

# Black Hills State University

## *Internship Manual*



College of Business and Natural Sciences  
School of Business  
Coordinated by South Dakota Center for Enterprise  
Opportunity (SD CEO)

*A guide for students and employers participating in an Internship  
Program at Black Hills State University, Spearfish, South Dakota.*

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## Checklist for Internship Program

Student: \_\_\_\_\_ 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.**

\_\_\_\_\_ **International Students must meet with International office to determine eligibility.**

\_\_\_\_\_ Obtain and read the Internship Manual, available from the following locations:

- Online at <http://www.bhsu.edu/sdceo/CounselingInternships/Internships/tabid/14167/Default.aspx> or <http://www.bhsu.edu/Academics/TheColleges/CollegeofBusinessandNaturalSciences/StudentResources/Internships/tabid/6093/Default.aspx>
- From the office of SD CEO located in 216, Woodburn Hall
- Email [mela.cosme@bhsu.edu](mailto:mela.cosme@bhsu.edu) for a copy

\_\_\_\_\_ Find an internship-Students are required to find their own internships.

\_\_\_\_\_ *If Financial Aid is required* schedule an appointment with Kim Nida; 605-642-6113 @ Woodburn 114

\_\_\_\_\_ **Student shall fill out completely and submit to Internship Coordinator's office**

([mela.cosme@bhsu.edu](mailto:mela.cosme@bhsu.edu)):

- \_\_\_ Appendix A, Student Application, from the Internship Manual
- \_\_\_ Transcript (unofficial)
- \_\_\_ Resume
- \_\_\_ List of courses enrolled in for upcoming semester

\_\_\_\_\_ **Employer must complete and student shall submit to Internship Coordinator's office**

([mela.cosme@bhsu.edu](mailto:mela.cosme@bhsu.edu)):

- \_\_\_ Appendix B, Employer Agreement, and 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.***

\_\_\_\_\_ Student shall complete 641

\_\_\_\_\_ SD CEO will complete registration card, "Authorization for Independent Study or Internship Course" and create course in Datatel. Registration card shall be copied for file then taken to Registrar's office where student will be enrolled into course.

\_\_\_\_\_ 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 Internship Coordinator’s office

\_\_\_\_\_ Employers must participate in a mid-internship review with the Internship Coordinator

**TO COMPLETE INTERNSHIP**

\_\_\_\_\_ Employer must complete and submit Appendix C, Employer Evaluation, to Internship Coordinator’s office

\_\_\_\_\_ **Student shall complete and submit** to Internship Coordinator’s office:

\_\_\_ Appendix D, Student Evaluation

\_\_\_ Appendix E, Final Paper

*Student is required to work with the Writing Center to complete Final Paper*

\_\_\_ Letter of Thanks to employer

\_\_\_\_\_ SD CEO shall issue grades of Pass/Fail/Incomplete via WebAdvisor

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

**Date Internship begins:** \_\_\_\_\_

**Date Internship ends: (Circle one date) May 1; Aug. 1; Dec. 1, Final report is due and all hours should be completed. The student may continue to work before this date; however, this date completes the Internship program.**

**BI WEEKLY REPORTS DUE:**

1<sup>ST</sup> \_\_\_\_\_

2<sup>ND</sup> \_\_\_\_\_

3<sup>RD</sup> \_\_\_\_\_

4<sup>TH</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

6<sup>th</sup> \_\_\_\_\_

**Midterm Conversation with Supervisor:**

\_\_\_\_\_

**FINAL REPORT DUE:** \_\_\_\_\_

## INTRODUCTION

The 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 chosen 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.**

*A business administration-tourism and hospitality student who is currently working in the field of tourism may request that he/she be allowed to take THM 480 as a substitute for THM 296 (field experience/internship). To do so, the student should submit a written request for this substitution along with a current job description that has been certified by the current employer to Ms. Helen Merriman, the Black Hills State University Business Internship Coordinator—[helen.merriman@bhsu.edu](mailto:helen.merriman@bhsu.edu). If the request is approved, THM 480 Tourism Planning is to be taken as a substitute for THM 296. The Business Internship Coordinator will contact the Dean of the College of Business and Natural Sciences to request that a substitution card be prepared and submitted to the Records Office.*

Please note that BADM 294 and THM 296 are available to students obtaining an associate's degree. Please note that BADM 294 is available to students majoring in business only.

The 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.

**1. BADM 294-Internship in Business** (1-6 credit hours) or **THM 296-Field Experience** (3 credit hours)

Prerequisite: Permission from the Chair of the School of Business or the Academic Advisor.

