

Internship Manual

Directions, Contract and Evaluations

Sociology
Edition

Soc 498 Sociology Internship



Concordia
UNIVERSITY • SAINT PAUL

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May, 2008

Dear Concordia Sociology Major,

As a graduate looking for a job, one of the first questions you will be asked is, “What kind of Sociology experience do you have?” Most Sociology Majors reply, “None.” Concordia Sociology Majors can proudly state, “As a result of my internship, I have over 450 hours of experience in the field of Sociology.”

Your internship is a valuable part of your university education. It is designed to give you “hands on” experience in the field of Sociology. Your internship will provide you with an arena in which you can bridge the theoretical ideas that you have mastered in the classroom to real life experience. I know that your internship experience will be valuable, challenging, and enjoyable.

This manual provides information about the Sociology internship. If you have any other questions or concerns, please contact Dr. Kay Madson (651-641-8832) or Professor Carolyn Zapor (651-641-8204).

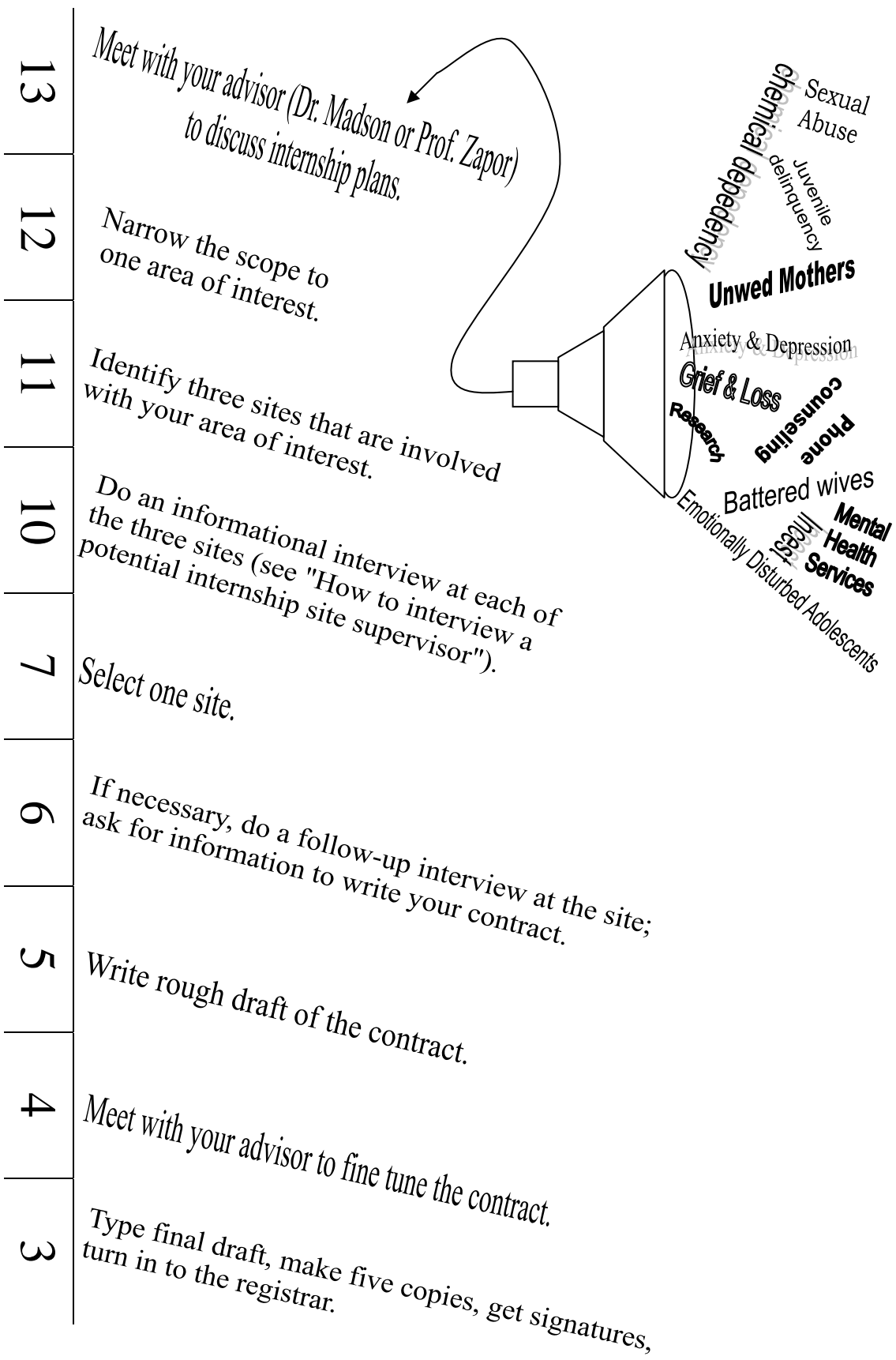
We wish you success in your internship!

