Internship Workbook

https://usueastern.edu/internships
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Internship Syllabus

Class Information:
An instructor (faculty mentor) will be assigned to this course according to your major.

Course Description:
Provides supervised on-the-job training in general business functions. Learning objectives, hours worked and credit agreements are approved by the instructor.

Course Prerequisites:
- Look for an internship opportunity
- Submit an Internship application and your Resume
- Meet with the Price Internship Director or Career Advisor
- Gain permission from an instructor to sign up for the course

Required Materials:
- Internship Workbook (Free & on-line)

Assignments and Grading

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
<th>Due Date</th>
<th>Provide a copy to</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Agreement Form</td>
<td>Agreement between the student, the faculty mentor and employer. All three must sign this form. Hand into your Faculty Advisor.</td>
<td></td>
<td>Faculty Mentor</td>
<td>25</td>
</tr>
<tr>
<td>Meeting* with the Faculty Mentor</td>
<td>This meeting allows the student and faculty mentor to become acquainted. During this meeting they will brainstorm goals for the internship and set deadlines for assignments. The student should also give the faculty mentor a copy of the Faculty Checklist.</td>
<td></td>
<td>Faculty Mentor</td>
<td>75</td>
</tr>
<tr>
<td>Personal Project Form and Learning Objective Form</td>
<td>These allow the intern to set goals for their internship. Additional information is provided in this workbook.</td>
<td></td>
<td>Faculty Mentor</td>
<td>50</td>
</tr>
<tr>
<td>Mid-Term -- Weekly Activity Logs</td>
<td>Meet* &amp; Hand in your weekly logs to your Faculty Advisor.</td>
<td></td>
<td>Faculty Mentor</td>
<td>25</td>
</tr>
<tr>
<td>Mid-term Employer Evaluation</td>
<td>Your employer will evaluate you on your progress and professionalism. The student is responsible for providing the employer with the evaluation sheet and then forwarding it to their faculty advisor.</td>
<td></td>
<td>Faculty Mentor</td>
<td>50</td>
</tr>
<tr>
<td>Mid-term Meeting* with Faculty Mentor</td>
<td>The advisor and student should review the employer’s evaluation, discuss concerns and evaluate progress on learning objectives. The employer may be involved in this meeting as necessary.</td>
<td></td>
<td>Faculty Mentor</td>
<td>25</td>
</tr>
<tr>
<td>Final--Weekly Activity Logs</td>
<td>Meet* and Hand in your weekly logs to your Faculty mentor.</td>
<td></td>
<td>Faculty Mentor</td>
<td>25</td>
</tr>
<tr>
<td>Final Employer Evaluation</td>
<td>The employer will evaluate the intern on their progress and professionalism. The student is responsible for providing the employer with the evaluation sheet and then forwarding it to their faculty mentor.</td>
<td></td>
<td>Faculty Mentor</td>
<td>50</td>
</tr>
</tbody>
</table>
Exit Interview with Faculty Mentor

Meet* with your faculty mentor to conduct and exit interview from the program.

| Faculty Mentor | 75 |

*Student is responsible for setting up meetings with their faculty mentor!

**Total Points Available** 400

Grading Policies

Final Grades:

Your final grades will be based on the following percent scale:

- 93-100 = A
- 90-93 = A-
- 87-89 = B+
- 84-86 = B
- 80-83 = B-
- 77-79 = C+
- 74-76 = C
- 69-73 = C-
- 60-68 = D
- Below = F

Accommodations for Students with Disabilities:

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Disability Resource Center for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact DRC if they are not certain whether a medical condition/disability qualifies. You may contact the DRC by phone at (435) 613-5337, by email at karl.burnside@usu.edu, or by visiting the office located at JLSC 223.

Student counseling services are also available in the Office of Student Success. Please contact Karl Burnside by phone (435) 613-5337 or email at karl.burnside@usu.edu to set up an appointment. This is a free personal counseling service to all USU Eastern students.

Plagiarism and Academic Integrity

The instructor expects full and complete honesty from each student. Students are encouraged to work together and to help each other, but each student should personally complete all the parts of each assignment. In addition, care should be taken to give proper credit for any information cited on web pages or in personal research.

Dishonesty in any form will result in a zero for an assignment, and may also result in an automatic “F” for the class, along with a referral to an ethics committee for additional consideration. Dishonesty includes, but is not limited to, cheating on a test or assignment, doing work for someone else, allowing someone else to use your work, sharing test information, or plagiarism. In this context, plagiarism refers to using the work of another in any form without permission and claiming that work as your own.