Students work under the supervision of management personnel to gain experience in the practice of effective management techniques. This course is open only to students in the Associate of Science program in the School of Business.

- Students must be enrolled in an Associate Degree program within the School of Business.
- Students must have completed at least 45 credit hours within their program of study that includes at least 12 hours of business courses.
- Students must have earned at least a 2.00 grade point average (4.0 scale) prior to entering the internship program.

Any deviations require permission from the School of Business Chair and School of Business Internship Coordinator, SD CEO.

**2. BADM, ACCT,THM 494--Internship**

Prerequisite: Permission from the Chair of the respective School and the School of Business Internship Coordinator, SD CEO.

The 494-level internship is available to students across a variety of disciplines.

- Students work under a supervisor to gain experience in the relevant field.
- Students must be enrolled in a major program of study within the School from which they seek credit.
- Students must have completed a minimum of 64 credit hours (be in junior standing).
- Students must have earned at least a 2.00 grade point average (4.0 scale) prior to entering the internship program.

Any deviations require permission from the School of Business Chair and School of Business Internship Coordinator, SD CEO.

**Employer Eligibility**

The School of Business Internship Coordinator, SD CEO, must approve an employer as an internship supervisor. The following qualifications must be met:

- The employer will prepare a job description for the position.
- The employer has a desire to participate in an internship program in order to improve preparation of personnel for the field.
- 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>
- Liability and workman's compensation coverage for the student should be discussed by the BHSU Internship Coordinator and the employer for both paid and volunteer internships.
- BHSU and the School of Business cannot guarantee a student intern for each position available.

### **Determination of Credit Hours to Be Awarded**

Internship credits are awarded on the basis of the following:

- As a general rule, one (1) 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.
- Internships in the School of Business are Pass/Fail or Incomplete.
- 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 he/she is given the opportunity to:

- Observe, practice and apply theories and techniques learned in the classroom.
- Become acquainted with a variety of settings, programs, and professionals.
- Recognize leadership strengths and to receive timely feedback on areas needing improvement.
- Develop new interests in the profession.
- Develop insights and perspectives of self and others.

#### **Participating Employer Benefits**

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

- Provided with a part-time employee.

- B. 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.
- C. Given the opportunity to serve as a mentor, coach, and educator to an aspiring young professional.
- D. Provided with the opportunity to interact with university faculty and leaders.
- E. 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:

- A. Enhances the educational process and improves and updates the scope of the curriculum.
- B. Provides a laboratory for application of theoretical knowledge.
- C. Provides a continuing opportunity for evaluation of the student’s needs, abilities, and progress leading to adjustments in the curriculum.
- D. Provides an opportunity for faculty contact with professional leaders and agencies.
- E. 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**

**Responsibilities of the Student Intern**

- 1. Fulfill the duties and responsibilities agreed to in the Internship Manual.
- 2. Represent Black Hills State University and its faculty in a professional manner at all times.
- 3. Treat the internship experience as a professional job, striving to perform all duties and responsibilities to the best of one's abilities.
- 4. 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 BHSU Internship Coordinator, SD CEO. The log should contain:
  - Specific goals and 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
- 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 School of Business Internship 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.
2. Prepare an evaluation of the intern’s performance upon completion of the internship under the format indicated in Appendix C, Employer Evaluation.
3. Meet with the School of Business Internship Coordinator, SD CEO, at least once (or discuss 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.
2. Oversee all administrative responsibilities associated with internship in terms of areas including accreditation standards, awarding of credit, maintaining necessary university records.
3. Serve, if and when necessary, as a mediator between the employer and intern.
4. Determine and record the student's final grade (Pass/Fail or Incomplete).

## **STUDENT ENROLLMENT PROCEDURES**

The following steps need to be taken by the student before he/she is admitted into the Internship Program:

1. Meet with Academic Advisor to determine eligibility and number of credit hours to seek.
2. Obtain the Internship Manual from School of Business Internship Coordinator, SD CEO ([www.BHSU.edu/SDCEO](http://www.BHSU.edu/SDCEO)) or from the College of Business and Natural Sciences online at:

<http://www.bhsu.edu/Academics/TheColleges/CollegeofBusinessandNaturalSciences/StudentResources/Internships/tabid/6093/Default.aspx>

3. 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.
4. Contact the School of Business Internship Coordinator, SD CEO.
  - The student is responsible for arranging an appointment with the Internship Coordinator, SD CEO, to review completed Appendix A, Student Internship Application, **before** being admitted to the Internship Program.
  - Complete and submit Appendix A, the Student Internship Application, as well as provide with an up-to-date resume, unofficial transcript, and list of courses registered for the upcoming semester
  - 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 School of Business Internship Coordinator, SD CEO. Appendix A and B are submitted concurrently.
5. The student works in cooperation with the BHSU Internship Coordinator, SD CEO, to set up the agreement for this internship.
6. Upon review and acceptance, the School of Business Internship Coordinator will submit the student's registration information to BHSU Registrar's office, and the student will then be enrolled into the course.
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**

