



1000 West Austin, Nevada, Missouri 417-667-8181

# Internship Handbook for Students

# INTERNSHIP GUIDELINES

## DEFINITION:

An internship is a supervised work experience, **with intentional learning goals**, related to a student's major or area of career interest. It is monitored by both a faculty member and an internship site supervisor. Internships are offered as independent directed study with course credit. Most internships are unpaid, but students may receive compensation for the internship if offered by the employer.

## CREDIT:

Internship credit is awarded for the planned learning that occurs during the internship, not for the intern's performance at the internship site. Cottey awards 1-2 credits in the fall/spring semesters and 1-3 credits in the summer. No more than 4 credits for Associate candidates and 12 credits for Bachelor candidates will count towards graduation.

Credit hours enrolled will be based on hours worked.

- 1 credit hour = a minimum of 45 hours per semester
- 2 credit hours = a minimum of 90 hours per semester
- 3 credit hours (summer only) = a minimum of 135 hours per semester

\*Summer internships incur tuition costs per credit hour

\*Registration Deadline for summer internships is June 15.

## ELIGIBILITY:

Students eligible to participate in an internship must have first-year, second-semester or second-year standing by the beginning of the internship AND have a 2.0 cumulative GPA or higher.

## ENROLLMENT:

Developing an internship is similar to a job search. The student will initiate contact with potential internship sites, submit resumes and applications, interview, and finally secure an internship. The experiential learning coordinator can assist with ideas for internship sites. To enroll in an internship at Cottey College, the student needs to complete the following **prior** to beginning an internship experience.

- Investigate possible internship sites.
- Select a faculty member who wishes to supervise the internship experience.
- Work with faculty sponsor and internship site supervisor to complete the **Internship Learning Contract** and **Responsibilities Agreement**.
- Obtain an **Add Form** from Academic Records.
- Submit completed **Internship Learning Contract**, **Responsibilities Agreement** and **Add Form** to the **experiential learning coordinator** in the Academic Assistance Center.
- Students are not officially registered for an internship until **ALL** forms with signatures are submitted and the internship has been approved.
- Students must attend an internship orientation with the experiential learning coordinator **prior** to the first day of the internship.

## GRADING:

The internship experience will be graded as pass/fail. The faculty sponsor will award academic credit once the internship and method of evaluation have been completed as outlined in the Internship Learning Contract. **Students will submit an Internship Time and Activity Log as documentation of activities.** At the end of the internship, both the employer and faculty sponsor will submit an evaluation of the student intern and the student will submit an evaluation of their internship experience.

## Tips for Students Drafting An Internship Learning Contract

**\*All Cottey College students, prior to entering into an internship agreement, must complete a Learning Contract with internship specific learning outcomes. It is expected that the Internship Site Supervisor and a Faculty Sponsor, determined by the student, will have significant input into the expectations and requirements needed to achieve the learning outcomes set forth in the Learning Contract.**

The Internship Learning Contract is a mutual agreement among you (the student), the internship site, and the faculty sponsor, indicating what you hope/want to learn, how you will learn it and what you have learned. In other words, the Learning Contract includes learning goals or "objectives," strategies for accomplishing the goals, and evaluation methods.

You are responsible to develop your Internship Learning Contract. However, you will need the input of the internship site and the faculty sponsor to complete it. You may want to write a first draft of the contract and then share it with your site supervisor and faculty sponsor for suggestions and approval before producing the final version.