Withdrawal Policy

CEASING TO ATTEND WORK DOES NOT CONSTITUTE WITHDRAWAL. Failure to officially withdraw from a class or from the College itself may result in grades of “F”. Consult the school catalog or the instructor for more information.
**Student Checklist**

**Week 1-3 of the Semester**: submit all papers to faculty mentor.

1) Meet with Faculty Mentor.
   a. Provide them with a copy of the Faculty Checklist.
   b. Complete Internship Agreement form.
   c. Using the Instruction Sheet, brainstorm ideas for your learning objectives and personal development project.
   d. Complete Internship Learning Objectives form.

2) Complete Personal Development Project form.

3) Starting the internship:
   a. Keep a **weekly log** of activities completed and information learned
      i. Turn in logs to Faculty Mentor.
   b. Continue to complete your Learning Objectives and Personal Development Project.

**Mid-Semester**

4) Have employer complete Mid-term Employer Evaluation on you.
   a. Meet with employer to discuss areas of improvement.
   b. Turn Activity Log and Mid-term Employer Evaluation into Faculty Mentor or Internship Director as instructed.
   c. Meet with Faculty Mentor to discuss evaluation and any concerns.

**End of Semester**

5) Have employer complete Final Employer Evaluation on you.

6) Set up exit interview with your faculty mentor to submit your weekly logs, final employer evaluations, and personal development project information.
Faculty Checklist

Student Name: ____________________________________________________________

Major: __________________________________________________________________

A#: _____________________________________________________________________

Telephone: Home _______________________    Cell ______________________

Preferred Email: __________________________________________________________

Company/Business: _________________________________________________________

Immediate Supervisor’s Name: _____________________________________________

Supervisor’s Work Phone: _________________________________________________

This student will be completing an internship with the company listed above. As the faculty member assigned to this course your responsibilities include:

1) Meet with student intern to brainstorm learning objectives and personal development project.
2) Approve student learning objectives and personal development project.
3) Mid-semester Meeting
   a. Review Internship Activity Logs
   b. Review Mid-term Employer Evaluation.
   c. Meet with student to evaluate progress and discuss any concerns.
      i. Employer may be invited to participate in this meeting as you see fit.
4) End of semester Meeting
   b. Meet with student for an exit interview as you will assign a grade
   c. Enter student’s grade.
Internship Agreement Form

Student Name: ______________________________________________________________________

Major: ____________________________________________________________________________

A#: ________________________________________________________________________________

Telephone: Home _______________________ Cell ______________________

Preferred Email: ____________________________________________________________________

Company/Business: __________________________________________________________________

Immediate Supervisor’s Name: __________________________________________________________________

Supervisor’s Work Phone: __________________________________________________________________

Work Address: Street _______________________ City _____________ Zip__________

Hours to work: ___________________

Rate of Pay: ___________/Hour  OR  Not Applicable

Semester Enrolled  _______Fall        _______Spring      _______Summer

Year Enrolled  20____

Statement of Student’s Learning Objectives
You will be required to establish learning objectives for the specified grading period. The learning objectives must be originated by you, the student, approved by the employer, and reviewed by the department faculty for validity and relative value with all parties in agreement. The student is eligible to receive academic credit based on the number of hours worked at an approved work site, and the successful completion of learning objectives and an external personal development project.

<table>
<thead>
<tr>
<th>Credit Hours Desired</th>
<th>Minimum hours of work per semester</th>
<th>Required number of learning objectives</th>
<th>External Personal Development Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50</td>
<td>1-2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>100</td>
<td>2-3</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>150</td>
<td>4-5</td>
<td>1</td>
</tr>
</tbody>
</table>

**ATTACH A COPY OF YOUR LEARNING OBJECTIVES TO THIS FORM**

*It is suggested all individuals keep a copy of this agreement and objectives on file.*

**Agreement**

We, the undersigned, agree with the validity of the learning objectives attached. The employer and the Utah State University Eastern agree to provide the necessary supervision and counseling to insure that the maximum educational benefit may be achieved from the student work experience. The student agrees to abide by the internship guidelines as outlined in the course syllabus. The supervisor will evaluate the student’s learning objectives and accomplishment of the objectives by completing a midterm and end of term evaluation. The student will also complete a Student Self-Evaluation at the end of the semester.

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>Employer/Supervisor</th>
<th>Date</th>
<th>Faculty</th>
<th>Date</th>
</tr>
</thead>
</table>
Instructions for Establishing Learning Objectives and Personal Development Project

What is an Internship Learning Objective?