(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.**

<b>PERSONAL DATA:</b>	
Student Name:	Student ID Number:
*International Student (check one) ___Y ___N	
Student Address:	Student Phone Number(s)
Student Email:	Home:
	Cell:
<b>ACADEMIC INFORMATION:</b>	
Status: Sr. Jr. So. Fr.	Academic Advisor: _____ (name) I have met with Academic Advisor: <u>Y / N</u> <b>(required)</b>
*Student must be Jr. or Sr. in standing to complete an internship	
Major:	Minor:
Cr. Hrs. Completed in Major:	Cr. Hrs. Completed in Minor:
GPA in Major: (Attach transcript)	GPA Overall: (Attach transcript) <b>Number of Credit Hrs. Being Requested:</b>
<b>INTERNSHIP SITE INFORMATION:</b>	
Name of Proposed Internship Site:	Proposed supervisor: Name:
Address/phone number(s) of proposed site:	Title:
	Phone number(s):
Owner/manager name:	Email:
Start Date:	Job title:
End Date (indicate one): May 1; Aug. 1; Dec. 1	<b>Attach job description with salary to Appendix B</b>
Student Signature:	Date:

\*\_\_\_Y \_\_\_N Approved by International office (SEVIS officer)

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

**APPENDIX B  
EMPLOYER AGREEMENT**

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

**TERMS OF THE AGREEMENT:**

\_\_\_\_\_ agrees to participate in the Black Hills State University  
(Name of Business/Organization)

Internship Program by accepting \_\_\_\_\_ as an intern  
(Name of intern)

from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Beginning Month/Day/Year and Ending Month/Day/Year)

Ending date of internship is to be 1<sup>st</sup> Monday in December for fall; 1<sup>st</sup> Monday in May for spring; 1<sup>st</sup> 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, 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:**

Hours: \_\_\_\_\_

Terms of 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>

Yes  No

I understand the student intern is to submit a photo of his/her 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 School of Business Internship Coordinator, SD CEO, 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-please print)

\_\_\_\_\_  
(Telephone number)

\_\_\_\_\_  
(Company Name and Address)

\_\_\_\_\_  
(Supervisor Email Address)

\_\_\_\_\_  
(School of Business Internship Coordinator)

\_\_\_\_\_  
(Date)

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

**APPENDIX C**  
**JOURNAL ENTRY TEMPLATE**

Name:  
Employer:  
Internship Start Date:  
Today's Date:

**Journal Entry #**\_\_\_\_, **Weeks #** \_\_\_\_\_  
Dates: \_\_\_\_\_  
Hours Worked This Period: \_\_\_\_\_

*\*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**

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

Evaluation of (Name of Intern):	Evaluation Period (duration of internship):
Name of Evaluator:	Name and Address of Company:
This intern evaluation serves two purposes: (1) a grading tool for the internship and (2) as professional feedback to the intern regarding his/her performance. It is recommended that you review the results of this evaluation with the Intern before sending it to the School of Business Internship Coordinator.	
Please return the evaluation to the BHSU Internship Coordinator, SD CEO:  Address: (Woodburn 216, BHSU)  SD CEO BHSU 1200 University Street Unit 9511 Spearfish SD 57799-9511  <a href="mailto:Helen.Merriman@BHSU.edu">Helen.Merriman@BHSU.edu</a> Mela.Cosme@BHSU.edu	
<b>THANK YOU FOR YOUR INVOLVEMENT WITH THE BHSU SCHOOL OF BUSINESS INTERNSHIP PROGRAM.  IF WE CAN BE OF SERVICE TO YOU IN THE FUTURE, PLEASE LET US KNOW.</b>	

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



<b>D. CAPABILITY TO LEARN</b>	
<p>_____ Must repeat instructions in general. Work must be checked occasionally. Learns less readily than most.</p> <p>_____ Outstanding ability to comprehend instructions and new ideas, and to retain what has been learned.</p> <p>_____ Learns fairly fast. Retains most of what had been learned.</p> <p>_____ Must repeat instructions in detail and check work frequently. Learns slowly.</p> <p>_____ Quick to learn. Asks intelligent questions. Retains knowledge.</p>	Comments:
<b>E. HUMAN RELATIONS</b>	
<p>_____ Adequate relations with customers and associates. Cooperative.</p> <p>_____ Courteous. Friendly. Has poise and dignity. Well accepted by customers and associates.</p> <p>_____ Abrupt. Lacks poise. Not responsive to public and/or associates.</p> <p>_____ Antagonistic. Self-centered. Lacks tact.</p> <p>_____ Dynamic personality. Influences others and is respected by associates and customers.</p>	Comments:
<b>F. APPEARANCE</b>	
<p>_____ Exceptional</p> <p>_____ Above standard</p> <p>_____ Acceptable</p> <p>_____ Below standard</p> <p>_____ Not acceptable</p>	Comments:
<b>G. What have been the intern's primary duties during this evaluation period?</b>	

