

# 2019-2020 Internship Program Student Guide



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# Internships at NDC

## SUPPORTS INSTITUTIONAL LEARNING OUTCOMES



### Institutional Learning Outcomes

Undergraduate students, as members of the Notre Dame College learning community, will be able to:



#### Responsibility:

- **Personal** - Choose a life that honors values, purpose and accountability to self and others.
- **Professional** – Contribute to and enrich one's chosen discipline by acting morally and ethically.
- **Global** – Appreciate the world at local, national, and global levels and strive to have a positive impact.



**Information Literacy:** Research and evaluate information for accuracy, value, context, and meaning in order to formulate an argument.



**Communication:** Articulate thoughts and ideas clearly and effectively in written and oral forms in a variety of formats and situations.



**Ethical Inquiry:** Investigate and apply ethical reasoning in decision-making using ethical principles, including Catholic social teaching.



**Critical Thinking:** Exercise open-minded reflection and reasoning to analyze, evaluate and make decisions.

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

## MAJORS THAT REQUIRE INTERNSHIPS

All Bachelor of Arts students are **required** to do an internship

All Bachelor of Science students are **encouraged** to do an internship.

- Business
  - Management
  - Administration
  - Accounting
  - Human Resources
  - Finance
  - International Business
  - Sport Management
  - MIS
  - Marketing
- Art/Graphic Design
- English
- Communication
- Public Relations
- History
- Political Science
- Intelligence Studies
- Criminal Justice
- Exercise Science
- Theology
- Math (BA only)
- Science (BA only)

**1 internship experience is GOOD**  
**2 internship experiences are BETTER**  
**3 internship experiences are BEST!!!**

# When Do I Begin?

## An Internship Timeline

Typically, college students complete internship experiences during their sophomore, junior and/or senior year, but few realize that they have to plan ahead. Below is a suggested timeline of activities you should consider completing for each year of your college experience.

### Freshman Year

- Visit Career Services on the second floor of the Clara Fritzsche Library
- Use Focus 2 to take a career assessment to select your major or career path
- Explore Notre Dame College's academic programs
- Join a club or participate in campus activities
- Create a resume and cover letter/letter of inquiry – use our Career Search Guide

### Sophomore Year

- Meet with a Certified Career Coach in Career Services to review your career options
- Declare a major
- Schedule an informational interview or job shadow a professional working in a field that interests you
- Register with Falcon Career Network (FCN), Notre Dame College's online job board, at [www.notredamecollege.edu/FCN](http://www.notredamecollege.edu/FCN)
- Attend an Internship Orientation offered 10-12 times during each academic semester presented by Career Services and the Academic Support Center
- Continue assessments as needed
- Create a LinkedIn account
- Develop an Elevator Pitch
- Update your resume, cover letter/letter of inquiry; begin a reference page
- **Secure your 1st internship experience**

### Junior Year

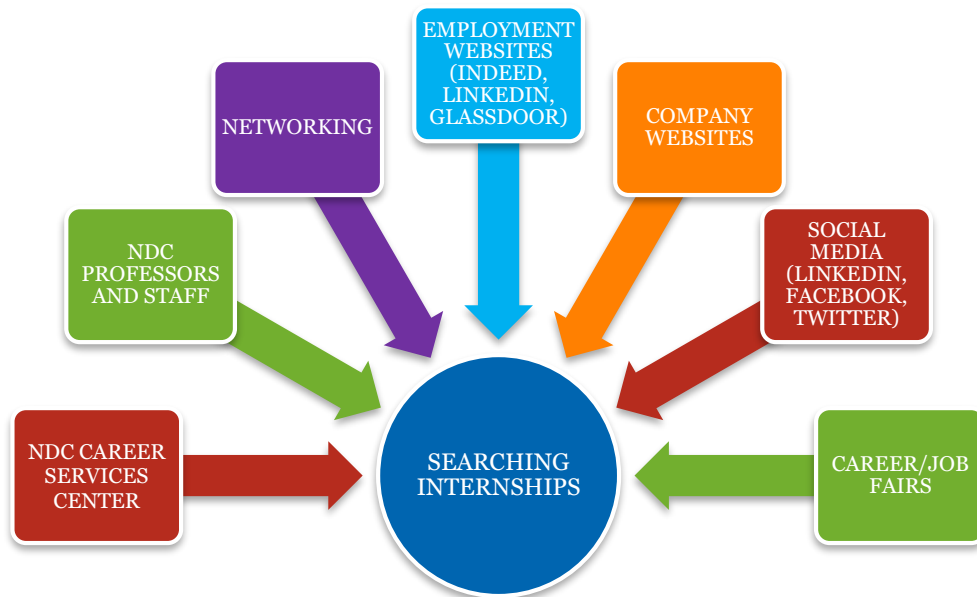
- Polish your elevator pitch
- Update your resume and cover letter/letter of inquiry
- Practice your job interviewing skills through mock interviews
- Research graduate schools
- Build your professional wardrobe
- Network with professionals, conduct informational interviews and job shadow experiences
- **Secure your 2nd internship experience**

