

Cameron University Internship Handbook

McMahon School of Business

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Welcome to the Student Internship Program

The Cameron University McMahon School of Business exists to educate and prepare the diverse students it serves to become skilled professionals who will add value to their organizations, their professions, and their communities. The Department strives to expand understanding of how organizations operate effectively and efficiently and of their dynamic environments. The Department creates a student-centered approach to lifelong learning and innovative, experiential, business-based learning opportunities.

The McMahon School of Business offers Accounting- and Business-approved internships for students interested in expanding their coursework with practical experience in business professional roles. A business academic internship involves junior- or higher-level students seeking to gain experience and professional exposure in a career field. The purpose of this Handbook is to outline CU's Department of Business Internship Program.

Section I of this Handbook outlines the program's general purposes. Section II explains what is expected of organizations and individuals serving as participating employers in the program. Section III outlines the requirements for participating student interns and internship faculty.

We are pleased you have elected to join the Cameron University Student Internship Program. Whether you are a student, a faculty member, or an employer, we are confident you will find the Internship Program an excellent resource in building a better tomorrow for the entire regional community served by Cameron University.

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Section I: General Purpose of the Program

Why Should Students Want to Serve in an Internship?

The Internship Program provides students with high-quality avenues for career exploration and valuable work experience. An internship experience also provides students with firsthand knowledge of what employers expect in terms of skill levels, attitudes, and work climate, which are necessary components of successful employment.

The internship also gives students an opportunity to creatively apply their developing skills while working as part of a business/non-profit team. The goal of the program is to place students with organizations that provide hands-on experiences. Those learning experiences should enable students to make informed career decisions.

Information on available internships is disseminated through the University Career Services Office and through internship course instructors.

This section of the handbook outlines requirements for student interns. Questions that arise about a particular internship should be addressed to the internship course instructor.

What is an Internship Program?

The Student Internship Program provides students with opportunities to explore various careers and gain work experience and knowledge regarding current practices as well as the innovations, improvements, and changes taking place in business and industry. This information, along with knowledge of employers' expectations regarding skill-level requirements, attitudes, and work climate, is a critical part of their educational process.

The Student Internship Program allows students to take responsibility for initiating their own self-improvement in the classroom. By observing and experiencing firsthand the demands of a "real-world workplace," interns gain the tools needed to make specific changes in their study habits. This type of experience is invaluable.

Additionally, an "Intraship" program applies when a student is already employed by the company with which they complete an internship. For credit to be approved, the student must be learning a new position, taking on a new project, or performing completely different duties within the company.

Program Duration

Business internships are conducted over a designated timeframe and can be offered for 1-3 hours of academic credit. As a general rule, the standard minimum is 40 hours of work per credit hour of enrollment. For a 3-credit-hour course, a student must complete a minimum of 120 clock hours of internship, with the remaining 15 clock hours dedicated to pre-internship orientation and internship assignments, as determined by the course instructor and described in the syllabus. Assignments include performance reports, weekly journal, papers/reports, lessons learned, portfolios, and presentations.

Level of Commitment

- Internship – Students interested in enrolling in the Internship course are responsible for locating a business or not-for-profit organization.
- Monetary – The internship option may be unpaid or paid. The decision as to whether to provide compensation is between the employer and the intern.¹
- Time – Students must spend a minimum of 120 hours for a 3-credit-hour course with the approved employer during the internship period.
- Orientation – Students must attend a pre-internship orientation. The orientation will include a distribution of the course syllabus and a discussion of the assignments, submission dates, and grading.

Internship Mission

The two primary internship goals are to provide students with real-world experience and to improve the quality of education through “hands-on” business experiences.

General Internship Objectives

1. To assist students in understanding:
 - The importance of a prepared workforce in a business or non-profit organization and its implications on the nation’s economy;
 - The relevance of business training in the workplace;
 - The management practices in operating a business or organization;
 - Technology, equipment, and the methods used in businesses and non- profit organizations; and
 - The opportunities that various occupations offer.
2. To apply the knowledge of the academic environment to “hands-on” situations in businesses and non-profit organizations;
3. To increase awareness of the importance of teamwork and leadership;
4. To encourage students to continue to expand their skill base;
5. To expand students’ knowledge of applications within their chosen area; and
6. Additional specific internship objectives may be provided by the instructor.

