

**SOCI 4385**  
**Sociology Internship**

**Course Packet**



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## WELCOME

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Welcome to SOCI 4385 – Internship. This packet contains all the information you will need to enroll in SOCI 4385, identify and initiate your internship, and complete course work. Grading rubrics, check lists, and other helpful information is included.

This experience will provide you with important experience that will help you find and get the career you want and to be successful in that career. You will be able to network with professionals in your field and gain insight into the professional requirements associated with your position.

But throughout the internship process, your most important resource is the guidance of your supervisor and faculty advisor. Stay in touch with both of them and do not hesitate to discuss any questions or problems that arise.

Good luck in this marvelous adventure!



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## INTERNSHIP PROGRAM DESCRIPTION

### INTRODUCTION

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Research shows that students benefit greatly from participating in internship programs. Some of the benefits include enhanced job-related skills, development of networks, increased job offers and higher starting salaries upon graduation. Employers also benefit as they have an opportunity to employ the best students, secure talent for the future and develop relationships with academic institutions among others.

The Department of Sociology at Texas A&M University-San Antonio sees the value in establishing an internship program that will attract new students by enhancing our reputation and offering our best graduates a pathway to successful careers.

### INTERNSHIP PROGRAM OVERVIEW

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This internship program is designed to provide outstanding sociology students with an opportunity to acquire hands-on experience related to their career goals in for-profit businesses, nonprofit organizations or government agencies. The program's major goal is to prepare students for today's and tomorrow's workplace by enhancing four major career skill categories including academic skills, communication skills, interpersonal/diversity skills and job acquisition skills.

- **Academic skills** will be enhanced through a course component assessing the student's writing, reflective and analytical skills through assigned readings and reports as well as application of sociological concepts.
- **Communication skills** will be enhanced through exploration of various readings and hands-on experiences to help the intern become an effective communicator in the workplace.
- **Interpersonal/diversity skills** will be enhanced through daily interaction in the workplace as the intern performs his/her assigned job while managing relationships built on mutual trust and respect.
- **Job acquisition skills** will be enhanced as the intern is able to identify strengths, capabilities and key transferable skills to position himself/herself as a highly attractive job candidate.

### STUDENT PREREQUISITES

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To participate in the internship program, students must:

- Have a grade point average of 3.0 or higher
- Have completed 12 hours of coursework in sociology
- Be a declared sociology major or be working toward a BAAS with a sociology emphasis
- Be enrolled in or have completed SOCI 4383 (Social Theory)

The Department of Sociology will make every effort to identify internship opportunities for qualified students. However, students may also secure their own internship. Before contacting a participating for-profit business, nonprofit organization or government agency, students must receive approval from a full-time sociology faculty member and obtain the signature of the Sociology Program Coordinator. Participation is contingent upon the approval and acceptance from the organization offering the internship.

## **INTERNSHIP PROGRAM REQUIREMENTS**

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In addition to working with the for-profit business, nonprofit organization or government agency, the intern will be required to submit a written report summarizing the work performed, insights gained from the internship experience, and the application of sociological theory to the experience.

- The final report will be due prior to the last day of class in the semester in which the internship takes place.
- Additional readings and assignments may also be required at the discretion of the faculty sponsor.

The intern's supervisor will provide an evaluation of the intern's performance and forward this evaluation to the faculty sponsor at the end of the internship.

- All internships approved by the Faculty Advisor will include a contract between the A&M-SA Sociology Program and the for-profit business, nonprofit organization or government agency offering the internship.
- At a minimum, the contract will include details on the scope of the work, number of hours involved, level of compensation, and specific responsibilities on the part of the intern and the supervisor.

Credit for the internship will be awarded based on:

- successfully completing the tasks and responsibilities outlined in the contract and
- completing the required reading and writing assignments.

No more than 3.0 credit hours may be awarded in any semester through internships and no more than 6.0 total hours may be earned through internships. No internship may require more than 20 hours per week. To receive 3.0 credit hours, the internship must require at least 12 hours per week.