### Senior Year

- **Secure your 3<sup>rd</sup> internship experience**
- Begin your full-time job search – develop a prospective employer list and distribute your cover letter/letter of inquiry and resume
- Practice your professional interviewing skills
- Check out Indeed, LinkedIn, Glassdoor and other online resources for job leads
- Take graduate school exams and complete applications

# Where Do I Find a Quality Internship?

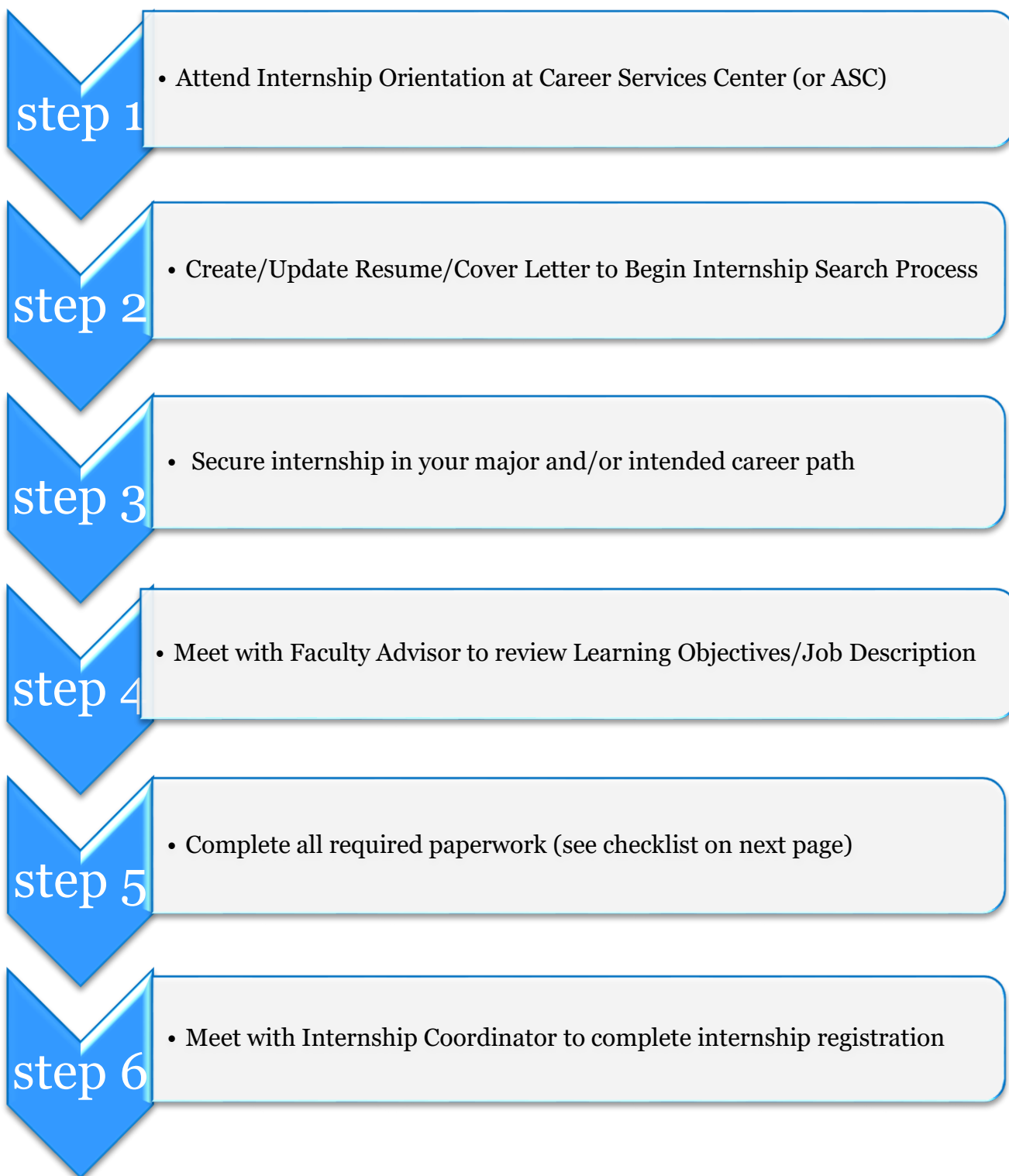
Your Internship search can take three to four months, so be patient and plan accordingly. It is your responsibility to find your internship, but Career Services (and ASC) is here to help with your search!