¹ For more information, see the National Association of Colleges and Employers website, <https://www.naceweb.org/talent-acquisition/internships/15-best-practices-for-internship-programs/>.

See also the DOL Fact Sheet #71 that sets forth rules as to whether an intern must be paid the minimum wage and overtime under the Fair Labor Standards Act, attached as Appendix B8-9.

Section II: Expectations of the Business/Non-Profit Client

Why Should Businesses or Official Non-Profit Organizations Get Involved?

Businesses and non-profit organizations are recognizing both a public duty and a self-serving need to support universities' efforts to improve the quality of higher education.

To improve the quantity and quality of their labor force in a cost-effective manner, businesses and non-profit organizations are taking more proactive approaches in cooperative ventures with universities.

Businesses and non-profit organizations across the nation have voiced increasing needs for competent workers who are:

1. Well-schooled in fundamental skills;
2. Capable of adapting to change in the workplace;
3. Job-ready for work that is available now; and
4. Able to quickly learn tomorrow's job requirements.

An important part of the interaction between businesses/non-profit organizations and education is the provision of student internships. These internships are meant to provide students with a more thorough understanding of how businesses and nonprofit organizations operate. However, in addition to the obvious long-term benefits to businesses and nonprofits—as students are better instructed about the “real world of work”—there is a short-term benefit. Internships also provide businesses and non-profit organizations with enthusiastic employees who offer current knowledge in their field of study for short-term projects.

This section of the handbook outlines expectations for businesses and non-profit participants in the internship process. Questions may arise as you review its content. In that event, please feel free to contact the McMahan School of Business at 580-581-2842 or the internship course supervising instructor.

Business and Non-Profit Organization Requirements

Program (internship hosts) are asked to provide the following:

- Internship slots are for a minimum of 40, 80, or 120 hours total for 1, 2, or 3 credit hours, respectively.
- A written job description (or descriptions) for each internship slot;
- An onsite Mentor/Supervisor assigned to the intern(s) throughout the program;
- Periodic communications with the Instructor of Record or the supervising professional instructor, including, but not limited to:
 - On-site visitation with the Instructor during internship;
 - Evaluation of internship; and
 - A follow-up visitation with the Instructor upon internship completion;

- Participation in the exit presentation (post-internship) functions.

Internship hosts are asked to provide an in-house orientation for each intern to familiarize them with the business/organization, clarify their work assignments, outline work expectations, finalize their schedule and timeline, and arrange workspace and equipment. Periodic meetings should be held between Interns and the Mentor/Supervisor to assist in the transfer of ideas and materials for the intern's portfolio and final report.

Compensation Issues - For-Profit Employers

Cameron University is not involved in any negotiations between a business and an intern regarding compensation. Internships may be offered with or without compensation; however, the Department of Labor provides specific criteria for determining whether an employment relationship exists with interns for purposes of complying with minimum wage compensation laws. The criteria are listed in FLSA Fact Sheet #71, which is attached in Appendix B8. Please review the Department of Labor's rules to determine whether the internship qualifies for a minimum wage exemption.

Equal Opportunity Compliance

In the event that a business wants Cameron University to assist with recruiting interns, Cameron must advertise the opportunities to ensure compliance with Equal Opportunity laws. Faculty and staff may not hand-select students to complete internships or other opportunities, regardless of whether such positions are paid or unpaid.