David J. Bredehoft

David J. Bredehoft, Ph. D., L.P., CFLE
Professor of Psychology and Family Studies
Chair, Department of Social and Behavioral Sciences

STEPS IN SETTING UP YOUR SOCIOLOGY INTERNSHIP

Number of Weeks Before Start of Internship



- 13 Meet with your advisor (Dr. Madson or Prof. Zapor) to discuss internship plans.
- 12 Narrow the scope to one area of interest.
- 11 Identify three sites that are involved with your area of interest.
- 10 Do an informational interview at each of the three sites (see "How to interview a potential internship site supervisor").
- 7 Select one site.
- 6 If necessary, do a follow-up interview at the site; ask for information to write your contract.
- 5 Write rough draft of the contract.
- 4 Meet with your advisor to fine tune the contract.
- 3 Type final draft, make five copies, get signatures, turn in to the registrar.

Warning!!!!

The Social and Behavioral Science Department suggests that you plan ahead financially so that you can give 100% of your attention to your internship.

Most employers make hiring decisions based on internship evaluations. 100% shows you at your best!!!!

We strongly suggest that you NOT work another job during the internship.

Course Syllabus

The mission of Concordia University, a university of The Lutheran Church--Missouri Synod, is to prepare students for thoughtful and informed living, for dedicated service to God and humanity, and for enlightened care of God's creation, all within the context of the Christian Gospel.

I. Course number: Soc-498
Section number: 01
Course title: Sociology Internship

II. Prerequisites/co-requisites: Senior standing in Sociology.

III. Credit hours: 6 or 12

IV. Contact hours per week, number of lectures, laboratories, individualized instruction, conferences, clinics, field placements, or co-op hours

The student contracts with the internship site to fulfill a minimum of 37.5 clock hours per semester credit (e.g., 12 credits X 37.5 clock hours = 450 clock hours).

V. University catalogue course description

The internship provides the student with firsthand experience in a work setting that provides services which are Sociological in nature. The student learns to apply Sociological theories and principles. The student in conjunction with the academic advisor selects an appropriate internship site that meets the needs and interests of the student.

VI. Instructional goals and objectives

Objectives - interns will:

1. integrate knowledge and theory with field experience.
2. evaluate vocational options based on newly acquired knowledge and skills.
3. observe professionals in the field to benefit from their experience and expertise.
4. successfully complete work assignments.
5. develop basic skills required for employment.
6. strengthen interpersonal and communication skills.
7. develop a positive and self-confident attitude prior to entering the world of work.

VII. Assessment:

- A. Student assessment (grading procedures): All students are assigned a pass-no pass grade based on the work completed as stated in their internship contract. Academic advisors normally meet with the intern and site supervisors a minimum of two times during the semester.
- B. Course assessment: Students will be given several opportunities to assess the course and their own level of learning. These assessments are not graded, but are used by the instructor as feedback on what, how much, and how well students are learning. This information will be used to make necessary changes and adjustments to maximize student learning.