## **FACULTY SPONSOR EXPECTATIONS**

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The faculty sponsor is expected to manage the internship program during the semester in which the internship takes place. This includes but is not limited to:

- securing internship site or collaborating with students to secure site of their choice
- providing support and guidance to the students, which includes meeting with them at least twice during the internship period

- serving as program point of contact for-profit business, nonprofit organization or government agency offering the internship
- formalizing agreements between the Sociology Program and the for-profit business, nonprofit organization or government agency offering the internship
- evaluating the academic deliverables of students including any assigned readings and/or written reports

## EMPLOYER EXPECTATIONS

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In order to ensure a beneficial internship for the student, the for-profit business, nonprofit organization or government agency is expected to:

- create a job description and agenda with clear objectives for the intern
- assign a supervisor
- be clear about assignments and deadlines
- offer developmental training and activities
- provide networking opportunities
- complete evaluation of the intern’s performance

## POTENTIAL INTERNSHIP SITES

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Sites for internship program include, but are not limited to:

Alamo Area Council of Governments	Alamo Children’s Advocacy Center	American Red Cross
Child Advocates San Antonio	Disabled American Veterans	Ella Austin Community Center
Esperanza Peace & Justice Center	Family Service Association of SA	Family Violence Prevention Services
Guadalupe Community Center	H-E-B	Mexicans & Americans Thinking Together
Presa Community Center	Rackspace	Rape Crisis Center for Children and Adults
Texas Diversity Council	United Communities – San Antonio	Valero



## **GETTING PERMISSION TO ENROLL**

*To Be Completed During the Semester before Your Internship*

### **STEP 1: MEET WITH YOUR ACADEMIC ADVISOR**

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Enrollment in the sociology internship program has several requirements. Your first step is to visit with your academic advisor to ensure that you are eligible to participate in an internship. If so, ask the advisor to provide you with a written statement that these prerequisites have been met.

- A grade point average of 3.0 or higher
- Completion of 12 hours of coursework in sociology
- Declared sociology major
- Enrolled in or have completed SOCI 4384 (Social Theory)

### **STEP 2: MEET WITH FINANCIAL AID**

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If you receive any form of financial aid, contact that office and ensure that your financial aid will not be negatively affected by participation in an internship. Our internship program is included in the university catalog as a recognized course; however, it does not take place in a classroom setting. You should also discuss whether or not you can retain your financial aid if you secure a paid internship.

### **STEP 3: MEET WITH THE INTERNATIONAL STUDENT OFFICE (IF APPLICABLE)**

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International students must coordinate any internship with the international student office to ensure that visa regulations are not violated. Your faculty advisor may require written documentation from the International Student Office.

#### **STEP 4: MEET WITH THE FACULTY ADVISOR**

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Schedule a meeting with your Faculty Advisor to discuss your internship options. Plan on about a 30-45 minute discussion. Bring the following information or documentation:

- A written statement from your academic advisor that you meet the prerequisites
- Any limitations associated with financial aid, such as limitations in pay or number of hours to be worked
- Visa and other documentation required if you are an international student
- An idea of what kind of career and/or internship you desire
- A list of the dates and times of other classes you will be taking during the same semester as your internship
- An estimation of your work schedule during the semester of your internship
- A first draft of your resume (see page 8)

Your faculty advisor will discuss option with you. If you are accepted into the internship program, your faculty advisor will provide you with written permission which will need to be taken to your academic advisor.

#### **STEP 5: CONTACT YOUR ACADEMIC ADVISOR**

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Forward or give the permission to enroll your Faculty Advisor provides to your academic advisor. Your academic advisor might be able to complete your enrollment without meeting or might ask to meet with you one more time.