Section III: Requirements of Participating Student Intern

Perspective Interns who are seeking academic credit should work with a faculty member or the Department of Business to secure internship approval. Students who are interested in a business internship must have completed 30 credit hours in business courses with a 3.0 GPA and be classified as a Junior. Students who are interested in an accounting internship must have completed 12 credit hours in accounting courses with a 3.0 GPA and be classified as a Junior. To arrange an internship, the student must select a site, secure site approval, and submit a typed internship proposal letter and internship application to a business faculty member within the appropriate content area. The letter and internship application should include the company, the on-site internship supervisor (who should hold professional credentials for content-area supervision and not be related to the intern), days/hours of the internship, internship responsibilities, internship goals, and the internship job description. For approval to be granted, the quality, conditions, and goals of the internship will be evaluated. Work performed by the intern should be equivalent to that of a newly hired professional and exceed basic or introductory level duties. For example, an accounting intern must do more than basic bookkeeping or introductory-level accounting. All internships should provide the equivalent of a junior- or senior-level college course. If the student is requesting an Intraship, they must be learning a new position, taking on a new project, or performing completely different duties within the company.

Student Internship Guidelines: Student Interns are expected to:

Student Internship Application.

- The first step for students is to complete an Internship Application. See Appendix A1.
- Complete the internship class application form, Appendix A1. It must be typed or printed so as to be legible and submitted prior to the start of the semester.
- Read Student Instruction Sheet, Section III, and follow instructions.
- Submit any backup documentation you feel pertinent to the application prior to the start of the semester (e.g., a resume is highly recommended, references, letters of support, etc.)
- Carry out responsibilities as outlined by their business/nonprofit mentor/supervisor;
- Actively seek opportunities to learn about the company and about available career opportunities;
- Attend orientations with the instructor and with the employing business/nonprofit to discuss expectations;
- Request and schedule any needed meetings with the business/nonprofit and mentor/supervisor;
- Respond to periodic evaluations and visitations by the instructor;
- Prepare a written journal (typically weekly) with a few pictures, and a final report on the experience and portfolio with a professional oral presentation.
- Participate in oral communications, emails, virtual meetings, or postings to Blackboard with the instructor; and
- Complete a minimum required number of hours (1-credit hour course: 40 hours of supervised internship, 2-credit hour course: 80 hours of supervised internship, or 3-credit hour course: 120 hours of supervised internship and no less than 15 hours of paperwork, journal, report, portfolio, and presentations)
- Students will submit a final report on the work experience or prepare and make a formal presentation regarding their internship experiences;
- Students will be evaluated by the client supervisor/mentor for workplace performance. Refer to the Evaluation Form (Appendix B6) for the evaluation criteria.
- Students must also refer to the course syllabus and any assignment schedules for additional information regarding course requirements.

Student Instruction Sheet for CU Credit Internship

The following is required of each student prior to the semester in which the student intends to complete an internship:

- Read the Internship Handbook thoroughly. Be prepared to complete all Section III requirements.
- Complete and submit STUDENT FORMS Appendix A1 by the end of Week 1 of the semester.
- After you are approved to pursue an internship, and in advance of the semester in which you propose to complete an internship, find an organization willing to provide an internship, and share with the organization a full copy of the Internship Handbook. Ensure the organization is willing to meet the requirements of Section II: Expectations of Business/Non-Profit Internship Provider.
- Obtain and submit to the faculty instructor by Week 1 the following information and completed

forms from the Organization providing the internship: Appendix: B1-B6. Be sure you have all 9 of the following pieces of information from the organization providing the internship:

1. Full name of organization, street address & telephone number.
 2. Letter, memorandum, or email from proposed Internship Provider stating the student has the internship, internship title, and job description.
 3. Proposed Supervisor's name, email, and telephone number.
 4. Beginning and ending date of proposed Internship.
 5. The number of hours the student is expected to work each week and the schedule of work.
 6. Full or part-time, paid or unpaid. (See Handbook regarding DOL requirements and guidelines)
- CU supervising faculty name. Note: The faculty is responsible for providing the student with a syllabus and requesting the creation of the internship class from the Chair of the Department. Course number is dependent on HOURS. Additionally, the Chair of the Department will not create a class until the contract has been signed by all parties
 - Students are required to obtain all appropriate signatures and return the document to the department admin to scan by the end of Week 1. Scanned documents (softcopy will be placed in the student's file on the X drive). The secretary will also make a copy of the document for the student's file. The original copy will go back to the student. For paid internships, International students must take the waiver to the appropriate office and obtain approval.
 - Students will follow the syllabus provided by the CU Faculty member.