VIII. Resources:

Director of Career Services, Career Resource Center, Concordia University
<http://concordia.csp.edu/Careers/Index.html>

Sociology Internship Handbook. D. Bredehoft, Rm. 214, Administration Building, Concordia University, St. Paul, MN 55104-5494; bredehoft@csp.edu and at http://www.csp.edu/sbs/Internship_Resources.html

WAYS TO FIND POTENTIAL INTERNSHIP SITES

1. Ask or email Dr. Madson (madson@csp.edu) or Professor Zapor (zapor@csp.edu) for ideas.
2. Consult the Career Resources Center “**Internship General Listings**”
<http://concordia.csp.edu/Careers/Internships/Internships.html>
3. Read the First Call for Help “**Directory of Community Services**” on file in the Career Resource Center or on-line at
<http://firstcall.org/home.html>
4. Review the Social and Behavioral Sciences Internship Data base on-line at
http://www.csp.edu/sbs/Internship_Resources.html
5. Review the Twin City Urban Corps’ **Prospectus of Internships** on file in the Career Resource Center.
6. Talk to and work with past Sociology interns.
7. Look through the listings for volunteers printed in the **Minneapolis Star and Tribune** every Sunday.
8. Review the partial list of past internship sites listed below.

Sample Internship Sites (for more examples go on-line to “Social and Behavioral Sciences

Student Resources at <http://www.csp.edu/sbs/Documents/SBSDepartmentInterns.xls>

Location

1. Wilder Foundation
2. Wilder Foundation
3. Wilder Foundation
4. Wilder Foundation
5. Wilder Foundation
6. Wilder Foundation
7. Lutheran Social Services
8. Lutheran Social Services
9. Dakota County Sexual Assault Services
10. Twin Town Treatment Center
11. Chrysalis
12. Children’s Hospital
13. Family Violence Network
14. Educational Opportunity Center
15. Family Services Inc.
16. Family Services Inc.
17. St. Paul Intervention
18. Families First of Minnesota
19. St. Paul Rehabilitation Center
20. ACR Homes
21. Phoenix Residence, Inc.
22. Hospice Partners Inc.
23. St. Paul Mediation Center
24. City of St. Paul – City Hall
25. Family Tree Clinic
26. Freeport West Legacy House
27. Washburn Child Guidance Center
28. Crisis Connection
29. First Call for Help
30. St. Paul Public Schools
31. St. Williams Annex
32. The Bridge for Runaway Youth
33. Ramsey County Juvenile Detention
34. Ramsey County Community Corrections
35. Ramsey County Intensive Supervision
36. East Central Regional Juvenile Center
37. Anoka County Probation Service Center
38. Boys Totem Town
39. St. Croix Camp I (Wilder Foundation)
40. Bureau of Alcohol, Tobacco, and Firearms
41. Hennepin County Adult Field Services
42. RS Eden
43. Ramsey County Human Services—Child Protection
44. Dakota Sexual Assault Services
45. Children’s Home Society
46. Campfire of America

Type of experience

- Counseling emotionally disturbed adolescents
- Education and counseling with sexually abused children
- Counseling young children and parenting education
- Southeast Asian program
- Curriculum development - adult day care assistant
- Research assistant
- Counseling adolescent unwed mothers
- Guardianship and conservatorship services
- Counseling and education on sexual assault
- Chemical dependency counseling
- Phone counseling and referral (women)
- Working with terminally ill children
- Support services for abused children and abused women
- Vocational rehabilitation counseling
- Family life education; Intake, research and evaluation
- Grief and loss counseling; Financial counseling
- Support services for abused women
- Home-based mental health services
- Sheltered workshop
- Home-based guidance with developmental disabilities
- Guidance with developmental disabilities
- Counseling and support for terminally ill
- Mediation approach to resolving disputes(child custody, property..)
- Assistant Organizational Development Specialist
- Sexuality education and outreach for the clinic
- Counseling adolescents difficult to find foster placement
- Working with children at-risk
- Phone crisis counseling
- Phone crisis counseling and referral
- Early intervention program
- Transitional living for mentally ill adults
- Counseling adolescent runaways
- Juvenile Detention
- Juvenile probation officer
- Adult probation officer
- Adolescent incarceration
- Adult probation officer
- Counseling juvenile defenders
- Counseling in camp setting- adolescents with behavior/family probs
- Investigation and crime prevention
- Domestic abuse probation
- Supervision of adults released from prison
- Working with abused and neglected children
- Counseling and education
- Adoption and child services
- Assist with youth programs

Note: If your internship requires you to have malpractice insurance, you can purchase it at a reasonable price through the American Psychology Association . Go to APA's student section web page and click on insurance <<http://www.apa.org/students/>>.