1. Complete the general information of the learning contract.
2. Under **Statement of Ability**, describe the current skills, knowledge and work experience that prepared you for this internship. You may attach a resume. You may include coursework that you have taken related to the internship.
3. Develop 3-4 **Learning Objectives**. Be as specific as possible. Learning objectives are important and generally fall into four categories:
  - ❑ Skill Development: learning and improving specific skills (writing, research, communication, computer, etc.)
  - ❑ Broader Knowledge: understanding the workplace, operational procedures, and organizational structure, socioeconomic factors, etc.
  - ❑ Career Awareness: investigating specific careers and occupations and the qualities and/or training required.
  - ❑ Personal Development: confidence, assertiveness, decision-making, values
4. Indicate the **Tasks and Strategies** you will perform in order to achieve your learning objectives. What will you be doing at your internship? Include the internship title and specific duties and responsibilities. Refer to the internship's job description.
5. The **Faculty Evaluation** section is to be completed by you and the faculty sponsor. What will be required of you by your faculty sponsor? The evaluation methods should be specific and include a reflective component. Typical assignments include a journal, portfolio, presentations or papers.

6. Return your completed **Internship Learning Contract** and the **Responsibilities Agreement** to *Renee Hampton, Experiential Learning Coordinator, in the Academic Assistance Center, RBAC 164.*

# Checklist for Student Internship Requirements

## Prior to Beginning an Internship Experience:

- Select possible internship sites
- Submit application(s) and required documents for consideration by the internship site
- Interview for the internship position
- Accept internship position if offered
- Obtain a faculty sponsor
- Complete the **Internship Learning Contract** and **Responsibilities Agreement**.
- Obtain an **Add Form**
- Submit completed **Internship Learning Contract, Responsibilities Agreement** and **Add Form** to the **experiential learning coordinator** in the Academic Assistance Center.
- Attend student orientation for internships

\*Students are not officially registered for an internship until **ALL** forms with signatures are submitted and the internship has been approved.

\*\*Students must attend an internship orientation with the experiential learning coordinator **prior** to the first day of the internship.

## During an Internship Experience:

- Attend scheduled meetings/conference calls with site supervisor and/or faculty sponsor
- Mid-Internship Time and Activity Logs due \_\_\_\_\_
- Additional internship assignments due \_\_\_\_\_

\*Students must attend an internship orientation with the experiential learning coordinator **prior** to the first day of the internship.

## Completion of an Internship Experience:

- Final Time and Activity Logs due \_\_\_\_\_
- Site supervisor evaluation due \_\_\_\_\_
- Student evaluation due \_\_\_\_\_
- Faculty sponsor evaluation due \_\_\_\_\_
- Final internship assignments due \_\_\_\_\_

\*Students must submit all required documentation and assignments before the internship is considered complete.

## Internship Ends and Grade Assigned

\*Internships will be graded on a pass/fail basis.

# An Internship is NOT –

**"Time Out":** Although an internship is usually pursued outside of the college setting it should not be viewed as "time-out" from college to go to work. An internship is a learning experience. Some people learn more effectively through experience, and internships provide that opportunity. Remember, a grade or credit for an internship is based on what you can show or demonstrate you learned during the internship, not solely on the evaluation of your performance.

**An Easy Grade:** Most students report working just as hard if not harder on their internships as they do for classes on campus. Pursuing an off-campus internship along with several other classes creates a demanding schedule and requires a lot of time and energy. Be careful not to plan an internship during an otherwise "heavy" schedule.

**Volunteer Experience:** Regardless of the financial arrangements, an intern is not the same as a volunteer. An intern earns credit or a grade based on what is learned from the internship experience. A volunteer may perform the same tasks equally well but may or may not be self-conscious about the learning derived. As an intern, you must be self-conscious of what you are learning and strive to meet identified learning goals in order to successfully earn credit or a grade.

**Resident Expert:** Student interns bring special skills, knowledge, and fresh ideas to an organization. It is not appropriate, however, for an organization to expect an intern to be the "resident expert" or to fill a gap in an area in which the staff lacks basic skills of knowledge. A professional staff person should supervise you with expertise in the area in which you are working.

**Go-Fer:** An intern is not supposed to perform *all* the routine or uninteresting work within an organization. An internship should be a meaningful learning experience. Most positions and projects involve *some* routine work; however, it is recommended that it be limited to twenty percent of your time as an intern.

