

**UtahStateUniversity®**  
Eastern

# 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

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

<b>Exit Interview with Faculty Mentor</b>	<b>Meet*</b> with your faculty mentor to conduct and exit interview from the program.		Faculty Mentor	75
<b>*Student is responsible for setting up meetings with their faculty mentor!</b>				
<b>Total Points Available</b>				<b>400</b>

### Grading Policies

#### Final Grades:

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

93-100 = A	77-79 = C+
90-93 = A-	74-76 = C
87-89 = B+	69-73 = C-
84-86 = B	60-68 = D
80-83 = B-	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](mailto: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](mailto: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
  - a. Review Internship Activity Log and Final Employer Evaluation.
  - 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.

Credit Hours Desired	Minimum hours of work per semester	Required number of learning objectives	External Personal Development Project
1	50	1-2	1
2	100	2-3	1
3	150	4-5	1

**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.

\_\_\_\_\_  
Student                      Date

\_\_\_\_\_  
Employer/Supervisor      Date

\_\_\_\_\_  
Faculty                      Date



# 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.

Credit Hours Desired	Minimum hours of work per semester	Required number of learning objectives	External Personal Development Project
1	50	1-2	1
2	100	2-3	1
3	150	4-5	1

## Writing Learning Objectives and Goals:

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

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

# 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?

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

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

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

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

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- 6. What skills would you like to acquire but haven't yet?

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# 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...**

<i>What skill set would I like to improve?</i>	
<i>What would I like to become more knowledgeable about?</i>	
<i>How will I gain this information or learn these skills?</i>	
<i>How will I know that I have improved?</i>	
<i>By what date would I like to have completed this project?</i>	

# 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](mailto:zak.konakis@usu.edu).*

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

**Major:** \_\_\_\_\_

**A#:** \_\_\_\_\_

**Company/Business:** \_\_\_\_\_

**Immediate Supervisor's  
Name:** \_\_\_\_\_

Date:		
		Time Spent
<b>Learning Objectives:</b> Describe all activities during the week involving the objectives you have established.		
<b>Personal Development Project:</b> Describe all activities during the week involving your Personal Development Project.		
<b>Reflection:</b> Reflect on your week. What was something you learned this week? What challenges did you face?		-----
<b>Hours Worked This Week</b>	-----	

# 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.

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

## 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

Learning Objective	Rating	Comments
1)		
2)		
3)		
4)		
5)		
6)		

\_\_\_\_\_  
 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.

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

## 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

Learning Objective	Rating	Comments
1)		
2)		
3)		
4)		
5)		
6)		

\_\_\_\_\_  
Student                      Date

\_\_\_\_\_  
Employer/Supervisor      Date

\_\_\_\_\_  
Faculty                      Date