An Internship Learning Objective is a statement which describes a result the student is interested in accomplishing during their work hours at their internship. These objectives should benefit both the workplace and the intern. Generally the learning objective should be in one of the following categories:

a) **Career Orientation and Routine Duties**: The student may have a need for some specific improvement in accomplishing the day-to-day functions of the job.

b) **Problem-Solving and Skill Acquisition Goals**: There may be a specific problem or challenge in the student’s work area to be solved with measurable results.

c) **Skills Application Goals**: There may be goals where the student needs to apply classroom knowledge in a work environment.

d) **Job Implementation or New Assignment**: If the student has recently been assigned new duties, there are probably many new learning experiences that can be stated as an objective.

e) **Increased Knowledge**: There may be areas of particular interest in the work experience wherein the student may be able to develop objectives around obtaining specific new knowledge.

What is a Personal Development Project?

The Personal Development Project allows the intern to increase their personal skill set or knowledge base within their field of study. This project should be completed outside the work hours of the internship.

How many Learning Objectives and Personal Development Projects must be completed?

Each student must also complete one Personal Development Project. The number of learning objectives that the student must complete is based on the number of credits they are registered for. See the table below.

<table>
<thead>
<tr>
<th>Credit Hours Desired</th>
<th>Minimum hours of work per semester</th>
<th>Required number of learning objectives</th>
<th>External Personal Development Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50</td>
<td>1-2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>100</td>
<td>2-3</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>150</td>
<td>4-5</td>
<td>1</td>
</tr>
</tbody>
</table>

Writing Learning Objectives and Goals:

Well written objectives are specific, reasonable, achievable, measurable and time bound. Examples of learning objectives are listed below:

<table>
<thead>
<tr>
<th>Poorly Written Learning Objective</th>
<th>Well written Learning Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will evaluate the effectiveness of my company’s advertising.</td>
<td>I will create, distribute, collect and evaluate a customer survey by March 15th.</td>
</tr>
<tr>
<td>I want to improve my sanding, priming, color matching and spot painting techniques.</td>
<td>By November 1st, I will successfully sand, prime, color match and spot paint a repair on a customer’s car.</td>
</tr>
</tbody>
</table>
Brainstorming Guide:

Use the questions below to identify learning objectives and a personal development project.

1. What equipment is available that you are interested in learning?
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

2. What seems to be some of the common problems in the workplace?
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

3. What do you need to know about your job that you do not know?
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

4. What are some things your advisor or employer thinks you should learn?
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

5. What are some things that interest you as you are on the job?
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

6. What skills would you like to acquire but haven’t yet?
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
Personal Development Project

The Personal Development Project allows you to increase your personal skill set or knowledge base within your field of study. This project should be completed outside the work hours of the internship.

Student Name: ________________________________________________________________

Major: ______________________________________________________________________

A#: ______________________________________________________________________

Company/Business: ______________________________________________________________________

Immediate Supervisor’s Name: ________________________________________________________

While working at this company/business...

<table>
<thead>
<tr>
<th>What skill set would I like to improve?</th>
<th>What would I like to become more knowledgeable about?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will I gain this information or learn these skills?</td>
<td></td>
</tr>
<tr>
<td>How will I know that I have improved?</td>
<td></td>
</tr>
</tbody>
</table>

By what date would I like to have completed this project?
Internship Learning Objectives

An Internship Learning Objective is a statement which describes a result the student is interested in accomplishing during their work hours at their internship. These objectives should benefit both the workplace and the intern.

Student Name: _____________________________________________________________

Major: ____________________________________________________________________

A#: ______________________________________________________________________

Company/Business: ______________________________________________________________________

Immediate Supervisor’s Name: ________________________________________________

Faculty’s Name & Contact: _______________________________________________________

**Objective #1:**

What is the task to be completed?

How do I plan to accomplish it?

How will the task be completed?

When will the task be completed?

**Objective #2:**

What is the task to be completed?

How do I plan to accomplish it?

How will the task be completed?

When will the task be completed?
Objective #3:
What is the task to be completed?
How do I plan to accomplish it?
How will the task be completed?
When will the task be completed?

Objective #4:
What is the task to be completed?
How do I plan to accomplish it?
How will the task be completed?
When will the task be completed?