**Guarantee of a Job Offer:** There is no guarantee that an internship will get you a job. Many employers value hiring someone who has had internship experience; therefore, when you are competing for a particular position, your internship may prove beneficial. The best way to gain career and job advantages from your internship is to get to know the people you are working with in the organization. Build an information and referral network for yourself.

## INTERNSHIP LEARNING CONTRACT

The Internship Learning Contract is a mutual understanding among the student, the Internship Site Supervisor and the College (the Faculty Sponsor). The purpose of this agreement is to allow the student to establish, in conjunction with the supervisor, **prior to the start of the Internship**, a plan for the duration of the Internship experience.

The goal of an internship is to enhance the learning experience. This document provides a basis for students to discuss with supervisors the opportunities for learning that an organization can provide. The Internship Learning Contract assists the intern in making a meaningful contribution to the organization, as well as setting goals to continue professional growth and development. **Cottey College reserves the right to approve or reject internship sites and Internship Learning Contracts.**

**Student name:** \_\_\_\_\_

**Address during internship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Student status:** First-year, second-semester      Second-year      Third-year      Fourth-year  
(circle one)

**Present GPA:**              Semester \_\_\_\_\_              Cumulative \_\_\_\_\_

**Semester of internship:** Fall              Spring              Summer  
(circle one)

**Number of semester hours of credit:** (1 or 2 during fall/spring; 1, 2, or 3 during summer)

**Number of hours anticipated of work per week** \_\_\_\_\_

**Faculty sponsor:** \_\_\_\_\_

### Internship Information:

Internship site: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site supervisor name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Organization's website: \_\_\_\_\_

**NOTE: This section must be completed in its entirety before the Contract is signed.**

**1. Internship description:** Describe the organization you will be working for and the functions it performs.

**2. Statement of ability:** Provide information about your current skill level and ability (scheduling, etc.) to engage in the internship. List any coursework taken that has prepared you for the internship.

**3. Learning objectives:** What knowledge, skills and competencies will you gain from this experience? What academic knowledge will you apply during your internship? How will the internship contribute to your long-range career goals?

**4. Tasks and strategies:** What job duties will you perform? Include your title and a specific list of job responsibilities. (You and the on-site supervisor should prepare title and duties with input from the faculty sponsor).

**5. Faculty evaluation methods:** Specify documents (journal, paper, portfolio, supervisor evaluations) or other methods of evaluation (student interview, supervisor interview, regular student meetings) that will be used to assess progress and performance. Also list dates of scheduled conferences with faculty supervisor if these will be part of the evaluation.



**Responsibilities of student:** The student shall learn as much as possible about the internship site's policies, people, programs, and activities; show honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, and a willingness to learn at the workplace; commit to a time frame with the internship site and fulfill all tasks agreed upon, as outlined in the Internship Learning Contract; be in regular attendance during the internship period; respect confidentiality; serve in a manner that preserves the reputation and integrity of Cottey College; complete all faculty sponsor assignments/evaluations; conform to the rules and regulations of the internship site; and consult with Cottey about any difficulties/problems arising at the internship site related to the internship program.

**Responsibilities of faculty sponsor:** The faculty sponsor shall monitor the student throughout the internship experience; consult with the internship site on the student's learning objectives; assist the student/internship site supervisor with any difficulties/problems on the internship site; and assist in the evaluation of the student.

**Responsibilities of internship site supervisors:** The internship site supervisor shall provide a **variety** of work experiences for the student that will contribute to her education and to the attainment of her career objectives; provide orientation and on-the-job training for the student; adhere to all federal and state regulations where the student is involved; provide time for consultation with Cottey College concerning the student and to discuss any difficulties the student may be having; provide available instruction material and occupational guidance for the student; provide appropriate direction and supervision; evaluate the student's internship performance using the Employer Evaluation of Intern (EEI) form and returning the EEI form to the faculty sponsor.

