoring in **Outdoor Education** are required to have 6 credits of OE 494 Outdoor Education Internship. Students may elect to take up to 12 total credits of OE 494 Outdoor Education Internship.

Students majoring in **HMS/PSYC/SOC** can take Internship credits as an elective. Interns must complete at least 50 hours of direct service to an agency per one credit of internship they wish to sign up for. Thus, if you intend to sign up for a three credit course, you must commit to at least 150 hours of direct service to the internship agency. The maximum amount of credit hours a student can complete for his or her bachelor's degree is 12.

# 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 Prior to Internship

1. Complete an **Internship Application** (Appendix A).
2. Complete a **resume and cover letter** (Appendix A).
3. Submit three **Disposition forms**: one done by yourself (self-evaluation) and two done by faculty within your major (Appendix A or the online web form at [www.bhsu.edu/InternshipsBS](http://www.bhsu.edu/InternshipsBS)).
4. **Meet with the Internship Coordinator** to discuss career goals and internship options. For Human Services, Psychology, and Sociology majors, attend the internship orientation meeting the semester prior to internship experience.
5. **Apply** for internship programs sponsored by various organizations. It is recommended that students apply for more than one internship program. Follow application procedures as outlined by each organization. These generally include application, interview, and acceptance (you may ask for one week to “think it over”).  
*NOTE: Check with the Internship Coordinator to determine if a position qualifies for an internship prior to application. If necessary, the Internship Coordinator will contact potential sites and supervisors to ensure willingness to participate with internship requirements.*
6. Once selected for an internship, the student must have the employer/supervisor complete and sign the **Employer Agreement Form** (Appendix B or the online web form at [www.bhsu.edu/InternshipsBS](http://www.bhsu.edu/InternshipsBS)) and turn this into the Internship Coordinator for approval. The agency may require a separate educational affiliation agreement.
7. Student must submit a completed **Student Internship Agreement** (Appendix C) to the Internship Coordinator.
8. Student will **set up an appointment** with the University Internship Coordinator to review the application, the affiliation agreement and the student internship agreement. If approved, the student will receive permission to register for HMS/OE/PSYC/EXS/SOC 494 Internship, whichever prefix applies.
9. Payment and financial aid are the responsibility of the student. Summer interns needing financial aid should also pick up the summer financial aid addendum form from the Financial Aid office after March 1 and complete it well in advance of the internship.
10. When students enroll in the internship credit, they will be 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 additional insurance coverage.

11. **Pre-Internship Orientation Meeting:** The student is responsible for meeting with the BHSU Internship Coordinator just prior to the start of the internship experience to review requirements of the internship. Internship hours will not start accruing until after this meeting.
12. **During the actual internship experience, the student agrees to:**
  - A. Represent Black Hills State University in a professional manner.
  - B. Treat the internship experience as a professional job, striving to perform all duties and responsibilities to the best of one's abilities.
  - C. Become knowledgeable of and to follow the policies and procedures of the agency in which they are completing their internship.
  - D. Maintain a weekly reflection and hours log, **to be submitted by Monday morning of each week during the internship to the Internship Coordinator** (even if the student did not complete internship hours that week). The form for the weekly log is included in this manual (Appendix D or the online web form at [www.bhsu.edu/InternshipsBS](http://www.bhsu.edu/InternshipsBS)).
  - E. Arrange for phone or in-person visits with the Site Supervisor, Student Intern, and Internship Coordinator twice per semester.
  - F. Keep the Site Supervisor and University Internship Coordinator informed as to any problems or concerns which may arise during the internship and to discuss their problems or concerns with the appropriate supervisor.
  - G. Near the end of the internship, the student intern will give the intern evaluation (Appendix E) to the Site Supervisor, and have the Site Supervisor return the completed evaluation to the Internship Coordinator.
  - H. The student will also complete an evaluation of the internship (Appendix F) and return to the University Internship Coordinator.
  - I. Upon completion of the internship, the student will follow the format in Appendix G to reflect and report on their experience.
  - J. The student must have all internship materials in by the date agreed to in the Student Agreement (Appendix C).