INTERNSHIP CHECKLIST

- CONTACT AND/OR SEND OUT RESUMES
NAME OF ORGANIZATIONS MAILED TO:**

- FOLLOW UP WITH ORGANIZATIONS**
- SET UP INFORMATIONAL INTERVIEWS**
- SEND OUT THANK YOU NOTES TO INTERVIEWERS**
- LET ADVISOR KNOW WHAT YOUR INTERNSHIP WILL BE**
- FILL OUT INTERNSHIP CONTRACT AND SUBMIT 5 COPIES TO THE REGISTRAR**
- COMPLETE WEEKLY E-JOURNAL AND EMAIL TO ADVISOR**
- SET UP MID-TERM MEETING WITH ADVISOR AND SUPERVISOR OF INTERNSHIP WITHIN THE FIRST FEW WEEKS OF INTERNSHIP**
- SET UP FINAL MEETING WITH ADVISOR**
- SEND FINAL THANK YOU NOTE TO SUPERVISOR WHEN INTERNSHIP IS OVER**
- WRITE SUMMARY PAPER AND TURN INTO ADVISOR BY ASSIGNED DUE DATE:_____**
- DON'T FORGET TO FILE AWAY ANY CONTACT NAMES AND PHONE NUMBERS THAT YOU COLLECTED THROUGHOUT INTERNSHIP THEY MAY COME IN HELPFUL LATER DOWN THE ROAD**

DO YOU HAVE AN UPDATED RESUME? IF NOT PLEASE MAKE AN APPOINTMENT WITH CAREER SERVICES IMMEDIATELY!

HOW TO INTERVIEW A POTENTIAL INTERNSHIP SITE SUPERVISOR

SOME QUESTIONS YOU SHOULD BE PREPARED TO ANSWER:

- Tell me about yourself.
- Why are you interested in this organization?
- What is it you want to do (learn)?
- What skills/experience do you have to offer?
- What are your strengths and weaknesses?
- What is most meaningful or important to you about a job?
- What relationship do you like to have with a supervisor? With people you supervise?
- Why did you choose this field?
- Do you think you can handle this internship?
- What do you like to do in your free time?
- What questions do you have?

SELECT A MINIMUM OF THREE OF THE FOLLOWING QUESTIONS TO ASK YOUR INTERVIEWER DURING THE INTERVIEW

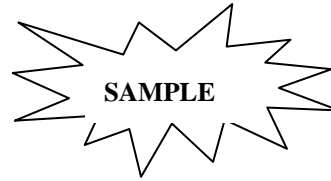
- ✓ What skills/personal qualities are you looking for in an intern?
- ✓ What would you say are the main strengths a person who gets this internship needs to have?
- ✓ How do you see an intern fitting into this organization?
- ✓ What kind of orientation and training are you prepared to provide?
- ✓ What is a typical day like here?
- ✓ With whom will I be working most closely?
- ✓ Where will I be working?
- ✓ How do you see your role as a supervisor?
- ✓ What problems or stresses do you see associated with this internship?
- ✓ What do you like most/least about working here?
- ✓ What days and times will an intern be expected to work?
- ✓ When would I be able to start?
- ✓ What is your procedure for deciding on an intern?
- ✓ When may I call you to find out about your decision?
- ✓ What kind of financial compensation, if any, is available for this internship? (Save this question until the end.)

AFTER THE INTERVIEW

- If you decide against an internship, **be sure to call or write the supervisor** who interviewed you, and let her/him know of your decision. Thank the supervisor for the chance to explore the opportunity. Do not close any doors! **A prospective internship site today may be a future employer tomorrow.**



Concordia
UNIVERSITY-SAINT PAUL



INTERNSHIP CONTRACT and SUPPLEMENT

Student: Sue College Student Student ID# L 000100001

Class Status: Freshman Sophomore Junior Senior Other _____

Major(s): Sociology Minor: _____

Academic Advisor: Dr. Kay Madson

University Internship Supervisor (Internship Course Instructor): Dr. Kay Madson

On-Site Internship Supervisor: Mr. Dick Loesch Phone: 651-298-0003

Name of organization where internship will be: Ramsey County Juvenile Detention

Address of organization: 480 St. Peter St. Paul, MN 55102
Street City State Zip

Title of the internship position you will be holding: Juvenile Detention Worker Intern