<b>H. Overall, in what skills or traits does the intern seem strongest?</b>	
<b>I. Overall, in what area(s) does the intern need improvement?</b>	
<b>J. During this period, what new skills or tasks has the intern learned?</b>	
<b>K. Do you believe the intern has satisfactorily fulfilled his/her obligations to you as Site Supervisor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please comment.)	
<b>L. Please comment on how the student demonstrated impact, innovation and engagement with this internship.</b>	
<b>Name/Title of Evaluator:</b>	<b>Date of Evaluation:</b>
<b>Signature of Evaluator:</b>	

**APPENDIX E  
STUDENT EVALUATION OF INTERNSHIP**

(To be completed by Intern at end of internship)

<b>PERSONAL DATA:</b>					
Student Name:	Name and address of internship site/employer:				
Dates of Internship: (start & end dates)					
<b>A. EVALUATION OF SUPERVISOR</b>					
	<u>Always</u>	<u>Frequently</u>	<u>Sometimes</u>	<u>Seldom</u>	<u>Never</u>
1. Did supervisor appear interested in you as an individual?	_____	_____	_____	_____	_____
2. Did supervisor provide adequate training?	_____	_____	_____	_____	_____
3. Did supervisor motivate you to improve yourself?	_____	_____	_____	_____	_____
4. Did you receive adequate instructions or assistance from your supervisor in the conduct of your work?	_____	_____	_____	_____	_____
	<u>Weekly</u>	<u>Bi-Weekly</u>	<u>Monthly</u>	<u>Semester</u>	<u>Never</u>
5. How often did your supervisor discuss your job performance with you?	_____	_____	_____	_____	_____
Comments					
<b>B. EVALUATION OF CO-WORKERS</b>					
	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Fair</u>	<u>Poor</u>
1. Acceptance of an intern seemed to be:	_____	_____	_____	_____	_____
	<u>Always</u>	<u>Frequently</u>	<u>Sometimes</u>	<u>Seldom</u>	<u>Never</u>
2. We communicated effectively:	_____	_____	_____	_____	_____
3. We communicated effectively with each other:	_____	_____	_____	_____	_____
Comments:					

**D. PERSONAL**

Always      Frequently      Sometimes      Seldom      Never

- 1. Do you believe your position provided a relevant experience? \_\_\_\_\_
- 2. Do you believe you did work of value for your employer? \_\_\_\_\_
- 3. Did you always receive adequate training in your job? \_\_\_\_\_
- 4. Did the work/atmosphere allow for the expression of your ideas? \_\_\_\_\_

Excellent      Good      Average      Fair      Poor

- 5. My academic preparation for this assignment was: \_\_\_\_\_
- 6. The understanding I had of my job duties and my responsibilities were: \_\_\_\_\_
- 7. Which university courses were the most helpful in the performance of your duties?
- 8. Which university courses were the least helpful?
- 9. What additional courses would you recommend that the university offer in your major field of study?

**D. OVERALL EVALUATION OF INTERNSHIP**

1. How would you describe the overall internship?

Excellent Very Good Good Average Below Average Poor

Comments: \_\_\_\_\_

2. 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 appropriate School of Business Internship Coordinator, SD CEO:

Address: (Woodburn 216, BHSU)

SD CEO  
BHSU  
1200 University Street Unit 9511  
Spearfish SD 57799-9511

[Helen.Merriman@BHSU.edu](mailto:Helen.Merriman@BHSU.edu)

[Mela.Cosme@BHSU.edu](mailto:Mela.Cosme@BHSU.edu)

## APPENDIX F 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, SD CEO, 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 Paper.

<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.

- A. 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.
- B. 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.
- C. 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.
- D. Impact on Internship Site  
Please describe how your internship encouraged and challenged you to impact, engage, and innovate.
- E. Evaluation of the Program  
Please comment on the overall quality of the School of Business 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.
- F. Prepare and enclose a copy of a thank-you letter (a letter, not a card) to your Site Supervisor, thanking him or her 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.