***That's it! You're enrolled – now it's time to select an internship and formalize that agreement.***

## CREATING A RESUME

A resume is a list of the education, training, and experience that qualifies you for a job. Your resume is the first contact your potential employer will have with you. Employers use resumes to sort through applicants and limit their interviews to those applicants who have the best resumes. If your resume is not impressive (or even worse, if it makes a bad impression), you will probably never have the chance to make a second impression – because you will never get an interview. Follow these guides and use the references listed below.

### CHARACTERISTICS OF A GOOD RESUME

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1. **Good resumes are short.** You should limit your resume to one page. That can be challenging, but it is possible. Remember that your goal is not to tell your employer everything about you. Your goal is to tell them enough to get an interview. Tell them the rest face to face. A resume that is too long is overpowering and employers will not take time to read them.
2. **Good resumes are exhaustive.** They have a little bit of everything. You should have sections for your employment history, your educational history, your specific skills, and any other relevant information. More importantly, you should account for all your time. Missing periods of time can raise questions, but there are ways they can be handled.
3. **Good resumes look good.** Use a professional layout. A handout is available at the A&M-SA Career Services website under Students and Alumni, Resume Writing Essentials. Do not use margins of less than one inch or type less than ten point. Do not squash information; use white space to organize the information. Use bullets, bold, etc. to organize it even further. Avoid graphics.
4. **Good resumes feel good.** Do not print your resume on regular printer paper. Invest in something slightly heavier. Try to stick with white or ivory paper. Good resume paper is available at copy centers for only a few cents, and is worth the investment – some research indicates that more than half of your resume’s first impression is the way the paper feels in the reader’s hand.
5. **Good resumes are honest.** The people reading your resume have read plenty of others. They are pretty good at sniffing our elaborations and even better about verifying your resume information. Don’t pad or lie. Big or small, never lie.
6. **Good resumes are carefully proofread by the right person.** Nothing will sabotage your resume more than a misspelled word or grammatical error. Use your computer’s spelling and grammar check, but then ask a professor or career advisor to proof your resume.
7. **Good resumes do not create ethical dilemmas.** Do not list things such as your age, race, marital status or presence of children. These cannot be considered in hiring, so don’t put your potential employer in the hotseat. Similarly, do not add a line that your references are available on request. Type a sheet of three to five references with their contact information and take it to your interview rather than listing them in your resume.

## WHERE TO GO FOR HELP

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Texas A&M University-San Antonio  
Office of Career Services, Main 362  
Annette Wilson, Director of Career Services  
(210) 784-1342  
[Annette.wilson@tamusa.tamus.edu](mailto:Annette.wilson@tamusa.tamus.edu)

## FINDING AN INTERNSHIP POSITION

When you meet with your faculty advisor, you will discuss internship options. The university has established relationships with local agencies that provide internships; however, you are not limited to those agencies. If you are interested in working with a specific agency or in a specific industry, the university might enter into an agreement with them. You are free to contact those agencies to inquire they have internships available; however, you may not represent the university in any way or enter into any agreement with the agency.

If they do have internships available or say they are willing to consider adding an internship, gather contact information and forward it to your faculty advisor. He or she will contact the agency and discuss the possibility of an appropriate internship.

Whether you use an agency with pre-existing university agreements or find an internship on your own, your internship should be appropriate for the career you desire, your level of training, and your other time commitments.

## **COMPLETING THE INTERNSHIP / COOPERATIVE EDUCATION CONTRACT AND WAIVER OF LIABILITY**

To formalize the agreement between you, the university, and the internship agency, two forms must be signed, an Internship/Cooperative Education Contract and a Waiver of Liability.

### **INTERNSHIP / COOPERATIVE EDUCATION CONTRACT**

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For each internship, the intern, the faculty advisor, and a representative of the internship agency must all sign an internship / cooperative education contract each semester. In this contract, the roles of each of these people are articulated, expectations associated with the internship are listed, and details such as the number of hours worked and pay are recorded.