What is the nature of the internship? Rehabilitation of Juvenile Law Violators

Semester Internship Is Registered For: **Fall 2007** (year) **Spring** _____ (year) **Summer** _____ (year)

Course Number: Soc 498 **Course Title:** Sociology Internship with Juvenile Offenders

Number of Credits: 12 **Dates of Internship, From** Aug 30, 2007 **To** Dec 20, 2007

Number of internship hours per week: 40 **TOTAL internship hours for the whole semester:** 450

I understand that the failure to fulfill any of the agreed upon learning objectives, responsibilities, and activities is grounds for a no pass grade for the course.

Sue Student 8-15-2007
Student Signature Date

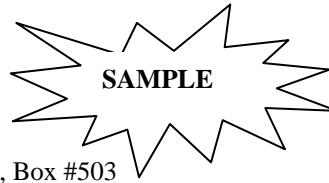
Sue Student Date: 8-15-2007
Student Signature

Kay Madson Date: 8-15-2007
University Supervisor Signature

David J. Bredehoft Date: 8-15-2007
Academic Department Chair Signature

Amy Gort Date: 8-15-2007
Dean of College Signature

Jody Ragan Date: 8-15-2007
Registrar Signature



Name: Sue College Student, 641-8200, students@csp.edu, Box #503
Site: Ramsey County Juvenile Detention Center
Address: 480 St. Peter Street
St. Paul MN 55102
Telephone: (651) 298-6930 email: loesch@dragnet.com.
Field Supervisor: Dick Loesch
Academic Supervisor: Dr. Kay Madson

Get this info from follow-up interview & brochures from agency.

I. Brief Description of the Internship

I will be participating in an internship Fall Semester, 2007, at the Ramsey County Juvenile Detention Center. This internship will begin September 18 and end November 25. Juvenile detention is the Juvenile Justice System's most physically restricting and controlling alternative. They provide temporary behavioral control that children are either unwilling or unable to exert over their own behavior. Placement in juvenile detention is temporary. Every child there is waiting some pending action, such as release to parents, return to other placement, initial court hearing, trial, disposition, court-ordered placement, or certification to adult court.

The responsibility of juvenile detention within this context is to provide the following: Safety for self and others, security, positive interactions with authority figures who care about people, support and coordination with others beyond detention (court, probation officers, families, schools, etc.), and encouragement and basic counseling with residents towards recognizing their problems and being willing to use help from others within the system as they leave detention.

e.g., 30 hours
X 14 wks. =
420 clock
hours.

II. Specific Objectives to be Attained

1. The student will gain experience working with troubled adolescents.
2. The student will learn about the role of juvenile detention within the juvenile justice system, and its basic philosophy.
3. The student will gain a greater understanding of the criminal justice system from various perspectives.
4. The student will develop group leadership skills.
5. The student will develop an effective approach for working with young people.
6. The student will learn skills to become an effective team member.
7. The student will learn basic procedures for safety and security.
8. The student will develop communication skills.

III. Outline of Specific Responsibilities

1. On site activities including:
 - a. Searching the children and their rooms for contraband.
 - b. Protecting children from their own actions.
 - c. Interpersonal and crisis counseling.

These demonstrate what you will be doing to meet your objectives.

- d. Writing behavior observation reports.
- e. Ensuring the children are in their scheduled daily activities.
- f. Assisting in or providing leadership for activities (mealtime, daily cleaning tasks, school programming, gym activities, and leisure time recreation activities).
- g. Riding along with a police squad.
- h. Observing in court.

2. Off site activities including:

- 6 hrs..... i. Weekly e-journal (emailed weekly on Friday to the university supervisor).
- 3 hrs..... j. Interviews with lawyer, juvenile judge.
- 5 hrs..... k. Read Orientation Booklet, JDC Policy Manual, JDC Security Policies and Guidelines, General Rules for Residents.
- 8 hrs..... l. 10-12 page summary paper reflecting on experiences during internship.
- m. 1-2 page paper summarizing experience with police squad.
- 4 hrs..... n. Watching videos on the following: Juvenile arrest, search, principles of discipline, legal rights, physical restraint, AIDS.
- 4 hrs.....