- **NDC Falcon Career Network** – all NDC students and alumnae may use this online tool to search for jobs and internships posted for NDC students, request a resume review by uploading an existing resume, and see announcements and upcoming events from Career Services.
  - Access your account at [www.notredamecollege.edu/FCN](http://www.notredamecollege.edu/FCN)
  - Your Access ID is your 6-digit NDC Student ID
- **Other online sources:**
  - Indeed: [wwwIndeed.com](http://wwwIndeed.com)
  - Glassdoor: [www.glassdoor.com](http://www.glassdoor.com)
  - LinkedIn Jobs: [www.linkedin.com/jobs/](http://www.linkedin.com/jobs/)
  - NEOintern: [www.nocher.org/neointern](http://www.nocher.org/neointern)
  - Intern Web: [www.internweb.com](http://www.internweb.com)
  - Career Board: [careerboard.com](http://careerboard.com)
  - The Idealist (non-profit jobs/internships): [www.idealists.org](http://www.idealists.org)
  - Career Builder: [www.careerbuilder.com](http://www.careerbuilder.com)
  - Team Work Online (jobs/internships in sports): [teamworkonline.com](http://teamworkonline.com)
  - Ohio Means Internships: [www.ohiomeansinternships.com](http://www.ohiomeansinternships.com)
  - Internmatch: [www.Internmatch.com](http://www.Internmatch.com)
  - Experience: [www.Experience.com](http://www.Experience.com)
  - Internships.com: [www.Internships.com](http://www.Internships.com)
- **Quality internships should:**
  - Provide an orientation, training, ongoing mentorship, coaching and regular feedback
  - Relate to your major and allow you to apply your classroom skills to real-life projects
  - Offer meaningful assignments to develop your skills and allow you to achieve your learning objectives
  - Not be “virtual” experiences and provide a place for you to report for work (no more than 20% of your work should be done remotely, outside of your internship site)

# I'm Ready to Start!

## The Step-by-Step Internship Proposal/Approval Process



# Internship Proposal Checklist

After you have obtained your internship, but before beginning to work at your site, you must make an appointment with Bill Leamon in the Career Services Center or Franceska Jones in the Academic Support Center.

Be sure to complete and bring the following to your appointment:

\_\_\_ Internship Agreement Form – Student/Site Information

\_\_\_ Change of Schedule Form

\_\_\_ Job Description

\_\_\_ Learning Objectives Worksheet

\_\_\_ Signatures

**Make sure your Faculty Advisor and Internship Supervisor have reviewed your learning objectives and approved your internship**

\_\_\_ Current Resume

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## Registration Deadlines

Internship registration is done directly with the Internship Coordinators. Once registration is confirmed you will be notified by email and added to the “Internship Master 1” class in Moodle ([www.moodle.ndc.edu](http://www.moodle.ndc.edu)).