Three copies of the contract should be signed by each party. You will receive one copy of the contract and should keep it on file. A copy of it should be submitted, along with your other work, at the end of the semester.

If you are an international student, the contract must also be signed by a representative of the International Student Office and a fourth copy must be made available to them.

### **WAIVER OF LIABILITY**

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The waiver of liability should be signed by you. Sign two copies: one for your records and one for your faculty advisor's files.

## INTERNSHIP/COOPERATIVE EDUCATION CONTRACT

*Note: This contract is valid for only one academic term. Every term in which you work at an internship placement requires a new contract. Required signatures really are REQUIRED.*

### STUDENT:

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**In order to participate in an internship program at Texas A&M University-San Antonio, I agree that I will:**

1. Gain approval from my faculty advisor before signing up for an internship. He/she will evaluate my readiness to begin this program.
2. Provide my faculty advisor with accurate and current employer contact information and descriptions of the jobs/projects I would like to have considered for internship recognition. He/she will judge the technical and quality content of any internship opportunities I consider.
3. Officially register for an internship course using my academic department's internship experience course number. Again, I know that I MUST HAVE prior approval of my faculty advisor.
4. Review my financial aid, scholarship, student loans and health insurance to understand how this internship may impact my funding and coverage.
5. Maintain regular contact with my faculty advisor and fulfill all the departmental academic requirements. Most internship experiences will require submission of a complete report of activities and learning at the conclusion of each semester.
6. Facilitate the arrangements for a site visit by my advisor at my work place, if a visit is requested or required. This may include coordinating a meeting with my work supervisor and faculty advisor.
7. Complete and return the evaluation forms that I receive from Career Services or my faculty advisor.
8. When complete, return this signed contract with a copy of the approved job description, including company and supervisor contact information, to the Career Services Center and to my faculty advisor.

Name (Please print): \_\_\_\_\_

Academic Major/Program \_\_\_\_\_

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

Student's Permanent Address: \_\_\_\_\_

Phone : \_\_\_\_\_ Today's Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Internship Start and End Dates for this Semester \_\_\_\_\_

Hourly Wage \_\_\_\_\_ Number of Hours to be Worked per Week \_\_\_\_\_

**COOPERATING EMPLOYER:**

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This student has been offered a position (description is attached) with the above listed company. As a participant in Texas A&M University-San Antonio’s Internship Program, I agree to:

1. Provide relevant learning experiences, through work assignments, to this student.
2. Provide appropriate orientation, work place supervision and a safe environment for this student.
3. Accommodate at least one faculty site visit each internship term if requested or required.
4. Provide a timely written evaluation of the student to the faculty advisor and to the Career Services Center.

Name (Please print) \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Date \_\_\_\_\_

**FACULTY ADVISOR:**

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The above mentioned student has my permission, subject to review by the International Student Advisor for F-1 visa holders, to proceed with official registration for Texas A&M University-San Antonio’s Bridges Internship Program in Sociology because:

1. I reviewed the description of the internship opportunity provided by this student and his/her prospective internship employer.
2. I agree that this position has relevance to this student’s academic program and contains appropriate and sufficient technical content and learning opportunities for inclusion in the university’s internship program.
3. I have verified that the student is in good academic standing. I believe he/she is prepared to work this internship position.

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

Student’s Current GPA: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNATIONAL STUDENT STUDYING HERE ON AN F-1 VISA:**

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Because the U.S. Immigration and Naturalization Service has certain rules that I must follow, I agree to:

1. Have a preliminary conversation with the International Student Advisor so that we can review my INS work eligibility.

2. Bring this contract, AFTER it has been reviewed and signed by me, by my employer and by my faculty advisor to the International Student Advisor BEFORE I begin my internship agreement. This step is necessary so that the International Student Advisor may authorize my I-20 for curricular/optional practical training. I understand that my I-20 must be re-authorized for practical training every semester that I work.
3. Work no more than 20 hours per week during the academic terms. I understand that, upon training authorization from the International Student Advisor, I may be able to work full-time hours during the semester breaks and the summer sessions.