= 30 hrs.

COMBINED TOTAL HOURS= 450

IV. Relationship of Activities to Objectives

<u>Objective(s)</u>	<u>Activity</u>
1.....	C,E,F,I,L
2.....	J,K,N
3.....	G,H,J,M,N
4.....	F
5.....	B,C,K
6.....	B,E,F
7.....	A,B,K,N
8.....	C,D,F,I,L,M

V. Evidence of Learning

- 1. The field supervisor will evaluate on site performance.
- 2. The academic supervisor will evaluate the student following an on site visit.
- 3. The student will evaluate self-progress at periodic intervals throughout the internship.

VI. Criteria for Evaluation

The student will be evaluated on a pass/no pass basis for the 12 credits of internship.

NOTE: I only do pass/no pass.

I understand that the failure to fulfill any of the above agreed upon learning objectives, responsibilities, and activities is grounds for a no pass grade for the course.

Sue Student

 Student Signature

8-15-2007

 Date

Directions for Weekly E-journal

Each week answer the following questions on a word document and e-mail them to your University Supervisor.

1. Cite and discuss a critical incident from the internship this week? (Describe the incident in detail).
2. What Sociological theories, constructs, and or concepts helped me to understand the incident cited in # 1 above (e.g., structure function, exchange theory, symbolic interaction, conflict theory, social systems, social stratification, class, status etc.)? Please discuss them in detail.
3. What did I learn about myself as a result of the incident this week cited in # 1 above?

Internship Summary Paper

The Sociology internship serves as the capstone experience for the Sociology major. As such, it provides students the opportunity to synthesize concepts and theoretical frameworks encountered in the classroom coursework of the major. To demonstrate their ability to perform this synthesis, students are required to write a paper summarizing the internship experience. The following guidelines apply to the paper:

1. The paper should be organized into the following four sections. Use the headings provided (APA style)

- a. **Introduction**

The introduction (1-2 pages) provides a brief description of the internship site. This section should also identify the Sociological perspective (e.g., structure function, exchange theory, symbolic interaction, conflict theory, social systems, social stratification, class, status etc.) most closely associated with the site. What are the implications of this perspective for the functioning of the organization?

- b. **Explication and Integration**

This section (5-7 pages) discusses the activities of the internship in the context of Sociological paradigms and frameworks. Draw on your knowledge from as many of your Sociology courses as possible. For example, in an internship with children exhibiting maladaptive behaviors, interactions with and behaviors of the children might be discussed in the context of effects of abuse and neglect, family dysfunction, social class, social stratification etc. An internship with a research focus, research activities should be discussed first by identifying the research question, and the research methodology, with its advantages and disadvantages, followed by a discussion of the results of the research and their implications. You may also include a discussion of the interaction style of the staff at the internship site in this section. In short, you should explain what happened during the internship using the Sociological perspective.

- c. **Preparation**

This section (1-2 pages) is a discussion of how well you feel you were prepared for the internship. Which courses or other activities preceding the internship helped the most and why? In what ways do you think you could have been better prepared?

- d. **Evaluation of Internship**

The last section (1-2 pages) is an evaluation of the internship itself. What were the most important things you learned? What was useful? What do you wish had been different? Would you recommend the internship to others?

2. The paper is due at the end of the internship and typically is shared with the internship site supervisor. Another copy is kept in the Social and Behavioral Sciences office as a resource for future interns.

3. The paper is graded on a Satisfactory/Unsatisfactory basis. **Unsatisfactory papers will be returned with comments and may be resubmitted with changes. Credit for the internship will not be granted until a satisfactory paper has been written**



INTERNSHIP CONTRACT and SUPPLEMENT

Student: _____ Student ID# L_____

Class Status: _____ Freshman, _____ Sophomore, _____ Junior, _____ Senior, Other _____

Major(s): _____ Minor: _____

Academic Advisor: _____

University Internship Supervisor (Internship Course Instructor): _____

On-Site Internship Supervisor: _____ Phone: _____ Email address: _____

Name of organization where internship will be: _____

Address of organization: _____

Title of the internship position you will be holding: _____

What is the nature of the internship? _____

Semester Internship Is Registered For: Fall _____ (year) Spring _____ (year) Summer _____ (year)