Interview Procedures

Whether you apply for an existing internship or an internship is created at your request or the request of Cameron University, you may be required to participate in an interview. If the opportunity already exists and you apply for it, the general process is as follows.

All applications that match the job description requirements for the provided internship slots will be forwarded to the business or non-profit organization's contact person. When this is complete, the business or nonprofit will take over the interviewing process.

For additional information on how to prepare your resume and how to prepare for interviews, be sure to take advantage of the resources available in Career Services.

http://www.cameron.edu/career_services

If you are contacted for an interview, please consider the following:

- Dress in conservative business attire. Dress for the job you really want – not for the current internship opportunity you seek! This attire may change once you are hired, but for the interview, dress accordingly.
- Arrive a few minutes early to be sure you are in the right place, and to have time to collect yourself. You do not want to go into an interview out of breath, sweating, or ruffled. It is always a good idea to stop by a restroom with a mirror to make sure you look polished and professional, ready to impress the interviewers.
- Prepare for the interview by putting together a short list of questions you may ask when the

opportunity arises. At the end of almost every interview, your interviewers will ask whether you have any questions for them. Show you have prepared for the interview by having well-thought-out questions that reflect you know something about the organization. These questions will help you define the position and the company's expectations of you.

- Follow up immediately with any requests from your interviewers for additional information. The time frame is tight; any delay in submitting the requested information may result in your elimination from consideration.
- Respond to any internship offer within 3 days by informing the instructor and the business or organization.

Section IV: Responsibilities of the University

Departmental Internship Coordination Procedures

If internship opportunities are brought to the faculty or the school/department by an organization or individual, they must, by law, be turned over to Career Services (x6769) for proper advertising.

Departmental Required Forms are: A1, B2, B3, & B4 plus syllabus.

1. Students:
 - a. Note: Students will find and secure their own Internships.
 - b. Student finds a faculty member who agrees to act as the Internship Course Instructor. Students must submit the following information to their Instructor.
 - i. Internship Course Instructor (Also called the Faculty Liaison in the Internship Packet).
 - ii. Email or letter/ memorandum with offer of internship.
 - iii. Number of hours working each week in internship (see Internship Packet for requirements).
 - iv. Beginning and ending date of internship.
 - v. Paid vs. non-paid (If non-paid, be sure it meets DOL requirements in Internship Packet).
 - vi. Foreign Student Waiver requirements.
 - vii. Organization providing internship.
 1. Street address of organization.
 2. Internship job title and job description
 - viii. On-site supervisor of internship
 1. Supervisor's email
 2. Supervisor's telephone number
 - c. The Department of Business Admin will:
 - i. Input data into the Internship Database
 - ii. Determine if the student is international and print out the International Student Waiver.
 - iii. Print all required forms for the Student.
 - d. Student will:
 - i. Gather appropriate signatures, starting with the faculty

- ii. Return signed to the Internship Course Instructor.
- iii. If international, take the International Student Waiver to the International Student Admissions Coordinator.
- e. Internship Course Instructor will:
 - i. Obtain the Chair's signature on Form B3.
 - ii. Coordinate with the Chair to secure appropriate course number and CRN (based on hours required – allowances vary by department). Note: Be sure to inform the chair whether the class is graded S/U or A–F.
 - iii. Provide the student and the chair a copy of the Internship syllabus and go over all instructions with the student.
- f. Turn the packet in to the Department Admin to be scanned.
- g. Internship Course Instructor will:
 - i. Obtain the Chair's signature on Form B3.
 - ii. Coordinate with the Chair to secure appropriate course number and CRN (based on hours required – allowances vary by department). Note: Be sure to inform the chair whether the class is graded S/U or A–F.
 - iii. Provide the student and the chair a copy of the Internship syllabus and go over all instructions with the student.
 - iv. Turn the packet in to the Department Secretary or the Student Worker to be scanned.
 - v. Placed scanned packet in the student's file on the X-Drive
 - vi. Turn the signed packet back to the student (hardcopy can go to the Intern's Supervisor.
 - vii. Verify the course has been created.
 - viii. Follow-up on all syllabus requirements.
 - ix. Grade the class based on the requirements of the syllabus.
 - x. Talk periodically with the Internship Supervisor to ensure the student is meeting expectations, appearing for work, etc.
- h. Department Chair will:
 - i. Create the Internship Class.
 - ii. Sign appropriate forms.