*\*For in-town internships (described as Rapid City for BHSURC students and Spearfish for BHSU Main Campus students), the requirement is for these meetings to be in-person. For all other*



*locations, the meetings can occur over the phone or in-person and is left up to the discretion of the Internship Coordinator.*

## Responsibilities of the Site Supervisor

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


1. To 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. **To meet with the intern and University Internship Coordinator twice per semester\*** to develop the goals and objectives of the internship and specifically how these can be met in the setting.
3. **To acquire all official authorization necessary from the agency or institutional administration** for the intern to work in the agency under the supervision of a field supervisor.
4. **To 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 B or the online web form at [www.bhsu.edu/InternshipBS](http://www.bhsu.edu/InternshipBS)).
6. **Train and supervise the intern**, allowing the intern to experience a variety of professional tasks and assignments.
7. To provide **regular on-going feedback** to interns as to their performance.
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 Supervisor agrees to complete a final evaluation of the intern's performance as outlined in **Appendix E** (also available on the online web form at [www.bhsu.edu/InternshipBS](http://www.bhsu.edu/InternshipBS)) and return it directly to the University Internship Coordinator. In addition to this evaluation, supervisors must provide their name and contact information and overall feedback about the type of grade the intern should receive based on their performance.

## Responsibilities of the University Internship Coordinator

The BHSU School of Behavioral Sciences Internship Coordinator for each discipline will:

1. Serve as a primary contact for students applying for internships.

2. Assist students in locating appropriate internship sites.
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. Further, serve as the representative from each individual department and therefore submit the intern's final grade to the university.
5. Maintain a network of contacts and communications with businesses, agencies, and other entities.
6. Continuously evaluate internship placements by reviewing feedback from Site Supervisors, and 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 all Supervisors to assess intern experiences for changes enhancing the internship experience.
10. Collaborate with personnel for organization and housing of all materials generated by intern.
11. Visit the participating Employer/Site Supervisor and Student Intern twice per internship (once at the beginning and once near the end). It is required that these visits occur in-person for agencies and businesses that are in-town (Rapid City for BHSURC students and Spearfish for BHSU Main Campus Students). 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. Human Services, Psychology, or Sociology supervisors are to organize and implement an intern orientation meeting for all NEW student interns no later than finals week the semester prior to a student enrolling in internship credits.
15. 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 finals week (or final day of the summer term).

	<p><b>EXS/HMS/OE/PSYC/SOC</b></p> <p><b>494 Internship</b></p> <p>Black Hills State University School of Behavioral Sciences 1-12 credits</p>
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## University Internship Coordinator Contact Information

**Emilia Flint, Internship Coordinator for Human Services, Psychology, & Sociology**  
Office: Skywalk 215  
Phone: (605) 642-6514  
Email: [Emilia.Flint@bhsu.edu](mailto:Emilia.Flint@bhsu.edu)

**Craig Triplett, Internship Coordinator for Exercise Science**  
Office: YC Academic Offices 207 Box 9405  
Phone: (605) 642-6169  
Email: [Craig.Triplett@bhsu.edu](mailto:Craig.Triplett@bhsu.edu)

**Chris McCart, Internship Coordinator for Outdoor Education**  
Office: YC Annex 201  
Phone: (605) 642-6027  
Email: [Christine.McCart@bhsu.edu](mailto:Christine.McCart@bhsu.edu)

## 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.

## Prerequisites

The student must meet the prerequisites to qualify for the Internship as explained in the School of Behavioral Sciences Internship Manual. This course requires permission from the Internship Coordinator.

## Description of Instructional Methods

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

## Course Requirements

1. **Required textbooks:** as designated by agency or internship site.
2. **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 tardies, the student may be removed from the internship site

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

3. **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 impact internship grade; see grading criteria for specifics.
4. **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.

## Course Goals:

See the Student Benefits section of the internship Manual for a detailed listing of Goals (page 6).