Course Number: _____ **Course Title:** _____

Number of Credits: _____ **Dates of Internship, From** _____ **To** _____

Number of internship hours per week: _____ **TOTAL internship hours for the whole semester:** _____

I understand that the failure to fulfill any of the agreed upon learning objectives, responsibilities, and activities is grounds for a no pass grade for the course. _____

Student Signature

Date

Student Signature Date: _____

University Supervisor Signature Date: _____

Academic Department Chair Signature Date: _____

Dean of College Signature Date: _____

Registrar Signature Date: _____

Mid-Term Evaluation by Field Supervisor

To be filled out and mailed to the Academic Advisor/Supervisor at: 275 N. Syndicate, St. Paul, MN 55104

Intern: _____ Date: _____

Students please note: At the time of this semester evaluation, please call your academic advisor/supervisor and schedule an appointment.

Field Supervisor: _____ Academic Supervisor: _____

Organization: _____

Address: _____

Field Supervisor Directions: Please complete this evaluation form at mid-semester (7 weeks into the internship) and mail to the academic supervisor listed above. Your Frank opinions and comments will not only facilitate the assessment of the intern's performance, but also identify problems that need attention.

Please circle the appropriate rating:

	Low		Average		High
	1	2	3	4	5
1. Came well prepared for this internship	1	2	3	4	5
2. Possesses necessary writing skills	1	2	3	4	5
3. Possesses necessary speaking skills	1	2	3	4	5
4. Work independently	1	2	3	4	5
5. Does assignments thoroughly	1	2	3	4	5
6. Demonstrate responsibility	1	2	3	4	5
7. Is dependable	1	2	3	4	5
8. Show creativity	1	2	3	4	5
9. Produces high quality work	1	2	3	4	5
10. Produces maximum quality of work	1	2	3	4	5
11. Exhibits a professional attitude	1	2	3	4	5
12. Adopts to changing circumstances	1	2	3	4	5
13. Cooperate consistently	1	2	3	4	5
14. Maintains regular attendance	1	2	3	4	5
15. Is punctual	1	2	3	4	5
16. Is courteous and friendly	1	2	3	4	5
17. Presents an acceptable personal appearance	1	2	3	4	5
18. Exhibits growth and maturity	1	2	3	4	5

Comments: _____

Field Supervisor Signature: _____

Work Phone Number: _____ Date: _____

**Mid-Term Evaluation by Intern
for the Academic Advisor/Supervisor**

Intern's Name: _____ Date _____

Academic Advisor/Supervisor: _____

Field Supervisor: _____

Organization: _____ Address: _____

Directions: At the mid-term of the internship (7 weeks into semester), schedule an appointment and submit this form to your academic advisor/supervisor. Your progress will be evaluated and plans will be finalized for the completion of your internship. Emphasize what you have learned.

1. The following internship goals have been achieved: _____

2. List the academic goals which will receive major attention before the internship ends: _____

3. List the strategies for attaining the academic goals: _____

4. The strengths of my internship are: _____

5. The weaknesses of my internship are: _____

6. If I could change my internship, I would implement these ideas: _____

Student signature: _____

Reminder: Please call your Academic Advisor/Supervisor to make an appointment to talk over your internship.

End of Semester Evaluation by Field Supervisor

To be filled out and mailed to the Academic Advisor/Supervisor (listed below) at: 275 N. Syndicate, St. Paul, MN 55104

Intern: _____ Date: _____

Students please note: At the time of this evaluation, please call your academic advisor/supervisor and schedule an appointment. Your academic advisor/supervisor must hear from you by the end of the semester in order for you to receive a passing grade.

Field Supervisor: _____ Academic Supervisor: _____

Organization: _____ Address: _____

Field Supervisor Directions: Please complete this evaluation form at semester's end (14 weeks into the internship) and mail to the academic supervisor listed above. Your frank opinions and comments will not only facilitate the assessment of the intern's performance, but also identify problems that need attention.

