

BHSU - SEDC Workforce Internship Program Student Manual



Office of Career Development

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

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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 SEDC - SS494 internship credit
- International Students must meet with the International Office to determine eligibility
- Obtain and read the BHSU - SEDC Workforce Internship Program Student Manual
- 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
- Employer must complete and student shall submit to Internship Coordinator's office:
 - Appendix B, Employer Agreement, and Job DescriptionReturn 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 Career Development Director/Internship Coordinator will complete registration card, "Authorization for Independent Study or Internship Course". Registration card shall be copied for file then taken to Registrar's office 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 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 (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 Director/Internship Coordinator shall issue grades of Pass/Fail/Incomplete via WebAdvisor for SS494 course only

*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: 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 – SEDC Workforce 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.**

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.

Employer Eligibility

The Spearfish Economic Development Corporation (SEDC) and Black Hills State University (BHSU) Career Development Office must approve an employer as an internship location and supervisor. The following qualifications must be met:

- The employer must be a member of the Spearfish Economic Development Corporation (SEDC).
- 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>

- Liability and workman's compensation coverage for the student should be discussed by the BHSU Internship Coordinator and the employer.
- BHSU and SEDC 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:

- A. 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.
- B. Internships with the SEDC/BHSU Career Development Office are Pass/Fail or Incomplete.
- C. 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:

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

Participating Employer Benefits

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

- A. 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 (Students)

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 Internship Coordinator. 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 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 BHSU Career Development Director/Internship Coordinator, 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/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
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. 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.

5. 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
6. 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 SS494.
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

NAME

BHSU EMAIL

EMAIL

MAILING ADDRESS

MAILING ADDRESS

PERMANENT ADDRESS

PERMANENT ADDRESS

CELL PHONE #

CELL PHONE #

STUDENT ID

STUDENT ID

HOME PHONE #

HOME PHONE #

ACADEMIC INFORMATION

SELECT ACADEMIC STATUS

ACADEMIC STATUS:

ACADEMIC ADVISOR FIRST AND LAST NAME, EMAIL

ACADEMIC ADVISOR:

MAJOR

MAJOR:

MAJOR CREDIT HOURS COMPLETED

COMPLETED CREDIT HOURS (MAJOR):

OPTIONAL

OTHER: (EXPLAIN)

SPECIALIZATION

SPECIALIZATION:

MAJOR GPA

MAJOR GPA:

OVERALL GPA

OVERALL GPA:

INTERNSHIP INFORMATION

DESIRED FIELD/INDUSTRY

DESIRED FIELD:

DESIRED BUSINESS

DESIRED BUSINESS:

DAYS AND TIMES AVAILABLE

DAYS AVAILABLE TO WORK:

SELECT SEMESTER

REQUESTED SEMESTER FOR INTERNSHIP:

NUMBER OF CREDIT HOURS ENROLLED

NUMBER OF CREDIT HOURS ENROLLED:

DESIRED NUMBER OF CREDIT HOURS

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/ORGANIZATION agrees to participate in the BHSU – SEDC Workforce 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, 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>

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 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-please print)

(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 COMPANY ADDRESS 1 ADDRESS 2 CITY, 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 his/her 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 – SEDC WORKFOCE INTERNSHIP PROGRAM. IF WE CAN BE OF SERVICE TO YOU IN THE FUTURE, PLEASE LET US KNOW.	

A. ATTITUDE	
<input type="checkbox"/> Not cooperative. Negative response to supervision. <input type="checkbox"/> Reasonably interested in job. Makes an occasional suggestion. Performs as directed. <input type="checkbox"/> Intense interest in job. Possesses leadership qualities; generates enthusiasm in others. <input type="checkbox"/> Receptive to new ideas. Alert for the opportunity to improve work procedures. <input type="checkbox"/> Indifferent approach to job. Does only what is required.	COMMENTS: <div style="background-color: #e0e0e0; height: 150px; width: 100%;"></div>
B. KNOWLEDGE OF JOB	
<input type="checkbox"/> Limited knowledge. Considerable supervision required. <input type="checkbox"/> Handles assignments with partial assistance. Frequent instructions required. <input type="checkbox"/> Capably handles all usual job situations. Knowledgeable and productive. <input type="checkbox"/> Capable of instructing others. Has good supervisory skills. <input type="checkbox"/> Completes daily work satisfactorily. Occasional direction required.	COMMENTS: <div style="background-color: #e0e0e0; height: 150px; width: 100%;"></div>
C. JUDGMENT	
<input type="checkbox"/> Unpredictable. Cannot make decisions or makes decisions based on emotions. <input type="checkbox"/> Good judgment. Decisions can be relied on. <input type="checkbox"/> Usually makes sound decisions. Could improve with experience. <input type="checkbox"/> Decisions not always sound. Immature. <input type="checkbox"/> Sound judgment. Clear thinker under pressure. Decisions respected and frequently sought by fellow employees.	COMMENTS: <div style="background-color: #e0e0e0; height: 150px; width: 100%;"></div>