## Student 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	Outcome Alignment
Pre-Internship Preparation	100	Meets deadlines for turning in Internship Application, error-free resume, one self-evaluation, and two disposition forms (20). Application is completely and thoughtfully filled out (20). Resume and cover letter are error free, or, if errors were found, was reviewed by the career center or writing center (20). Student has shown initiative in exploring internship opportunities and has either applied for 3 or more positions (for Outdoor Education and Exercise Science majors), contacted and secured an internship site based on the approved internship list (for HMS, PSYC, or SOC majors), or developed an independent internship plan (for any majors within the School of Behavioral Sciences) (20). The student completes Appendix B & C in a timely manner and the student develops a	A C

		quality internship plan and actively participates in all meetings. For HMS/PSYC/SOC majors, student has attended internship orientation meeting prior to first semester of internship (20).	
Weekly Logs	100	Student completes a weekly log form by Monday morning of each week regardless of number of hours worked. Reflections are thoughtful, sincere, specific, deal with work issues, and complete. Student communicates with University Internship Coordinator ahead of time or as soon as possible afterwards if log forms will not be on schedule (significant reasons like a death in the family).	B C
Professionalism	100	Student will be graded in this area based on conversation with site supervisor, items in the disposition report, and comments and ratings on Intern Evaluation by Employer. Specific items include personal interactions (10), professional appearance (10), professional attitude (10) professional integrity (10), cooperation (10), organization (10), communication skills (10), interpersonal skills (10), knowledge base (10), and critical thinking (10).	C
Final Internship Report	100	Student completes internship report by time agreed upon in Appendix C (10). Report contains the following items completely filled out, as described in Appendix G of the internship manual: a title page (5), a table of contents (5), introduction (5), duties and responsibilities (20). Self-analysis (20), Student Evaluation of Internship (Appendix F) (5), copies of weekly log reports (5), copy of updated resume & cover letter (10), print & digital photo documentation (5), other documentation and copy of thank you letter (10).	B C

## Performance Standards and Grading Policy

360 - 400 points (90-100%) = A	280 - 319 points (70-79%) = C	Below 240 points (Below 60%) = F
320 - 359 points (80-89%) = B	240 - 279 points (60-69%) = D	<b>Incompletes:</b> Must have completed 75% of work and have a documented concern.

Note: Students who are dismissed from an internship site with documented misconduct, dishonesty, falsifying records, inappropriate actions with children/clients/patients, numerous unexcused absences, or other serious transgressions, may be removed at any time from the internship site and given a "F" for the internship.

## ADA Statement:

Reasonable accommodations, as arranged through the Disabilities Services Coordinator, will be provided students with documented disabilities. Contact the BHSU Disabilities Services Coordinator, Jennifer Lucero, at 605-642-6099 (Library Lower Level 003), fax number 605-642-6478, or via email at [Jennifer.Lucero@bhsu.edu](mailto:Jennifer.Lucero@bhsu.edu) for more information. Additional information can also be found at:

<http://www.bhsu.edu/StudentLife/Learning/DisabilityServices/tabid/162/Default.aspx>

## Freedom in Learning Statement:

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 being taught to initiate a review of the evaluation.

# Appendix A1: Internship Application- Exercise Science

Complete this Internship Agreement, a resume, a self-evaluation (using the Disposition Form), and two Faculty Disposition Forms by the internship deadline.

Contact Information		
Student Name:	Local Phone:	Email:
Admission Requirements		Office Use
Enrolled as Exercise Science Major		
Completed 90 credit hours before internship		
Completed Exercise Physiology & Kinesiology		
GPA 2.7 or higher		
C or better in Exercise Science coursework		
Permission from Exercise Science Internship Coordinator		
Resume		
Self-Evaluation (Disposition Form)		
Faculty Disposition I		
Faculty Disposition II		
Application Deadline: Summer Feb 28th, Fall Mar 30th, Spring Oct 30th		
Site Supervisor has completed Appendix B		
Student has registered for EXS 494 Exercise Science Internship		
Final Orientation Meeting prior to Internship		
<b>By my signature below, I acknowledge that I understand and agree to the above requirements for EXS 494 Exercise Science Internship.</b>		
Student Signature		Date
Internship Coordinator Signature		Date

