



Required  
Documents  
for  
Student Internships

## 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
- Obtain a faculty sponsor
- Accept internship position if offered
- Obtain an **Add Form**
- Complete the **Internship Learning Contract** and **Responsibilities Agreement**.
- Submit completed **Internship Learning Contract, Responsibilities Agreement** and **Add Form** to the **Director of Career Services** in the Academic Assistance Center
- International students** submit **CPT application and Employer Letter** to the International Education Coordinator
- Attend student orientation for internships
- Pay tuition (**summer only**)

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

International Students must meet with the International Coordinator, complete CPT forms, and have a new I-20 prior to beginning their first day of the internship.

### During an Internship Experience (**complete these sections with your Faculty Advisor**)

Attend scheduled meetings/conference calls with site supervisor and/or faculty sponsor

Planned Meeting Schedule: \_\_\_\_\_

Mid-Internship Time and Activity Logs due: \_\_\_\_\_

Mid-Internship check-in with Career Services: \_\_\_\_\_

Additional internship assignments due: \_\_\_\_\_

### 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.

### Internship Registration Deadlines:

Deadlines vary by semester. *Start talking with your advisor and career services the semester before you want to intern.*

\*Summer internships incur tuition costs and **must** be paid to the Business Office by the second Friday after Spring graduation or before beginning the internship, whichever is earlier.

Due Date: \_\_\_\_\_



## 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:**      Previous Semester \_\_\_\_\_      Cumulative \_\_\_\_\_

**Semester of Internship** (circle one): Fall      Spring      Summer      **Year: 20**\_\_\_\_\_

**Number of Semester Hours of Credit** (circle one): (1, 2, or 3)

**Number of Anticipated Work Hours per Week** \_\_\_\_\_

**Faculty Sponsor:** \_\_\_\_\_

☐ This is not my assigned Faculty Advisor – ex. internship is for your minor) \*see page 3

### Internship Information:

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

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

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

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

Telephone \_\_\_\_\_ 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 your faculty sponsor 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 Director of Career Services:** The Director of Career Services 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 based on 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.**

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 Signature of Student

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 Date

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 Signature of Faculty Sponsor

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 Date

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 Signature of Site Supervisor

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 Date

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 Signature of the Director of Career Services

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 Date

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 \*Signature of Faculty Advisor

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 Date



**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

Due Date: \_\_\_\_\_



## Site Supervisor Evaluation of Student Intern

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

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

	Outstanding	Meets Expectations	Improvement Needed	Unacceptable
Seeks to understand and support the organization's mission and 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(s)				
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 Director of Career Services in the Kolderie Center, RBAC 164.**



Due Date: \_\_\_\_\_

## 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: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Please rate the following aspects of your internship placement:

(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: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*Please return this form to the faculty sponsor with a copy to the Director of Career Services in the Kolderie Center, RBAC 164.**





Due Date: \_\_\_\_\_

## Faculty Evaluation of Internship

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

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

	Outstanding	Meets Expectations	Improvement Needed	Unacceptable
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 site 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 \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**\*Please return this form to the faculty sponsor with a copy to the Director of Career Services in the Kolderie Center, RBAC 164.**