

Internship Workbook



**CHADRON
STATE COLLEGE**

Career and Academic Planning Services
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Chadron State College Internship Program

ENROLLMENT CHECKLIST

The following items must be completed and submitted to the Internship Office before students can be enrolled for an internship experience.

1. _____ Enrollment Form
2. _____ Resume
3. _____ Internship Training Agreement

HPER Students must also complete

1. _____ Signed HPER Internship Application verifying completion of prerequisite courses.
2. _____ Notorized Felony Statement.

INTERNSHIP ACTIVITIES CHECKLIST

It is the student's responsibility to make sure all the following forms are completed and submitted to the internship office by the stated deadlines. Samples, templates, and instructions for the following are included in this workbook.

1. _____ Learning Outcomes –Write one for every credit hour you are seeking. These are written one time, at the beginning of the internship and are your learning goals. *Submit a signed copy within two weeks of starting your experience and save an electronic copy for your records. Failure to submit Learning Outcomes in a timely fashion will impact your grade.*
2. _____ Weekly Activity Journal – Write a brief summary of what you did each day. Submit a signed copy weekly over the course of the internship. *Keep an electronic copy for your records.*
3. _____ Weekly Reflective Question response –Submit weekly over the course of the internship **along with your Weekly Activity Journal.** *Keep an electronic copy for your records.*
4. _____ Final Portfolio –Portfolios must be emailed to dkennell@csc.edu and are due two weeks prior to the end of the term. Due date: _____
5. _____ Final Evaluation –Please provide your site supervisor a copy of the final evaluation (found in this workbook). You or the supervisor can submit it to the internship office. You are invited to evaluate your experience using the Student Evaluation form, but it is not mandatory.

Instructions

Meet with your site supervisor and discuss specific outcomes that you hope to accomplish during the internship based on your job description and training plan. Your learning outcomes (at least one per credit hour) should be outlined and approved by your employer. You may also build your Learning Outcomes from the learning you proposed on your Statement of Intent form. ***Your Statement of Intent is not considered the final version of your Learning Outcomes. You must submit both.***

Use the following format (Do not type on this sheet). Do not submit this sample page.

Print your Learning Outcomes for your supervisor to sign and submit them to the Internship Office within the first two weeks of your internship experience. Remember to save a copy electronically for inclusion in your final portfolio.

Learning Outcomes
Student's Name
Internship Site

- 1. Desired Outcome: *ie. "What is it that I want to learn?"*

How: *ie. "How am I going to accomplish that?"*

Measurement: *ie. "How will I measure my accomplishment?"*
- 2. Desired Outcome:

How:

Measurement:
- 3. Desired Outcome:

How:

Measurement:

Intern Signature: _____

Faculty Advisor Signature: _____

Supervisor Signature: _____

WEEKLY ACTIVITY JOURNAL

Chadron State College Internship Program

This form is available at: <http://www.csc.edu/internship/forms.csc> Fill it out electronically, save it electronically for inclusion in your final portfolio, and print a hardcopy to be signed and submitted each week to the Internship Office. You may fax, scan and email, or mail or deliver a hard copy of the signed document.

NAME: _____ WEEK ENDING : (DATE) _____

SITE: _____

TOTAL HOURS FOR WEEK: _____

TOTAL HOURS TO DATE: _____

50 hours of work = 1 credit hour

Please round work hours up to the nearest quarter hour

SUNDAY

DATE: _____ HOURS: _____

Activities:

MONDAY

DATE: _____ HOURS: _____

Activities:

TUESDAY

DATE: _____ HOURS: _____

Activities:

WEDNESDAY

DATE: _____ HOURS: _____

Activities:

THURSDAY

DATE: _____ HOURS: _____

Activities:

FRIDAY

DATE: _____ HOURS: _____

Activities:

SATURDAY

DATE: _____ HOURS: _____

Activities:

STUDENT COMMENTS:

Supervisor's Signature

SUPERVISOR COMMENTS (optional):

Choose a different question to respond to each week. Submit a hard copy with the question number and the response along with your Weekly Activity Journal. Be sure to save your responses electronically for inclusion in your final portfolio.