**The deadlines to register are as follows:**

**Fall 2019 internship is October 15, 2019**

**Spring 2019 internship is March 15, 2019**

**Summer 2020 internship is Friday, July 15, 2020**



## Tips to Remember When Proposing Your Internship

- You must complete your paperwork before you begin an internship.
- You must register in-person for your internship with Bill Leamon (Franceska Jones if ASC).
- When you register for internship credit hours, you are registering for an academic class, and there are assignments and requirements for your internship just as there would be for any other class you take here at NDC.
- You must complete all required assignments in a timely manner and check Moodle and email daily.
- You can register for 1-6 credit hours based on the number of work hours at your site.

Credit Hours	Hours at Work Site
1*	45
2	90
3	135
4	180
5	225
6	270

- You can do multiple internships, earning up to 6 credits.
- Majors may require 1-3 credit hours for graduation, with 3 being the most common.
- This is an academic class and you will pay for the credits if exceeding 19 credits overall.
- If completing an internship during your final semester, you will need to submit assignments no later than April 15, 2019 to receive your degree at commencement.

**Notre Dame College**  
**Student/Site Information**

**(Students, not Employers, are responsible for completing ALL internship forms)**

**Student Information**

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

NDC Email: \_\_\_\_\_@students.ndc.edu Phone: \_\_\_\_\_

Current Class Year (circle one): Fr / So / Jr / Sr Expected Graduation Date: \_\_\_\_\_

International Student? (circle one): Yes/No

(If yes, you must also get approval from Carl Nolan, the International Student Advisor)

Major(s): \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Semester Registered (circle one): Fall / Spring / Summer

Number of Internship Credits Registered: \_\_\_\_\_

Course Number \_\_\_\_\_

Credit Hours	Hours at Work Site
1	45
2	90
3	135
4	180
5	225
6	270

**Work Site Information**

Projected Beginning and End Dates: \_\_\_\_\_

Number of Weeks: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ Number of Weeks x Hours Per Week = \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Organization/Company Website: \_\_\_\_\_

For-Profit or Non-Profit Organization: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Your Position Title: \_\_\_\_\_

Hourly Rate or Stipend (if applicable): \_\_\_\_\_

**Final Project Due Date:** \_\_\_\_\_

(2 weeks after your last day of work at your internship and/or by end of semester)

# Developing Internship Learning Objectives

## Step 1:

Select 3 Learning Objectives from the following that relate to your internship:

- 1. Communication:** Employers want people who are capable of listening, speaking and writing, accurately interpreting what others are saying and organize and express their thoughts clearly.
- 2. Interpersonal Effectiveness:** Employers usually note whether an employee can relate to co-workers and build relationships with others in the organization.
- 3. Professional Demeanor:** Dependability, integrity honesty, self-confidence and a positive attitude are prized qualities in any profession.
- 4. Teamwork/Collaboration:** In today's work environment, many jobs involve working in one or more groups and employers want someone who can bring out the best in others.
- 5. Analytical/Problem-Solving:** Employers want people who can use creativity, reasoning and past experiences to identify and solve problems effectively.
- 6. Project/Personal/Time Management:** The ability to plan and manage multiple assignments and tasks, set priorities and adapt to changing conditions and work assignments.
- 7. Computer/Technical Literacy:** Although employers expect to provide training on job-specific software, they also expect employees to be proficient with basic computer skills.
- 8. Leadership/Management:** The ability to take charge and manage your co-workers, if required, is a welcome trait employers seek in their employees

## Step 2:

Based on your job description, along with a conversation with your Internship Supervisor, identify the specific job responsibilities and tasks you will be performing in your internship that will allow you to meet the specified Learning Objectives.

**Notre Dame College**  
**Learning Objectives Worksheet**

<b>Learning Objectives</b> What will you learn (from prior page)?	<b>Responsibilities Related to Learning Objectives</b> What will you be doing that will allow you to learn (from job description)?
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	

## Notre Dame College Signatures

As the **STUDENT**, I agree to perform all assigned duties to the best of my ability, satisfactorily meet all requirements of the employer, complete all academic requirements in a timely manner, and abide by the rules, regulations and the policies of Notre Dame College's Internship Program. I understand that once approved, I will provide the Employer with a copy of my learning objectives from which I will be evaluated. I will promptly contact the Internship Coordinator with any questions.