Responsibilities of the Instructor- Internship instructors will do the following:

- Serve as the liaison between the business/organization and the student;
- Formally promote the program;
- With student input, help identify potential “job sites” for internships;
- Assist business/non-profit organizations in setting up interviews (as requested);
- Orient interns on the expected outcomes of the internship;
- Conduct periodic communications with each intern and his or her mentor as needed;
- Conduct evaluations with the business/non-profit organization and the intern; and
- Evaluate each intern based on portfolio, final report, oral presentation, and client evaluation.

APPENDIX A - STUDENT FORMS

Student Internship Application

Name: _____
Last First

Home Address: _____
Street/P.O. Box City State Zip

Home Phone: _____ Cell Phone: _____

Student Email: _____ Alternate mail: _____

ACADEMIC INFORMATION

Course Name & Number: _____

Academic Major: _____ Minor: _____

Classification: _____ Expected Graduation: _____ (month) _____ (year)

What classes are you currently taking?

Please describe your dream job: _____

I am interested in the: Internship | Intraship (circle one)

What work experience do you possess?

What are your occupation and career goals?

List other interests or hobbies:

What do you hope to gain from this internship experience?

APPENDIX B - EMPLOYER FORMS

INTERNSHIP/PRACTICUM CONTRACT

I. CONTRACT PARTNERS
Internship/Practicum Sponsor (“Organization/Facility”)
Organization: Mailing Address:
On-site Supervisor: Supervisor’s Title:
Supervisor’s Phone: Supervisor’s E-mail address:
Student
Last Name, First Name, MI
Student ID Number: Phone:
E-mail address: Major/Degree:
Faculty Liaison
Last Name, First Name, MI
Phone: E-mail address:
INTERNSHIP DETAILS
Internship Course Title:

Course Prefix: Course Number: Number of Credit Hours Available:
Internship Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: <u> </u>
Beginning Date: Ending Date:
Hours/Week: Total Hours:
Is this a paid internship? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much?
Is the internship a required course for your degree? <input type="checkbox"/> Yes <input type="checkbox"/> No

INTERNSHIP/PRACTICUM OBJECTIVES AND ASSIGNMENTS

The Academic student learning outcome objectives and assignments are listed in the Course Syllabus. The Employer and the student should list the specific internship objectives and tasks to be accomplished.

THE UNIVERSITY, FACILITY, AND STUDENT JOINTLY AGREE:

1. Access to student records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, commonly known as “FERPA,” and all other applicable laws.
2. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141, and as supplemented in Department of Labor regulations (41 CFR Part 60 et seq.) are incorporated into this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, sex, political beliefs, or veteran’s status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veterans’ Assistance Act of 1974, 38 U.S.C. § 4212.
3. This agreement entails no compensation or payment between the University and the Facility; it is recognized that any agreement for compensation is solely between the Facility and the Student. All parties acknowledge that the Student's performance of services for the Facility is on an at-will basis and may be terminated by either party at any time. If the Facility releases the Student from the internship/practicum, or if the Student resigns from the Facility, the Facility and the Student will promptly notify the University of the termination of services.
4. Neither party nor any of its participants shall publish any materials as a direct result of the internship/practicum, without giving the non-publishing party an opportunity to review and object to the publication in advance. No confidential information of the Facility, its staff, or clients may be

included in any publication without prior written notice to the Facility.