I have met with the above named student and

\_\_\_\_\_ have

\_\_\_\_\_ have not

authorized curricular/optional practical training.

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



**WAIVER OF LIABILITY**

I, \_\_\_\_\_, of the City of \_\_\_\_\_, County of \_\_\_\_\_, State

of \_\_\_\_\_, for and in consideration of my participation in the scheduled work experience program (internship or cooperative work term) sponsored

By Texas A&M University-San Antonio during the \_\_\_\_\_, 200 \_\_\_\_, semester and in which I freely and voluntarily accept to participate, do hereby expressly agree and understand not to hold Texas A&M University-San Antonio, its Board of Regents, officers, administrators, employees, representatives, and/or other agents, and their heirs, successors, and assigns, liable in any way whatsoever for any injury, or damage, or loss of property sustained by me or persons other than myself, arising out of, or in connection with, or due to negligence, fault, or otherwise, during any part of my participation in the aforementioned program.

For the same consideration and without conflict with the foregoing, voluntarily and knowingly, I hereby release and discharge Texas A&M University-San Antonio, its Board of Regents, officers, administrators, employees, representatives, and/or other agents, and their heirs, successors, and assigns, both in their official and individual capacities, jointly and separately, from any actions, causes of action, claims, demands, damages, costs, and expenses on account of or in any way growing out of any and all loss of personal property or injury, as the result of any accident, delay, or irregularity which may be caused either in whole or in part by any defect in any vehicle, airplane, vessel, or negligent operation thereof and through any act, error, or omission, or default of any company or person, or by reason of the conditions or use of any real or personal property while I am en route to, or from, or participating in the trip or program or occasioned by it.

I further promise to bind myself and all my heirs, administrator, and executors to indemnify and forever hold harmless Texas A&M University-San Antonio, its Board of Regents, officers, administrators, employees, representatives, and/or other agents, and their heirs, successors, and assigns, against loss, damage, or expense from any and all claims, demands, actions, or causes of actions that may occur while en route to, or from, or participating in the trip or program or any activity relating to or occasioned by it.

I have read this release and understand all its terms and execute it voluntarily and with full knowledge of its significance.

Dated this day of \_\_\_\_\_, 201\_\_\_\_\_

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

Parent or Legal Guardian (if under 18 years of age)\_\_\_\_\_

## OTHER COURSE EXPECTATIONS AND DETAILS

An internship is both a class and a job. This means that expectations of both must be met. These expectations include:

1. **Attendance at all scheduled meetings, work shifts, etc.** You are expected to arrive on time and remain for the full scheduled period. Any absences due to illness or emergency should be discussed with your internship supervisor before scheduled shifts.
2. **Timely completion of assigned tasks.** Both work and academic assignments are expected to be completed on time.
3. **Completion of high-quality work.** All work is to be completed to the best of your ability. Written work is expected to be free of grammar, spelling, and punctuation error.
4. **Maintenance of accurate records.** You will be expected to maintain a work log in addition to any records required by your internship supervisor.
5. **Requests for necessary information and guidance.** In any task questions arise. Interns are expected to request assistance or guidance when necessary. If you feel uncomfortable discussing anything with your internship supervisor or coworkers, you are expected to contact your faculty advisor.
6. **Workplace courtesy.** You are expected to treat your internship supervisor, coworkers, clients, and all other parties associated with the internship with respect and courtesy. This includes avoiding inappropriate conversations, cell phone use, etc.
7. **Maintenance of appropriate appearance.** You are expected to wear shoes and clothing appropriate for your internship and in line with any workplace guidelines.
8. **Observance of client rights.** Client rights, including but not limited to the right to privacy and confidentiality, are expected to be observed while at work, at school, and at all other times.
9. **Ethical practices.** In all situations, you are expected to observe standards of ethical behaviors.