**Responsibilities of Experiential Learning Coordinator:** The experiential learning coordinator will assist the student with resources to locate and secure an internship position, provide orientation to the student internship experience, assist the student, internship site supervisor, and faculty sponsor with any difficulties that may arise during the internship experience, and provide overall continuity with the internship program

**All parties agree to not discriminate on the basis of race, ethnicity, color, religion, gender, sexual orientation, age, national origin, or disability. No party shall disclose or use any information of a private, confidential or proprietary nature without prior written permission, except as required by law.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Faculty Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Registrar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Experiential Learning Coordinator

\_\_\_\_\_  
Date



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## Internship Time and Activity Log

**Student Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

**Learning Objectives Attained This Week** \_\_\_\_\_

Signature of Site Supervisor

Date

## Employer Evaluation of Student Intern

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

**Internship Site:** \_\_\_\_\_ **Site Supervisor** \_\_\_\_\_

	Outstanding	Meets Expectations	Improvement Needed	Unacceptable
Seeks to understand and support the organization's mission/goals				
Demonstrates effective verbal and written communication skills				
Exhibits a positive and constructive attitude				
Carries out assigned responsibilities and/or follows instructions				
Exhibits self-motivation and independent work				
Demonstrates ability to set priorities				
Accepts responsibility for mistakes and learns from experience				
Asks pertinent and purposeful questions				
Establishes good rapport with staff, clients and supervisor				
Dress and appearance are appropriate				
Reports to work as scheduled and on-time				
Quality of work				
Overall performance rating				

**Comments:**

**Evaluator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**\*Please return this form to the faculty sponsor with a copy to the experiential learning coordinator in the AAC, RBAC 164.**

## Student Evaluation of Internship

Please respond to the following questions regarding your internship experience. The purpose is to provide an opportunity for an honest appraisal of the internship site and supervisor, and its contribution to your educational experience.

Internship Site: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please rate the following aspects of your internship placement on the basis of this scale:

(4) Excellent, (3) Good, (2) Fair, (1) Poor, (0) No Observation

- \_\_\_\_\_ Provided orientation to the organization
- \_\_\_\_\_ Work experience relates to my area of study
- \_\_\_\_\_ Provided levels of responsibility consistent with my ability and growth
- \_\_\_\_\_ Opportunity to develop my communication skills
- \_\_\_\_\_ Opportunity to develop critical thinking skills
- \_\_\_\_\_ Offered feedback on my progress and abilities
- \_\_\_\_\_ Effort to make internship a learning experience for me

What do you think you gained/learned through participation in this internship?

What do you see as your major contributions to the internship site?

Would you recommend this organization/supervisor to other students?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Uncertain

Why or why not?

Additional comments:

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please return this form to the faculty sponsor with a copy to the experiential learning coordinator in the AAC, RBAC 164**

## Faculty Evaluation of Internship

**Student:** \_\_\_\_\_ **Semester** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_ **Faculty Sponsor** \_\_\_\_\_

	Outstandin g	Meets Expectation s	Improvement Needed	Unacceptabl e
Connects academic knowledge to applied learning experience				
Demonstrates effective verbal and written communication skills				
Seeks to represent Cottey College and the Internship Site in a professional manner				
Exhibits a positive and constructive attitude				
Follows instructions				
Demonstrates ability to set priorities				
Exhibits self-motivation and independent work				
Asks pertinent and purposeful questions				
Establishes a good rapport with supervisor and faculty sponsor				
Attends scheduled meetings/conference calls with faculty sponsor				
Completes assignments as scheduled : Learning Contract Activity Logs Evaluations Additional Assignments				
Quality of work				
Overall performance rating				

**Comments:**

**Evaluator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**\*Please return this form to the faculty sponsor with a copy to the experiential learning coordinator in the AAC, RBAC 164.**