5. When circumstances indicate that a student must be immediately withdrawn from the internship/practicum, the Facility shall promptly inform the Faculty Liaison, and the Faculty Liaison shall withdraw the Student.
6. The parties agree not to use each other's names or logos in any publications or advertising without prior written approval from the other party.
7. An Internship/Practicum may require the Student to obtain a security clearance. The Facility is responsible for assisting and guiding the Student through the security clearance process.
8. The Faculty Liaison will assign the course grade based on the criteria identified in either the course syllabus or in Section II of this document.
9. The Student acknowledges that the performance of services under this internship/practicum agreement does not entitle the Student to any future employment with the Facility, and that any arrangement for future work opportunities with the Facility is a matter of negotiation solely between the Student and the Facility, at the sole discretion of the Facility.

RESPONSIBILITIES OF THE UNIVERSITY

1. The University shall designate a Faculty Liaison to coordinate all aspects of the internship/practicum with the Facility. The Faculty Liaison shall ensure that the Student and Facility have completed all necessary documentation, assist with the development of student assignments and training activities, and assign the final course grade.
2. The University shall require each participating student to complete, sign, and return Attachment A, "Student Acknowledgment and Release."

RESPONSIBILITIES OF THE FACILITY

1. The Facility is responsible for the actual supervision and control of the Student's activities within the Facility. The Facility will designate one or more staff persons with appropriate qualifications ("Supervisor(s)") to instruct and supervise the Student.
2. The Facility is responsible for providing the Student with the training and resources necessary to support the Student's learning experience, including training about the Facility's policies, procedures, and performance expectations.
3. The Facility will be responsible for the prompt submission of reports that adequately describe the Student's progress, if the University requires.
4. The Facility will communicate immediately with the Faculty Liaison any concern regarding the Student's performance or progress.
5. The Facility will work to create an Internship/Practicum work schedule that minimizes conflicts with the students' and the University's schedules.
6. Upon reasonable request, the Facility agrees to permit the University or its accreditation agencies to inspect the areas of the Facility relevant to the Internship/Practicum.
7. The Facility agrees to provide each Student in the Facility with the relevant policies, rules, procedures, and expectations with which the Student is required to comply.

RESPONSIBILITIES OF THE STUDENT

The Student’s responsibilities are specified in Attachment A, “Student Acknowledgment and Release”. A Student may not participate in an Internship/Practicum at Cameron University until the Student Acknowledgment and Release has been signed and returned to the Faculty Liaison.

Signatures of Approval

Please obtain the signatures in the order in which they appear below. This Internship/Practicum Contract is not effective, and the student is not eligible for course credit until all of the following signatures have been obtained.

Student: _____ Date: _____

On-Site Supervisor: _____ Date: _____

Faculty Liaison: _____ Date: _____

Chair: _____ Date: _____

ATTACHMENT A TO INTERNSHIP CONTRACT - STUDENT ACKNOWLEDGEMENT AND RELEASE

On this _____ day of, _____ 20, (“the Student”) accepts the following responsibilities in order to participate in the Internship/Practicum at _____:

- A. The Student acknowledges that his/her participation in the Internship/Practicum is wholly voluntary and the Student agrees to all the terms and conditions contained in this document (and those incorporated within this document), without which agreement the University would not be willing to allow the Student’s participation.
- B. The Student shall act professionally and ethically at all times at the Facility.
- C. The Student shall respect the confidentiality of information that the Facility indicates is confidential, and any personal, sensitive, or private information that he/she discovers or has access to, including but not limited to medical records, both during and after the Internship/Practicum.
- D. The Student shall adhere to Facility and University policies, procedures, and operating standards, and complete and submit all required documentation, including proof of immunizations, drug tests, or backgroundchecks.
- E. The Student shall participate in any evaluation conferences requested by the University or Facility.
- F. If this Internship/Practicum requires a security clearance, the Student acknowledges that he/she has the responsibility for completing all steps necessary to apply for security clearance and may not begin the Internship/Practicum until the required security clearance is obtained.
- G. The Student is responsible for acquiring and maintaining his/her own health and accident, automobile, and professional liability insurance, if required.
- H. Participation in this Internship/Practicum does not make the Student an employee of the Facility or the University or entitle him/her to financial remuneration, unless agreed to by the Facility and Student in advance and in writing.
- I. The Student travels to and from the Internship/Practicum at his/her own expense and risk.
- J. The Student understands that a (letter grade/pass or fail) will be awarded for this course and that