Please circle the appropriate rating:

	Low		Average		High
	1	2	3	4	5
1. Came well prepared for this internship	1	2	3	4	5
2. Possesses necessary writing skills	1	2	3	4	5
3. Possesses necessary speaking skills	1	2	3	4	5
4. Work independently	1	2	3	4	5
5. Does assignments thoroughly	1	2	3	4	5
6. Demonstrate responsibility	1	2	3	4	5
7. Is dependable	1	2	3	4	5
8. Show creativity	1	2	3	4	5
9. Produces high quality work	1	2	3	4	5
10. Produces maximum quality of work	1	2	3	4	5
11. Exhibits a professional attitude	1	2	3	4	5
12. Adopts to changing circumstances	1	2	3	4	5
13. Cooperate consistently	1	2	3	4	5
14. Maintains regular attendance	1	2	3	4	5
15. Is punctual	1	2	3	4	5
16. Is courteous and friendly	1	2	3	4	5
17. Presents an acceptable personal appearance	1	2	3	4	5
18. Exhibits growth and maturity	1	2	3	4	5

Comments: _____

Field Supervisor Signature: _____

Work Phone Number: _____ Date: _____

Academic Advisor/Supervisor Directions: Make ONE (1) copy of this final evaluation to give to the Student Academic Advising Center. The original should stay the student's academic advising folder.

**Final Evaluation by Intern
For the Academic Advisor/Supervisor**

Intern's Name: _____ Date: _____ Class: _____

Academic Advisor/Supervisor: _____ Credits awarded: _____

Field Supervisor: _____

Organization: _____ Address: _____

Directions: At least three days before the end of the internship schedule an appointment with your academic advisor/supervisor and submit this form at the end of your schedule appointment. You must keep your academic advisor/supervisor informed, otherwise, you risk getting an NP grade for your internship.

GOALS:

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Defining field experience goals with the field supervisor was easy.	_____	_____	_____	_____
2. Fieldwork assignments were readily understood.	_____	_____	_____	_____
3. Fieldwork assignments gave me sufficient responsibility.	_____	_____	_____	_____
4. Fieldwork assignments were directly related to the organization's purpose.	_____	_____	_____	_____
5. A great deal of satisfaction was derived from the work assignments.	_____	_____	_____	_____
6. List the most important assignments and explain why they were significant.	_____			

7. List the least important assignments and explain why they were significant.	_____			

Personal Goals

8. Indicate your personal goals and explain how they were accomplished. _____

9. How did your academic and field supervisors help you maintain your personal goals? _____

10. What are your career goals? _____

11. How did the internship affect your career plans? _____

Academic Supervision:

How many times did you meet with your academic supervisor for preparation of your internship:
_____hrs/before _____hrs/during _____hrs/after the internship

Was the frequency of meetings adequate? _____ Yes _____ No

Explain: _____

Suggest relevant activities for future internships. _____

Field Supervision

	Always Seldom	Usually	
Guidance from the field supervisor was available.	_____	_____	_____
Instructions and comments were understandable.	_____	_____	_____
Responsibility was delegated to me.	_____	_____	_____

I would recommend this internship to others. Why or why not? _____

Personal Assessment

Rate your performance level on these competencies	Excellent	Good	Fair	Poor
1. Preparation for the internship	_____	_____	_____	_____
2. Writing skills	_____	_____	_____	_____
3. Ability to work independently	_____	_____	_____	_____
4. Thoroughness of your work	_____	_____	_____	_____
5. Dependability	_____	_____	_____	_____
6. Responsibility	_____	_____	_____	_____
7. Demonstrated creativity	_____	_____	_____	_____
8. Amount of completed work	_____	_____	_____	_____
9. Conveyed a professional attitude	_____	_____	_____	_____
10. Adaptability	_____	_____	_____	_____
11. Cooperated with supervisor	_____	_____	_____	_____
12. Work attendance	_____	_____	_____	_____
13. Punctuality	_____	_____	_____	_____
14. Conveyed a courteous attitude	_____	_____	_____	_____
15. Personal appearance	_____	_____	_____	_____
16. Maturity and growth	_____	_____	_____	_____

Summary

Your comments regarding the internship experience are very important to your advisor and to the internship office. Please share your opinions, suggestions, constructive criticisms and positive remarks for future reference. _____

Would you be willing to be quoted or write a brief article to be published on or off campus regarding the value of internships?
_____ Yes _____ No

Student signature: _____