# Appendix A2: Internship Application- Human Services, Psychology, Sociology

*Complete the Internship Agreement, a resume and cover letter, a self-evaluation (using Disposition Form), two Faculty Disposition Forms, and submit an unofficial transcript by the last day of Finals week the semester prior to internship.*

Contact Information		
Student Name:	Local Phone:	Email:
Admission Requirements		Office Use
Enrolled as HMS, PSYC, or SOC Major		
Junior Standing		
Completed Relevant Coursework		
GPA 2.7 or higher		
C or better in HMS/PSYC/SOC coursework		
Permission from University Internship Coordinator		
Cover Letter		
Resume		
Self-Evaluation (Disposition Form)		
Faculty Disposition I		
Faculty Disposition II		
Site Supervisor has completed Appendix B		
Student has completed Appendix C		
Student has registered for HMS/PSYC/SOC 494 Internship		
Attended Orientation Meeting prior to Internship		
<b>By my signature below, I acknowledge that I understand and agree to the above requirements for HMS/PSYC/SOC 494 Internship.</b>		
Student Signature		Date
Internship Coordinator Signature		Date

# Appendix A3: Internship Application- Outdoor Education Majors

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

Contact Information		
Student Name:	Local Phone:	Email:
Admission Requirements		Office Use
Enrolled as an OE Major		
Will have completed 64 credits prior to planned internship		
GPA 2.7 or higher		
Attendance at OE Internship Meeting prior to application		
Cover Letter		
Resume		
Experience Resume		
Self-Evaluation (Disposition Form)		
Faculty Disposition I		
Faculty Disposition II		
Application Deadline Met		
Applied for at least three different internship positions or programs that have been pre-approved by BHSU Internship Coordinator		
Offered an internship and Site Supervisor has completed Appendix B		
Student has completed Appendix C		
Registration Meeting (to complete forms to register for credits)		
Pre-Internship Orientation Meeting		
If applicable: Student has completed Summer Financial Aid Form		
<b>By my signature below, I acknowledge that I understand and agree to the above requirements for OE 494 Outdoor Education Internship.</b>		
Student Signature		Date
University Internship Coordinator Signature		Date



# Appendix A-4 Professional Disposition

Please return this form within 10 days to the Internship Coordinator (please circle), Unit #9402(EXS), 9401 (OE), College of Education & Behavioral Sciences Main Office (HMS, PSYC, SOC). An online web form can be found at [www.bhsu.edu/InternshipsBS](http://www.bhsu.edu/InternshipsBS).

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

Candidate Information		
Student Name:	ID#:	Majors/Minors:
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 SBS 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 A5-Sample Cover Letter

Joseph Sample  
1200 University Street  
Spearfish, SD 57783  
Cell: 605-642-0000

Date

Name  
Job Title  
Company  
Street  
City, State Zip

Dear Ms. LastName:

I am interested in applying for The Outdoor Campus-West summer naturalist Internship position that was listed on the State Bureau of Personnel website.

I have had a great deal of experience working with people in outdoor education settings: I completed Project WILD, Growing Up WILD, Project Learning Tree, and Leopold Education Project trainings. I volunteered to lead a "Tree ID" station at Project Learning Tree's "Science Day in the Canyon" with over 100 5th graders. I am also a Leave No Trace trainer and certified as a Wilderness First Responder and American Red Cross Lifeguard.

Last summer, I worked as a recreation specialist with the Smalltown City Recreation Department; I led activities with children ages 7 to 12. I am seeking to complement this experience by working in a conservation education setting in order to acquire the background necessary for a future career in natural resource interpretation.

I look forward to speaking with you and scheduling an interview. Thank you for your consideration.