D. CAPABILITY TO LEARN	
<input type="checkbox"/> Must repeat instructions in general. Work must be checked occasionally. Learns less readily than most. <input type="checkbox"/> Outstanding ability to comprehend instructions and new ideas, and to retain what has been learned. <input type="checkbox"/> Learns fast. Retains most of what had been learned. <input type="checkbox"/> Must repeat instructions in detail and check work frequently. Learns slowly. <input type="checkbox"/> Quick to learn. Asks intelligent questions. Retains knowledge.	COMMENTS: <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>
E. HUMAN RELATIONS	
<input type="checkbox"/> Adequate relations with customers and associates. Cooperative. <input type="checkbox"/> Courteous. Friendly. Has poise and dignity. Well accepted by customers and associates. <input type="checkbox"/> Abrupt. Lacks poise. Not responsive to public and/or associates. <input type="checkbox"/> Antagonistic. Self-centered. Lacks tact. <input type="checkbox"/> Dynamic personality. Influences others and is respected by associates and customers.	COMMENTS: <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>
F. APPEARANCE	
<input type="checkbox"/> Exceptional <input type="checkbox"/> Above standard <input type="checkbox"/> Acceptable <input type="checkbox"/> Below standard <input type="checkbox"/> Not acceptable	COMMENTS: <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>

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? <input type="checkbox"/> YES <input type="checkbox"/> 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 1 ADDRESS 2 CITY, ST ZIP CODE
A. EVALUATION OF SUPERVISOR	
DID SUPERVISOR APPEAR INTERESTED IN YOU AS AN INDIVIDUAL? <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Seldom <input type="checkbox"/> Never	
DID SUPERVISOR PROVIDE ADEQUATE TRAINING? <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Seldom <input type="checkbox"/> Never	
DID SUPERVISOR MOTIVATE YOU TO IMPROVE YOURSELF? <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Seldom <input type="checkbox"/> Never	
DID YOU RECEIVE ADEQUATE INSTRUCTIONS OR ASSISTANCE FROM YOUR SUPERVISOR IN THE CONDUCT OF YOUR WORK? <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Seldom <input type="checkbox"/> Never	
HOW OFTEN DID YOUR SUPERVISOR DISCUSS YOUR JOB PERFORMANCE WITH YOU? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semester <input type="checkbox"/> Never	
COMMENTS: <div style="background-color: #cccccc; height: 50px; margin-top: 5px;"></div>	
B. EVALUATION OF CO-WORKERS	
ACCEPTANCE OF AN INTERN SEEMED TO BE: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
WE COMMUNICATED EFFECTIVELY: <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Seldom <input type="checkbox"/> Never	
WE COMMUNICATED EFFECTIVELY WITH EACH OTHER: <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Seldom <input type="checkbox"/> Never	
COMMENTS: <div style="background-color: #cccccc; height: 50px; margin-top: 5px;"></div>	

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?

[Blank response area for most helpful university courses]

WHICH UNIVERSITY COURSES WERE THE LEAST HELPFUL?

[Blank response area for least helpful university courses]

WHAT ADDITIONAL COURSES WOULD YOU RECOMMEND THAT THE UNIVERSITY OFFER IN YOUR MAJOR FIELD OF STUDY?