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**Student Signature**

**Date**

As the **FACULTY ADVISOR**, I have informed the student of the academic expectations required during his/her internship. I have reviewed and approve the employer, learning objectives, and job description set forth in this agreement by the student.

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**NDC Faculty Advisor Signature (or email confirmation)**

**Date**

As the **EMPLOYER**, I will provide guidance, mentorship and supervision of the student, evaluate his/her performance in forms provided by the College at the end of the internship experience, and provide the same consideration of health, safety, and working conditions afforded to other employees. I also agree to contact the Internship Coordinator with any concerns or questions.

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**Internship Supervisor Signature (or email confirmation)**

**Date**

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**Supervisor Name and Title (please print)**

As the **INTERNSHIP COORDINATOR** I agree to maintain communication with the employer, the student, and the faculty advisor in an effort to answer questions, resolve potential problems, and otherwise endeavor to make the experience productive and rewarding for both the employer and student. I approve the work site, learning objectives, and job description.

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**NDC Internship Coordinator Signature**

**Date**

**Submit this form to the Internship Coordinator BEFORE you register for Internship hours and BEFORE your first day at your work site.**

**Notre Dame College**  
**Request for Approval of Internship with Current Employer**

**COMPLETE THIS FORM ONLY IF YOU ARE INTERNING WITH  
YOUR CURRENT OR PRIOR EMPLOYER**

If your internship will be completed with your current or prior employer, there are certain additional requirements you must meet to receive approval to begin working:

- You cannot work in the same job position for the internship as you are currently working in with your current employer.
- You must provide a copy of your current/prior job description. This will need to be on your employer's company letterhead and signed by your current supervisor.
- You must also provide a job description for your proposed internship. This, too, must be on your employer's company letterhead, and signed by the supervisor that will be overseeing your internship.
- You must submit this completed form along with your Internship Agreement Form.

**EMPLOYER POSITION VERIFICATION**

\_\_\_\_\_ (Supervisor Name) hereby verify that  
\_\_\_\_\_ (Student Name) will be performing the job  
duties as described in the attached job description and is not the same job description of position  
currently or previously held at our company/organization.

\_\_\_\_\_  
**Student's Original Job Title**

\_\_\_\_\_  
**Student's Internship Job Title**

\_\_\_\_\_  
**Internship Supervisor Name**

\_\_\_\_\_  
**Internship Supervisor Signature**

\_\_\_\_\_  
**Date**



## **CHANGE OF SCHEDULE FORM**

Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Online/WECO Session\_\_\_\_

Full name\_\_\_\_ Student ID#\_\_\_\_

Phone\_\_\_\_ Email\_\_\_\_@students.ndc.edu

Student athlete? (Select one) ☐ Yes ☐ No If yes, specify sport:\_\_\_\_\_

Do you receive VA benefits? (Select one) ☐ Yes ☐ No

If semester hours exceed 19, Overload Approval is required from the Office of Academic Affairs.

Total Max Hours Approved\_\_\_\_ OAA Signature\_\_\_\_

### **COURSE INFORMATION**

Add	Drop	Dept	Number	Section	Course Title	Credits

**Advisor Signature:** \_\_\_\_\_

1. Students with financial aid dropping below full-time status **MUST** check with the Financial Aid Office to determine if dropping below full-time will have any effect on financial aid.

2. Student-Athletes **MUST** obtain signature approval from the Registrar of Athletic Eligibility if dropping a course(s).

**Registrar Signature:** \_\_\_\_\_

3. Veteran Beneficiaries **MUST** notify the certifying official of your change in schedule. Dropped courses may affect benefit level.