1. What is your job description? What are your responsibilities?
2. What is the name, size, and location of the business/organization of your site?
3. Define the purpose of your business/organization.
4. Describe the organizational structure of the business/organization.
5. Describe the effective and ineffective mechanisms of organizational communication at your site. (Support with specific examples and suggestions for modification.)
6. Describe the effective and ineffective mechanisms of personal communication within your unit or immediate work environment that affect your ability to carry out your day to day responsibilities. Include specific examples and suggestions for modification.
7. Describe the technology used in your workplace. What training did you receive in order to be productive in its use? Does the technology serve the individual and the organization? Are you familiar with an alternative form of technology that would be more efficient? Provide suggestions for modifications.
8. Discuss how the experience is or is not meeting your expectations. How will you apply yourself differently for the remainder of the internship? What factors would improve your experience?
9. Discuss how your classroom learning applies to your internship experience.
10. What information could you take from your internship experience and share in the classroom?
11. Describe your short term and long term career goals and design your pathway for achieving these goals. Where are you now in relation to these goals and how do you plan to get where you want to be? How is the internship assisting you on your pathway?
12. Describe an ethical dilemma at your workplace, (actual or possible) that you have observed or of which you have been a part. Discuss why you feel this dilemma exists and what actions were/are necessary to resolve the dilemma.
13. Describe a conflict within your organization, past or present, (actual or possible) and discuss how it concluded or how you would like to see it conclude. Provide information about how you would have handled such a situation or if the conflict has not yet concluded, describe how you would bring resolution to the conflict if it was your responsibility.
14. Imagine you are a manager within your organization. Propose some changes that would increase efficiency and working conditions or boost employee morale.
15. What have you learned about yourself, your employer and your job?
16. What have you learned about the value of your education in preparing you for, or not preparing you for your career? Explain.
17. What have you learned about this occupation or profession?
18. What would you have done differently for this internship experience?

REQUIREMENTS

Email your final portfolio to dkennell@csc.edu. DO NOT submit a hard copy. Receipt of your portfolio will be confirmed within a couple business days. Contact our office if you do not receive confirmation of receipt. Please include the following items:

- Title Page
- Copy of Learning Outcomes
- Reflective Paper *– for the grading rubric, please go to: <http://www.csc.edu/internship/forms.csc>
- Copy of Resume –updated to reflect your internship experience
- Copy of all Weekly Activity Journals and Weekly Reflective Question responses
- Copy of Thank You Letter to Supervisor
- Supervisor’s written Final Evaluation of your performance –Page 7 (Scan and attach or submit a hardcopy to the office)
- Student’s evaluation of internship experience –Page 8 (Optional –Scan and attach or submit a hardcopy to the office)

***SUGGESTIONS FOR WRITING YOUR REFLECTIVE PAPER**

- Minimum of two pages, typed and double spaced, for every credit hour for which you are registered.
- Be sure to introduce yourself and your experience. The faculty person who grades your paper may not be familiar with your goals or how your experience parallels your program of study.
- For the rest of your paper, explain in detail:
 - Your job and its relationship to other functions of the organization or the school
 - Each Learning Outcome, how it was accomplished, what was learned, how it relates to your academic studies
 - Benefits of the experience (personal, developmental, professional)
 - Summarize your experience at the end of your paper

SUGGESTIONS FOR SUPPORTING MATERIALS (OPTIONAL)

- Pictures, news articles, bibliography of professional readings, videos
- Records or other supporting documentation
- Examples of projects, presentations, printouts, memos
- Manuals or brochures
- Handouts received or utilized during experience
- Certificates of training, workshops, seminars
- Letter of recommendation from supervisor
- Supporting materials will only be considered if submitted electronically with the portfolio*

DUE DATE/GRADING

*Email your portfolio to dkennell@csc.edu **TWO WEEKS** prior to the end of the semester.