Work Assignment Form

Job Title: _____

Business/Organization Name: _____

Address: _____ Phone No. _____

Mentor/Supervisor Name: _____ Phone No. _____

Instructor Name (if different): _____ Phone No. _____

Internship Job Description

Duration of Assignment: _____ Normal Work Hours: _____

Hours per Week: _____ Duties and Responsibilities of Intern:

Preferred Education: _____

Required Skills: _____

Desired Skills: _____

Other Requirements:

Intern Evaluation Form (Appendix B3)

INTERN NAME: _____ COMPANY: _____

INTERNSHIP COURSE INSTRUCTOR: _____ DATE: _____

INTERNSHIP WORK SUPERVISOR: _____ DATE: _____

PURPOSE OF EVALUATION: To assess the productivity and job performance of the intern.

INSTRUCTIONS: Listed below are a number of characteristics and skills. Place an "X" mark in each rating box, using the following scale as the rating guide.

Excellent=Outstanding

Good=Definitely above average

Fair=Doing an average job

Poor=Substandard but making progress

Unacceptable=Unsatisfactory

You are encouraged to document your evaluative comments for each quality, especially if the rating is exceptionally high or low. Three common mistakes in rating are: (1) a tendency to rate nearly everyone as "average" in every category instead of being more critical in judgment. (2) The "Halo Effect", which is a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the *overall* picture one has of the person being rated. (3) The "Recency Error", which is a tendency to rate an individual based on *recent* factors (could be positive or negative). You must evaluate the individual's performance for the entire period under consideration.

QUALITY is the correctness of work duties performed.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent	Good	Fair	Poor	Unacceptable

QUANTITY OF WORK is the amount of work an individual does in a workday.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent	Good	Fair	Poor	Unacceptable

COURTESY is the polite attention an individual give to other people.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent	Good	Fair	Poor	Unacceptable

INITIATIVE is the desire to attain goals, to achieve.

?	?	?	?	?
Excellent	Good	Fair	Poor	Unacceptable

CONFIDENTIALITY is the ability to be trusted with information of a confidential nature.

?	?	?	?	?
Excellent	Good	Fair	Poor	Unacceptable

PERSONAL APPEARANCE is the personal impression an individual makes on others (Consider cleanliness, grooming, neatness, and appropriateness of dress on the job.)

?	?	?	?	?
Excellent	Good	Fair	Poor	Unacceptable

DEPENDABILITY is the ability to do required jobs well with a minimum of supervision.

?	?	?	?	?
Excellent	Good	Fair	Poor	Unacceptable

ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.

?	?	?	?	?
Excellent	Good	Fair	Poor	Unacceptable

VERSATILITY is the flexibility to adapt to changing situations.

?	?	?	?	?
Excellent	Good	Fair	Poor	Unacceptable

TIME MANAGEMENT is the proper utilization of working hours as well as attention to limits on lunch and rest periods.

?	?	?	?	?
Excellent	Good	Fair	Poor	Unacceptable

OVERALL
EVALUATION:

?

?

?

?

?

Excellent

Good

Fair

Poor

Unacceptable

How was the student exposed to business expectations?

How did the student expand their knowledge of business operations?

Describe professional & technical skills that the student developed.

Additional work supervisor comments.

EVALUATED BY:

SUPERVISOR'S SIGNATURE

Phone Number

APPENDIX C FACULTY FORM SAMPLES

(Faculty are welcome to use, revise, or replace as appropriate)

Grade Sheet for Oral Portfolio Presentation

Student Name _____

Time of Presentation _____

Total Points Possible – 100 Points

Points Received	Total Points Possible	Development of Presentation	Comments
	20	Introduction Attention Grabbing Introduction Your Name, Major/Minor (a little about yourself) Company/Supervisor Thesis	
	40	Body of Presentation Internship Summary Company SWOT Analysis Suggested Internship Changes Short Summary of Portfolio Professional In-Depth Presentation	
	10	Conclusion Summary Reflection –What did you learn? Q & A	
	10	Delivery Professional Dress (suit) & PowerPoint - Required Mannerism/Gestures/ Eye Contact Speaks Clearly/Cadence/No A's and Ummm's Posture Organization	
	20	Division of Organizational Leadership Panel Award of Points	
Comments:		Total Points Awarded:	