*All regulations in the Student Code of Conduct remain in force while you are completing your internship even though you are not on the university campus.*

## MEETINGS WITH YOUR FACULTY ADVISOR

Once you have begun your internship, you should contact your faculty advisor any time questions or concerns arise. In addition, you are expected to schedule a meeting with him or her approximately halfway through the semester. In this meeting you will discuss your internship experience and your research paper. **It is your responsibility to schedule and attend this meeting.**

## SCHEDULED VISITS

Approximately halfway through your semester, you are also expected to schedule a time for your faculty advisor to visit you at your internship location. You and your internship supervisor should be present to discuss your internship. This meeting should take about thirty minutes. **It is your responsibility to schedule and attend this meeting and to coordinate the schedules of your faculty advisor and internship supervisor.**

## TRACKING YOUR TIME

Your internship supervisor will likely have some method of tracking your internship time. You are expected to complete those records accurately; however, you are also expected to maintain a time log that will be **submitted to your faculty advisor at the end of each month**. See the recommended time log on page 16.

## ASSIGNED READING

You will be expected to complete all required readings, typically one book on sociological theory or methods and one related to the mission of your internship agency. One of the goals of your internship experience is to identify the links between social theory and your hands-on experiences. The best way to accomplish that is to read a few pages each day. These will feature prominently in your research paper and should not be postponed until the end of the semester.

## INTERNSHIP TIME LOG

Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Date	Start Time	End Time	Tasks

Intern Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

## RESEARCH PAPER ASSIGNMENT

You will be expected to complete a 7-10 page research paper in which you describe the setting of your internship, summarize your experiences there, and clearly link them to the assigned readings. You must observe all ASA Style Guide directives and present a paper that is appropriate for senior-level collegiate work. Your paper must be submitted electronically via Turnitin and will be due on the last classroom day of the semester. Your research paper will be worth fifty points, which is half of your final grade.

## RESEARCH PAPER GRADING RUBRIC

You will be assigned one to five points on each of the following criteria, for a total of 50 possible points.

**Note that these are grading criteria, not research paper sections.**

1. **Summary of Required Readings** – Summary is concise and complete with appropriate use of sociological terms and concepts.
2. **Summary of Agency History and Mission** – Summary is concise and complete with accurate use of relevant information and appropriate use of sociological terms and concepts.
3. **Summary of Internship Responsibilities** – Summary of responsibilities is concise and complete.
4. **Summary of Internship Experiences** – Summary is concise and complete, is in agreement with submitted time sheets, and includes subjective and emotional responses as well as objective reports.
5. **Application of Readings to Internship Agency and Experiences** – Synthesis of reading theses and experiences, using appropriate concepts and clear linkages of history and biography.
6. **Use of Social Theory** – Clear articulation of an appropriate social theory used to provide an examination and explanation for the paper's topic.
7. **Organization** – Clear introduction, body, and conclusion with a fully-articulated thesis sentence and an organization of content appropriate for the research topic.
8. **Collegiate-level Voice** – Presentation of a research topic and reliance on evidence, terms, and word choice appropriate for a senior-level paper.
9. **Minimum of Spelling, Grammar, and Punctuation Errors**
10. **Insight** – Evidence of growth through the internship experience.

## EMPLOYER EVALUATION

No later than two weeks before the end of the semester, this evaluation form must be given to your internship supervisor. He or she is to complete the form and review it with you. Your internship supervisor may also complete any evaluation forms normally used by the internship institution.

Evaluations can be valuable tools through which your strengths and weaknesses can be identified. Using this evaluation, you can better identify the type of job you should seek after you finish your education and what skills you should emphasize in your resume and job applications. It will also allow you to identify areas of improvement and improve on them.

This evaluation, signed by you and your internship supervisor, must be submitted to your faculty advisor no later than the last class day of the semester.