*Your grade for the internship will be determined by your supervisor’s evaluations, written assignments, and timely meeting of deadlines. Your grade may be adversely affected if you do not submit Learning Outcomes, Weekly Activity Journals/Reflective Responses, or your Portfolio by the established deadlines. For more info see the Grading Rubric at: <http://www.csc.edu/internship/forms.csc>

FINAL EVALUATION –SITE SUPERVISOR

| | |
|--|--|
| SUPERVISOR'S EVALUATION OF STUDENT'S INTERNSHIP EXPERIENCE <i>(To be filled out by supervisor)</i> | Chadron State College Career & Academic Planning Services Library Learning Commons 1000 Main Street Chadron, NE 69337 |
| | email: dkennell@csc.edu Phone: (308) 432-6467 Toll Free: 1-800-242-3766 Fax: (308) 432-6409 |

Supervisor's ratings are helpful to us in evaluating the student's performance, may serve as a basis for counseling and become a part of the student's internship file. We would appreciate your frank opinions on the form below. Please evaluate the student objectively, comparing him/her with other students of comparable academic level and training; with other employees serving in similarly classified positions; and with individual standards of performance. Should additional space be necessary for your comments, please feel free to attach a separate sheet to the form.

Student _____ Date of Evaluation _____

Internship Site: _____

Supervisor Signature: _____

Please rate the student on the following:

| | Advanced | Proficient | Competent | Needs Improvement | Unacceptable | N/A |
|--|----------|------------|-----------|-------------------|--------------|-----|
| Attitude toward superiors | | | | | | |
| Attitude toward co-workers | | | | | | |
| Quality of work accomplished | | | | | | |
| Quantity of work accomplished | | | | | | |
| Ability to learn on the job | | | | | | |
| Ability to get along with others | | | | | | |
| Oral communication skills | | | | | | |
| Written communication skills | | | | | | |
| Ability to follow directions | | | | | | |
| Ability to think and act independently | | | | | | |
| Willingness to learn | | | | | | |
| Personal appearance | | | | | | |
| Initiative | | | | | | |
| Dependability | | | | | | |
| Punctuality | | | | | | |
| Conformance to organizational policy | | | | | | |
| Maturity | | | | | | |
| Ability to use materials/equipment | | | | | | |
| OVERALL RATING | | | | | | |

What are the student's major professional assets and strengths?

What are the student's major professional developmental needs?

Did the student have adequate organizational/management skills?

Based on the above evaluation, _____ I would hire this individual.
 _____ I would hire this individual with conditions.
 _____ I would not hire this individual.

Supervisor's signature _____ Date _____

FINAL EVALUATION –STUDENT

Chadron State College Internship Program

****Your comments will not affect your final grade or the possibility of future employment with your employer. This document is for in-office use only.**

STUDENT NAME: _____

INTERNSHIP SITE/SUPERVISORS NAME: _____

EXPERIENCE WAS (CIRCLE ONE) PAID UNPAID

TERM ENROLLED: _____ # OF CREDITS: _____

DIRECTIONS: Objectively evaluate your internship experience using the rating scale below:

E –Excellent A–Above Average S –Satisfactory N–Needs Improvement U –Unsatisfactory N/A–Not Applicable

| RATING | COMMENTS, EXAMPLES |
|--------|--------------------|
|--------|--------------------|

WORK EXPERIENCE

| | | |
|--------------------------------------|-------|-------|
| Relationship of work to career goals | _____ | _____ |
| Training received | _____ | _____ |
| Supervision received | _____ | _____ |
| Level of responsibility assigned | _____ | _____ |
| Overall rating of work experience | _____ | _____ |

LEARNING EXPERIENCE

| | | |
|--|-------|-------|
| Learned new information, skills, or techniques | _____ | _____ |
| Gained new career/professional knowledge | _____ | _____ |
| Relationship of academic assignments to work | _____ | _____ |
| Overall rating of learning | _____ | _____ |

PERSONAL DEVELOPMENT

| | | |
|---|-------|-------|
| Gained greater self-confidence | _____ | _____ |
| Improved understanding of strengths, weaknesses | _____ | _____ |
| Met people who contributed to professional growth | _____ | _____ |

OVERALL EXPERIENCE RATING

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

How did this experience affect your educational or professional plans? (circle one)

Confirmed Plans

Changed Plans

What do you consider the best aspects of this experience?

What would you consider the weaker aspects of this experience?