Cameron University Student Internship Program

Written Portfolio Grade Sheet - 100 points

ALL ITEMS SHOULD BE PLACED IN THE FINAL PORTFOLIO	+	-	Your PTS	Possible PTS
I. FORMS (10%) Student Information Sheet Work Assignment Form Intern Evaluation Form				10
II. RESUME' (20%) Cover Letter Resume' Management style or philosophy List of References & Reference letters* Unofficial Transcripts Volunteer Work* Licenses, Workshop & Conference Certificates*				20
III. RESEARCH PAPER (10%) Introduction – Brief to the point with thesis sentence(s) Body - information about Internship & Intraship documented with journal in appendix Reflection – Introspection on expected, learned, future use of experience Conclusion				10
IV. JOURNAL (40%) Time-Log with dates, times, a few pictures & daily work assignments & Reflections - Place in the appendix				40
V. SELF-ANALYSIS (10%) Reflective Summary of Self Findings Place in the appendix				10
VI. FORMAT (10%) Good introduction, transitions, conclusions. Reasonable assumptions if made. Correct APA format Information concise but with enough depth to explain No Typos, spelling, mechanics				10
Total points possible				100

*Optional Items

COMMENTS:

TOTAL POINTS:

*Cameron University Student Internship Program Research Paper
Guidelines*

Cover page: Student's Name, Business/Non-profit Organization, Course Name, Instructors' Names. Date

Executive Summary: A one-page condensation or summary of the report/paper

Introduction (to include): Management structure, general description of business or nonprofit, supervisor/mentor job title, leadership style, management style, and description of your supervisor's/mentor's responsibilities

Description of Intern Work Responsibilities: What you did, when the work was performed, why the work was assigned to you, what you learned, how you will use this experience

Client Analysis: SWOT (Strengths, Weaknesses, Opportunities, and Threats)

Specific Topic Analysis: An issue of importance, either a challenge or a specific recent accomplishment of the business that you research and analyze, with data-based conclusions. This topic must be approved by the employer and the instructor in advance.

Samples of Work: Projects worked on or completed for samples.

You may provide a description thereof (only if documents are unavailable) with permission of the instructor.

Conclusion: To include recommendations for the client and /or internship program

References: (end of paper)

Appendix: Must include journal and pictures

Note: Students must use APA style of writing. The body of the report should be in research narrative form. (See other documents regarding the paper in Blackboard.)

BLACKBOARD POSTING REQUIREMENTS

Please review the following actions and check each one as completed to ensure everything is in order. Make sure that the instructor has received your documents.

Assignments – Please submit all assignments under your BlackBoard (BB) Assignments tab and also include in your final portfolio the following:

DURING THE 1ST OR 2ND WEEK OF CLASSES in BB:

_____ Introduce yourself under the Intro BB discussion board

_____ Student information sheet signed by course instructor

_____ Develop resume, cover letter, reference page, and any other suggested career material with course instructor or Career Services (after their approval, take career material with you to internship interview – also place in career section of your portfolio (see other materials you may wish to include in rubric)

_____ Work Assignment Form*

_____ Student Internship Contracts*

_____ Completed Internship Confidentiality Agreement (if required by organization)

*All forms must be word processed or typed (they are attached at the end of this Manual)

*Include required form signatures

*Submit under the assignment tab in Blackboard

Internship – Academic Assignments Checklist

_____ Keep a detailed weekly journal with some reflections and pictures to use in the report and include in the portfolio

_____ Post weekly updates in your discussion board (see Syllabus and Assignments Schedule)

_____ Develop Portfolio

_____ Make an appointment with the course instructor for the professional oral presentation two weeks before your finals week

_____ Prepare and submit reflection paper.

NOTE: If you have any questions, please contact your internship course instructor.