## FINAL GRADE

Your final grade will be based on the following:

Assignment	Points Possible
Employer Evaluation	25
Research Paper	50
Student completion of required tasks / communication with faculty advisor	25
<b>Total Points Possible</b>	<b>100</b>

The grading scale used is:

A = 90 – 100 points

B = 80-89 points

C = 70-79 points

D = 60-69 points

F = fewer than 60 points

## EMPLOYER EVALUATION OF INTERNSHIP/COOPERATIVE EDUCATION STUDENT

**Instructions:** The intern’s supervisor should complete this form and discuss it with the student near the end of the academic term. More frequent counseling with or without the form is encouraged to enhance communication regarding the student’s performance and facilitate student development. The student has the responsibility for ensuring that the completed form is returned to his / her faculty advisor within one week of the evaluation. Attach extra sheets if the allocated space is insufficient.

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

Student’s Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Company: \_\_\_\_\_

Total Number of Hours Worked: \_\_\_\_\_ Date of Review: \_\_\_\_\_

### SKILL

	Outstanding	Above average	Average	Below average	Poor	Unknown or not applicable
1. Technical knowledge and skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Computer skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Comments						

### JUDGMENT

	Outstanding	Above average	Average	Below average	Poor	Unknown or not applicable
1. Ability to make decisions or seek appropriate help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Problem-solving ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ability to prioritize tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Comments						

**PERFORMANCE**

	<b>Outstanding</b>	<b>Above average</b>	<b>Average</b>	<b>Below average</b>	<b>Poor</b>	<b>Unknown or not applicable</b>
1. Listens and carries out instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Works effectively with minimal supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Able to obtain cooperation from others in achieving common goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Meets deadlines and schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Carries out assigned responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Produces acceptable quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Produces acceptable quantity of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Able to cooperate and work with other people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Adapts to changing work assignments and situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Treats clients / customers courteously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Understands and does not exceed limitations of his / her role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintained appropriate levels of confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Comments						

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

Supervisor Signature \_\_\_\_\_



## **CONTINUING YOUR INTERNSHIP**

You may continue your internship for a total of up to six credit hours, but you must complete the enrollment and approval procedure a second time. Additionally, alternate readings will be assigned and the research paper may be replaced with a comparable assignment. There is no guarantee that you will be allowed to complete an additional semester of internship at the same location.

## **PREPARING FOR YOUR JOB SEARCH**

Before you complete your internship, you should talk with your supervisor about your plans after college. Discuss job opportunities at that agency and in this region. Ask your supervisor if he or she would be willing to serve as a reference. If they agree to do so, confirm the address, telephone, and job title that should be listed and how they would prefer that their name be listed.

## **COURSE CHECKLIST**

- Meet with your academic advisor for written proof of eligibility
- Meet with financial aid to identify and know the effects of or limitations on internships
- Meet with International Student Services (if applicable)
- Create anticipated class and work schedule for the internship semester
- Identify desired career goals
- Complete first draft of resume
- Schedule meeting with faculty advisor
- Meet with advisor
- Identify desired internship
- Submit enrollment permission to academic advisor
- Revise resume
- Collect application information not in resume
- Apply for internship at agency
- Schedule meeting with faculty advisor and internship supervisor (and International Student Services representative, if applicable)
- Complete and sign contract and waiver of liability
- Obtain assigned readings and begin reading daily
- Attend all schedule internship shifts and complete assigned tasks
- Maintain time log and submit log at the end of each month

### **At mid semester**

- Schedule meeting with faculty advisor
- Schedule a time for your faculty advisor to visit your internship location (your internship supervisor must be present)
- Begin work on research paper

### **By 5:00 on the last day of classes**

- Complete research paper
- Submit research paper via Turnitin
- Schedule employee evaluation with internship supervisor
- Complete employee evaluation
- Submit employee evaluation to faculty advisor
- Submit final time sheet
- Schedule meeting with faculty advisor if you wish to continue the internship for a second semester