By signing this form, you have read and agreed to the policies above:

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

\_\_\_\_\_  
Date

#### **For Office Use Only**

Processed by:\_\_\_\_\_

Processed on:\_\_\_\_\_

Rev.10/2010

## On the Job Responsibilities:

- Your Internship Moodle course will be listed as Internship Master 1. Access [www.moodle.ndc.edu](http://www.moodle.ndc.edu) for your internship assignments.
- Complete and submit all bi-weekly Progress Updates via Moodle rather than at the conclusion of the internship regardless of the billing semester.
- Identify and interview a professional for your Career Related Interview Summary
- Keep a personal journal to help write your final reflection paper. Topics to cover in your journal:
  - What you're learning and experiencing (observations, accomplishments)
  - How it relates to what you've learned in the classroom at NDC
  - How it relates to your learning objectives
  - Other areas you might like to investigate further
  - Any challenges faced or mistakes made and how you corrected them
  - Personal thoughts and conclusions about your experience

## On the Job Tips

### Do:

- Research internship and the company beforehand
- Arrive on time
- Dress appropriately
- Be positive, proactive, professional, a
- Conduct a career-related interview
- Seek a mentor
- Ask questions as often as possible
- Take initiative
- Network
- Listen and observe carefully
- Accept constructive criticism
- Take the job seriously
- Observe confidentiality
- Avoid office politics and gossip
- Leave on a positive note

### Don't:

- Be late
- Dress too casually
- Leave work unfinished
- Wait for your supervisor to realize you need a new task
- Overstep your authority
- Use the telephone or internet for your personal use
- Use your cell phone (texting or calling) during work
- Seem uninterested in the profession
- Be afraid to ask questions



# Internship Progress Update Instructions

**For each Progress Update, you will have to provide the following information:**

1. Name of internship site
2. Dates worked for those 2-weeks (use format month/date/year - month/date/year)
3. Total hours worked for those 2-weeks
4. Do your work assignments match your job description and learning objectives? Yes/No
5. In your opinion, has your supervisor provided the guidance, mentorship, instruction and feedback needed to successfully complete your internship assignments? Yes/No
6. Overall, is your internship experience meeting your expectations? Yes/No
7. If you answered "No," or have any additional comments/concerns, please explain
8. Please list any accomplishments, challenges or mistakes experienced (optional)
9. List and describe any technology that you have used and how it was utilized (optional)
10. List any new or improved skills that you have developed (optional)

## **INSTRUCTIONS FOR SAVING FILLABLE PDF FORMS**

1. Fill out the PDF form (you will have to have a PDF reader installed on your computer, such as Adobe Reader. It is available as a free download)
2. Open the print menu by clicking the printer icon in the top right corner of the screen or right clicking and choosing print from the options.
3. Select one of the following printers:
  - a) Adobe PDF
  - b) Microsoft XPS Document Writer
  - c) Microsoft Office Document Image Writer
  - d) Cute PDF Writer
  - e) Any other printer with a similar name to one of these, i.e. other PDFprinters/writers
4. Hit the print button (the document won't actually print). You'll be given the option to save the document in a different format depending on which printer you selected (for example, if you print to a PDF printer, it will ask you to save the form as a standard PDF file. If you print to the Microsoft XPS Document Writer, it will ask you to save the form as an XPS file)
5. Save the form in the new file format (PDF, XPS, TIFF, etc.) Please save the file as follows:  
Last name.Update1.PDF or XPS or TIFF  
Example: Leamon.Update1.PDF
6. Upload to Moodle.

What to do if you the above steps don't work:

1. Fill out the form
2. Change your view so the entire form is displayed on your screen
3. Take a screenshot of the form by pressing the Alt + PrtScn keys
4. Paste the screenshot in a Word document, text editor, or paint program. Save the file.

# Wrapping It Up

## Your Final Project

So you're nearing completion with your internship and you want to know what to turn in to earn a passing grade. The checklist below highlights the assignments that are required in your final project.