Sincerely,


Signature  
FirstName LastName

# Appendix A6- JOE SAMPLE RESUME

1200 University Street, Spearfish, SD 57783, 605-642-0000, [email@gmail.com](mailto:email@gmail.com)

- Objective:** Internship as a Fitness Coordinator
- Education:** BS in Exercise Science, May 2011, Black Hills State University, Spearfish, SD, 2004-2008, two semesters Honorable Mention Dean's List, GPA 3.3 (4.0).
- Relevant Classes:** Exercise Leadership, Exercise Physiology, Human Anatomy and Physiology, Theory of Strength and Conditioning, Wellness Evaluation, Kinesiology, Athletic Injuries, Fitness Assessment.
- Volunteer Work:** **Student assistant to fitness center director** at Donald Young Fitness Center in Spearfish, SD during fall of 2007. This involved athlete testing, computer work (progress reports) and assistance during workouts.
- Wellness Lab Assistant:** Individual instruction on proper exercise technique, health-related fitness evaluations.
- Coaching** 8th grade girls pre-season basketball. This consists of teaching basic skills and preparing them for the regular season.
- Work Experience:** **Country Club Employment:** Greens Keeper and Life guard, Spearfish Canyon Country Club, Spearfish, SD, April 08 to September 09.  
At this 18-hole course I was responsible for cutting grass and club house and cart shed maintenance. Along with tournament preparations, I also substituted at the pool as a lifeguard.
- Greens Keeper and Pro Shop assistant:** Niobrara Country Club, Lusk, WY, May 08 to September 09 and May 10 to September 11.  
At this course some of my requirements were cutting grass on a daily basis and club house maintenance. Two or three times per week I would work in the Pro-Shop selling merchandise, refreshments, and taking green fees. I was also responsible for closing procedures.
- Secretary/Receptionist:** Peasley and Gray Law Offices, Douglas, WY, June 07 to September 08.  
While working at the law office, I typed legal documents and letters to clients. I also received some experience in dictation. This job enhanced my public relation skills.
- Funeral Assistant, Secretary/Receptionist:** Converse Funeral Home, Douglas, WY, May 85 to August 88.  
At the funeral home I gained experience associating with the public both in funeral settings and business settings.  
Along with assisting during funerals, I did some secretarial work and assisted during visitations.
- Activities:** Student Ambassadors, Athletics Club, Wellness Club, lettered three years college basketball, fitness and nutrition presentations to high school and grade school students, assisted disabled adults with fitness activities, fitness testing at a children's home.
- Certifications:** First Aid, CPR, Lifeguarding

# Appendix B: Employer Agreement

	<p>Dr. Jim Hess          Chair of School of Behavioral Sciences          Black Hills State University          1200 University St.          Spearfish, SD 57799,          (605) 642-6850  <a href="mailto:James.Hess@BHSU.edu">James.Hess@BHSU.edu</a></p>	<p><b>Exercise Science:</b>          Dr. Craig Triplett, 605-642-6169;  <a href="mailto:Craig.Triplett@BHSU.edu">Craig.Triplett@BHSU.edu</a>  <b>Human Services, Psychology, &amp; Sociology:</b>          Dr. Emilia Flint, 605-642-6514,  <a href="mailto:Emilia.Flint@BHSU.edu">Emilia.Flint@BHSU.edu</a>  <b>Outdoor Education:</b>          Dr. Chris McCart, 605-642-6027,  <a href="mailto:Chris.McCart@BHSU.edu">Chris.McCart@BHSU.edu</a></p>
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## 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 C: Student Agreement

*To be completed by Student Intern*

## Return to appropriate Internship Coordinator

- Christine McCart- OE, Young Center Annex/Academic Office 201, Unit 9401
- Craig Triplett- EXS, Young Center Annex/Academic Office 207, Unit 9405
- Emilia Flint- HMS, PSYC, SOC, Skywalk 215

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:
<b>Your signature below indicates agreement to all the requirements of the Internship as outlined in the Internship Manual.</b>		
Student Signature:		Date:
<i>For Office Use Only:</i>		
Approved:	Approved Credit Hours:	Date:

# Appendix D: Weekly Log Form

One copy each to: BHSU Internship Coordinator, Site Supervisor, and a copy for your files. Turn in by Monday morning of each week regardless of number of hours worked. An on-line web form can be found at [www.bhsu.edu/InternshipsBS](http://www.bhsu.edu/InternshipsBS).