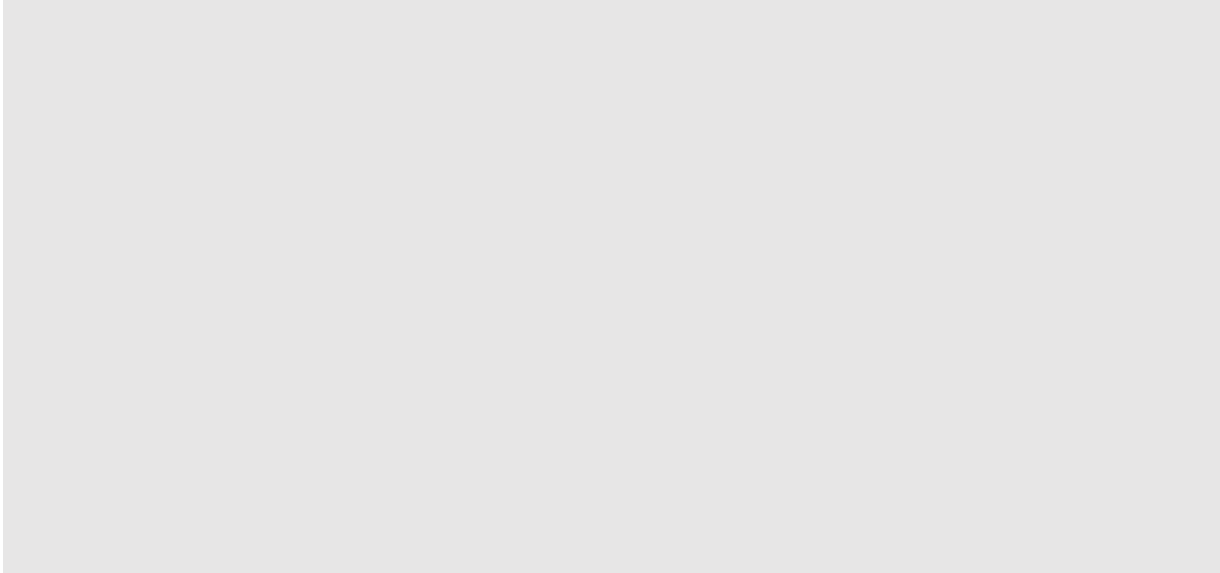
[Blank response area for recommended additional courses]

D. OVERALL EVALUATION OF INTERNSHIP

HOW WOULD YOU DESCRIBE THE OVERALL INTERNSHIP?

Excellent Very Good Good Average Below Average Poor

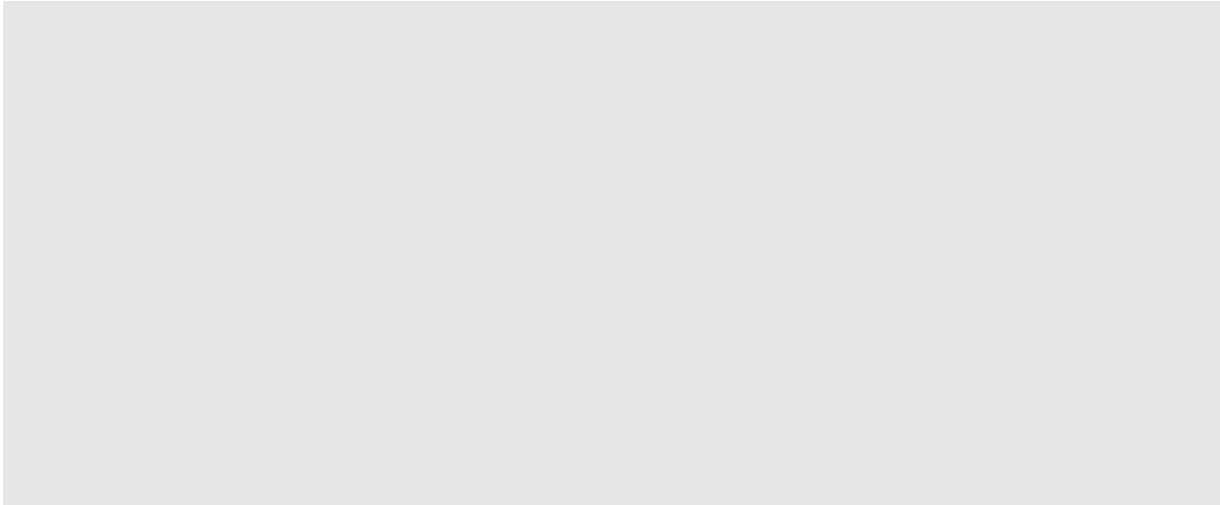
COMMENTS:



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 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 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.