**The due date for your final project will be 2 weeks following the conclusion of your internship or by the end of the semester in which it is registered.**

**For example, if the last date worked is March 14<sup>th</sup>, all components of the final project need to be submitted to Moodle by 11:59pm on March 28<sup>th</sup>.**

- Please note, Moodle cannot reflect individual due dates for each student.
- The Moodle due date listed is actually the semester deadline for grade reporting, not your individual final project due date.
- Certain elements of your Final Project require signatures, so you can scan these signed documents and submit to Moodle.
- Hard copies or emails of your assignments will not be accepted, upload to Moodle.
- **If you are completing an internship during your final semester at NDC, all assignments must be submitted by the following dates to receive your diploma:**

**December 1, 2019 for Fall 2019 commencement**

**April 15, 2020 for Spring 2020 commencement**

**August 15, 2020 for Summer 2020 commencement**

\*Please notify Internship Coordinator ASAP if you experience extenuating circumstances which prohibit the access of Moodle during your internship.

## Final Project Checklist

**All assignments must be uploaded to Moodle within 2 weeks of your last day worked**

- \_\_\_ Completed hours of internship work to satisfy credit agreement
- \_\_\_ Completed progress updates
- \_\_\_ Career-related interview summary
- \_\_\_ Final reflection paper (also send a copy to Faculty Advisor)
- \_\_\_ Student evaluation
- \_\_\_ Internship supervisor evaluation
- \_\_\_ Updated resume including internship experience
- \_\_\_ Meet with Faculty Advisor to discuss internship and career path

# **Career-Related Informational Interview Summary Instructions**

At some point during the course of your internship, conduct one informational interview with a professional person in your career interest area within your major. Reach out to someone who is doing a job that you would like to do in the future. This person must have a college degree, but does not need to be the same degree you will earn.

This interview should not be with your internship supervisor, family member, significant other, current college student, faculty advisor, or member of NDC faculty/staff. It can be done with someone at your internship site; however, it does not have to be within the organization.

Once you have completed your interview, prepare a two-page, typed, double-spaced summary about your interview and submit it via Moodle with your final project.

Goals and guidelines for completing the Career-Related Interview Summary:

- Gain as much perspective from as many different sources as you can by choosing to interview someone in your desired career field other than your internship supervisor, member of your immediate family, your significant other, or NDC student, professor, alum or faculty advisor. This is an opportunity to network and establish a professional relationship with someone in your field of study. After you have interviewed them, send a hand-written thank you note and then invite them to connect on LinkedIn.
- Expand your career knowledge within your major area of interest. If you have difficulty identifying someone to speak with, try asking your supervisor, faculty advisor, or the Internship Coordinator for assistance and referrals.
- This is a summary, not a transcript from your interview; please do not type up each question asked and give the exact response. Summarize the responses, find trends or themes in the responses and relate them back to you. Do their responses change the way you look at this future career?
- Use the following outline as a guide for your interview. There are many other questions you could ask, so feel free to add your own. However, you need to cover the areas of: Job Title and Requirements, Personality and Social Factors, Work Environment, Job Market, and then the Reflection Questions for you based off of the interviewee's responses.
- In the introduction of your summary, include the interviewee's name, job title, and company. In the body of your summary, discuss what you learned from him/her that might help you in the future. Conclude your summary with some ideas about how you plan to apply your new knowledge in the future.

# **Career-Related Informational Interview Outline**

## **JOB TITLE AND REQUIREMENTS**

- What is your job title?
- What is your educational background?
- What were the education or skills requirements for your job?
- What type of on-the-job training did you receive?

## **PERSONALITY AND SOCIAL FACTORS**

- What specific personal characteristics and values would enable a person to do well at your job? Why?

## **WORK ENVIRONMENT**

- Please describe a typical day of work at your job. Are the events of your day variable or more routine?
- Do you work traditional days, weekends, nights or holidays? Is travel required?
- Describe the climate of your workplace. Is it business casual or casual and laid back, is it very formal and structured?
- What do you like about your job? What challenges you?
- What are your least favorite aspects of your job?
- What do you wish you knew about this field before choosing your career path?

## **JOB MARKET**

- How long have you been working at this job?
- What are your career goals in the next 5-10 years?
- What would the general salary range be for your job or an entry level job in this field?
- What advice could you give me as a person interested in entering this field in the near future?
- Why do people leave this job or the field?
- Which professional organizations, journals or websites would you recommend?