Objective #5:
What is the task to be completed?
How do I plan to accomplish it?
How will the task be completed?
When will the task be completed?
# Weekly Activity Log

An entry should be made by the student each week of the internship & submitted to the Faculty. This log provides the Faculty an idea of what is being accomplished and also gives the student time to reflect on their experience. *Make additional copies of pages 17 & 18 as needed—if you desire an electronic copy of these pages to edit, please contact Zak Konakis at zak.konakis@usu.edu.*

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td></td>
</tr>
<tr>
<td>A#:</td>
<td></td>
</tr>
<tr>
<td>Company/Business:</td>
<td></td>
</tr>
<tr>
<td>Immediate Supervisor’s Name:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time Spent</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Learning Objectives:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe all activities during the week involving the objectives you have established.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Development Project:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe all activities during the week involving your Personal Development Project.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reflection:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflect on your week. What was something you learned this week? What challenges did you face?</td>
<td>---</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours Worked This Week</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>---</td>
</tr>
</tbody>
</table>
Mid-term Employer Evaluation

Student Name: ____________________________________________________________

Major: __________________________________________________________________

A#: ______________________________________________________________________

Company/Business: _________________________________________________________

Immediate Supervisor’s Name: _______________________________________________

Evaluation of Work Ethic and Professionalism

Please circle the description that best describes the employee.

1. Use your own independent judgment.
2. Disregard your overall impression of the employee and concentrate on one factor at a time.
3. Recall instances that are typical of his/her work and way of acting.

<table>
<thead>
<tr>
<th>Knowledge of Work</th>
<th>Practically None</th>
<th>Below Average</th>
<th>Acceptable Knowledge</th>
<th>Somewhat Above Average</th>
<th>Extremely Well Informed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effect on Co-Workers</td>
<td>Often Breeds Trouble</td>
<td>Sometimes Causes Dissension</td>
<td>No Outstanding Effect</td>
<td>Better Than Average</td>
<td>Promotes Cooperation</td>
</tr>
<tr>
<td>Promptness</td>
<td>Always Tardy</td>
<td>Usually Prompt</td>
<td>Never Late Without a Good Excuse</td>
<td>Almost Never Late</td>
<td>Always Prompt</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Careless &amp; Negligent</td>
<td>Not Very Reliable</td>
<td>Accepts Responsibility When Asked</td>
<td>Accepts Responsibility Without Being Told</td>
<td>Exceptionally Reliable</td>
</tr>
<tr>
<td>Accuracy</td>
<td>Highly Inaccurate</td>
<td>Is Often Inaccurate</td>
<td>Makes Occasional Errors</td>
<td>Rarely Makes Mistakes</td>
<td>Never Makes Mistakes</td>
</tr>
<tr>
<td>Initiative</td>
<td>Must Always Be Told What To Do</td>
<td>Needs Considerable Supervision</td>
<td>Needs Direction &amp; Help in Some Cases</td>
<td>Needs Little Supervision</td>
<td>Always Finds Extra Work To Do</td>
</tr>
<tr>
<td>Ability to Work With Public</td>
<td>Difficult Personality</td>
<td>Likely to Antagonize</td>
<td>Hesitant &amp; Indifferent</td>
<td>Pleasant &amp; Courteous</td>
<td>Ingenious &amp; Tactful</td>
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</tbody>
</table>
Evaluation of Learning Objectives

Please rate the employee’s progress on their learning objectives using the scale provided and provide feedback in the comments section.

1 = Failed to meet minimum requirements
2 = Limited accomplishment
3 = Average or expected accomplishment
4 = Exceeds average performance
5 = Unique or outstanding performance

<table>
<thead>
<tr>
<th>Learning Objective</th>
<th>Rating</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>1)</td>
<td></td>
<td></td>
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<tr>
<td>2)</td>
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<tr>
<td>3)</td>
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<td></td>
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<td>5)</td>
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<tr>
<td>6)</td>
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<td></td>
</tr>
</tbody>
</table>

_________________________________________  ____________________________  ____________________________  
Student                                      Date                               Employer/Supervisor    Date                               Faculty                                      Date
Final Employer Evaluation

Student Name: ____________________________________________________________

Major: __________________________________________________________________

A#: ______________________________________________________________________

Company/Business: _______________________________________________________

Immediate Supervisor’s Name: _____________________________________________

Evaluation of Work Ethic and Professionalism

Please circle the description that best describes the employee.
1. Use your own independent judgment.
2. Disregard your overall impression of the employee and concentrate on one factor at a time.
3. Recall instances that are typical of his/her work and way of acting.

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2 = Limited accomplishment                      5 = Unique or outstanding performance
3 = Average or expected accomplishment

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<tr>
<td>4)</td>
<td></td>
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<tr>
<td>5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student __________________________ Date __________  Employer/Supervisor __________________________ Date __________  Faculty __________________________ Date __________