## 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?

2. **What:** Describe what you did and what happened this past week in your internship:
  
  
  
  
  
  
  
  
  
  
3. **So What:** Make some connections between what happened on the internship this week to a theory or ideas or concepts that were covered in BHSU classes. This means *stating the name of a specific theory or concept covered in one of your classes*, and then relating that to something you saw or experienced while on internship.
  
  
  
  
  
  
  
  
  
  
4. **Now What:** Reflect on what you have learned this past week means to you either professionally or personally. In other words, what are you going to do, change, or think about differently based on your internship experience this past week?
  
  
  
  
  
  
  
  
  
  
5. **Coordinator Question:** Your internship coordinator may give you additional question(s) to reflect upon in his/her feedback to your previous week's post. Please re-write that question and then answer it in the space below.

# Appendix E: Intern Evaluation by Agency/Site Supervisor- EXS, OE, HMS, PSYC, SOC

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. If you prefer to complete an online web form, go to [www.bhsu.edu/InternshipsBS](http://www.bhsu.edu/InternshipsBS).

Student Intern:						
Internship Agency:						
Internship Site Supervisor:						
<b>Rating (1-fails to meet expectations, 3-meets expectations, 5-exceeds expectations)</b>						
PERSONAL INTERACTION- tactful, patient, kind, empathic, sincere	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:	
E-mail to <a href="mailto:Craig.Triplett@bhsu.edu">Craig.Triplett@bhsu.edu</a> (EXS), <a href="mailto:Christine.MCart@BHSU.edu">Christine.MCart@BHSU.edu</a> (OE), <a href="mailto:Emilia.Flint@bhsu.edu">Emilia.Flint@bhsu.edu</a> (HMS, PSYC, SOC)						



# Appendix F: Student Evaluation of Internship

To be completed by Intern at the end of the internship. An online form can be found at [www.bhsu.edu/InternshipsBS](http://www.bhsu.edu/InternshipsBS).

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 School of Behavioral Sciences 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 School of Behavioral Sciences courses that were most helpful in my internship performance were:

The School of Behavioral Sciences courses that were the least helpful were:

What additional School of Behavioral Sciences 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 G: Internship Report Procedures and Outline

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

At the completion of your internship, you will submit an organized report. It should be professional in nature, demonstrating good writing with attention to 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 F).

## Copies of Weekly Log Reports

Each intern is required to keep a weekly log of activities (Appendix D). Interns will be required to email or mail these weekly to the BHSU advisor. 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. Check with your internship coordinator for how to submit your photo (D2L, email, or other). 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 be sent to your University Internship Coordinator.

## 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 the future School of Behavioral Sciences students.

# Appendix H: SBS Internship Exit Interview and Final Grade Form

*To be completed by the Internship Coordinator*

Student Name: \_\_\_\_\_

Internship Employer: \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_

## Student has completed and provided copies of the following:

- |  |           |          |
|--|-----------|----------|
| Appendix A (Student Internship Application):     | Yes _____ | No _____ |
| Appendix A (Professional Disposition):           | Yes _____ | No _____ |
| Appendix B (Employer Agreement):                 | Yes _____ | No _____ |
| Appendix C (Student Agreement):                  | Yes _____ | No _____ |
| Appendix D (Weekly Log Forms):                   | Yes _____ | No _____ |
| Appendix E (Intern Evaluation by Employer):      | Yes _____ | No _____ |
| Appendix F (Student Evaluation of Internship):   | Yes _____ | No _____ |
| Appendix G (Intern Report and Thank you letter): | Yes _____ | No _____ |

## Notes on Internship Exit Meeting:

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Grade for Internship: \_\_\_\_\_ Number of Credit Hours \_\_\_\_\_

Comment on grade: \_\_\_\_\_

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

Internship Coordinator Signature \_\_\_\_\_ Date: \_\_\_\_\_