## **THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE STUDENT:**

- Which qualifications or job requirements have you met, or will have met upon graduation from NDC?
- Which personal characteristics do you identify with regarding the career?
- What do you like or dislike about the job?
- Would you be comfortable and happy in this work environment?
- Are you still interested in this career? Why?
- What are your career goals and your next steps towards achieving them?

# Final Reflection Paper Instructions and Rubric

Your final reflection paper should synthesize your internship from beginning to end. Use your progress updates or journal to analyze your work experience and highlight the learning objectives you created before you began working. You must submit a satisfactory paper to receive academic credit for your internship. This is your reflection about your experience and not a research paper.

## Your paper must:

- Be at least appropriate length: 3 pages for 1 credit, 4 pages for 2 credits, 5 pages for 3 credits, 6 pages for 4-6 credits.
- The single-spaced header should contain your name and date.
- Be typed and double-spaced with one-inch margins on all sides.
- Be proofread by someone else and free of grammatical and spelling errors.
- Contain a well-written introduction, body, and conclusion.
- Not be filled with fluff and “stretched” by increasing the margins, font or header.
- Contain all of the required information listed in the outline below.

## Follow this outline:

### I. Introduction

- a. Description of your position, department, work site, culture of the organization
- b. Your 3 original learning objectives

### II. Body

- c. How and why did you achieve each learning objective? If you feel you did not achieve them, why not? It's alright if you didn't, just explain why.
- d. How *specifically* did you apply theories, research, and/or concepts learned in courses at NDC during your internship?
- e. What new skills did you learn from your experience (include mistakes)?
- f. How can you apply your new knowledge in the future (in school, work, or your personal life, for example)?
- g. What have you learned about yourself, your knowledge, skills, attitudes, and values?

### III. Conclusion

- h. How was your internship experience? What did you enjoy? What did you dislike? Why?
- i. How has it impacted your feelings about your career choice?

# Final Reflection Paper Rubric

This rubric is a tool for both you and the Internship Coordinator, who will use it to grade your paper. You should use it to make certain you've met all the requirements which ensure a passing grade. If any category is found to be “Unsatisfactory,” you will be asked to revise your paper.

	Satisfactory	Unsatisfactory
Introduction provides necessary background information and descriptions		
Body analyzes the learning experience with regard to original learning objectives		
Body provides sufficient details, specific examples and reflection		
Conclusion provides new insight and closure		
Your reflection is well-organized and focused on the topic		
Meets or exceeds page requirements		
Has been proofread and is free from grammatical, mechanical and usage errors		

# Student Evaluation Form

Student Name: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Total Hours Worked: \_\_\_\_\_ Credit Hours Earned: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Major: \_\_\_\_\_

Please take this evaluation seriously; it is an assessment of not only your performance, but also your work site. It will be used to determine the value of your work experience for future internship students. Check the box which best describes your experience. Upload this document to Moodle.

	Never	Rarely	Sometimes	Usually	Always
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## *Self-Evaluation*

I was dependable and reliable at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I arrived at work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was receptive to learning new things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was accepting and responsive to feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I conducted myself in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I worked to my highest potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I displayed a positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I took initiative in my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was friendly and courteous with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I contributed to the team effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## *Evaluation of Work Site*

My supervisor was available to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My co-workers were helpful and supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I felt prepared for this position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My duties here increased my knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My duties here were relevant to my major	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My duties matched the job description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Do you agree with your supervisor's evaluation of you?**

Strongly Agree

Agree

Disagree

Strongly Disagree

**Would you recommend this work site to another student?** \_\_\_\_\_

**Were you offered continued employment at your site?** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Supervisor Evaluation Form

(**Student:** Be sure to provide your supervisor with this form **at least two weeks prior to the completion of your internship**)

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

Organization/Company: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

**Supervisor:** This evaluation is an assessment of the student's performance, professionalism, and development of knowledge and skills during the Internship. We hope that you share your feedback with the student. The student needs to upload this completed form to Moodle. Thank you!

	Needs Improvement	Average	Above Average	Outstanding	N/A
<i>Personal/Professional Development</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reception to Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reception to Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation with Other Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Skill Development</i>					
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research/Information Retrieval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving/Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Would you be willing supervise another NDC intern in the future?** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_