

SYLLABUS for INTERNSHIP

EMPLOYER CONTACT INFORMATION

Complete form with your information and employer supervisor information. Due in beginning with the Work Agreement and Learning Goals.

INTERNSHIP WORK AGREEMENT

Please review, sign, have your site supervisor review and sign, then return to me (with your Goals) ASAP.

- Note:
- You agree to act professionally and ethically while on the site.
 - The site agrees to give you substantial work-learning experience.
 - You will maintain a daily log or journal, and/or documents to add to a portfolio.
 - The site agrees to give you at least 150 hours of work, which is required for the internship.

LEARNING GOALS (*KEEP A COPY FOR YOURSELF*).

At the beginning of your internship, you are to set 5 learning goals that you plan to achieve during your time at the site. These goals should meet all of the criteria listed, including “agreed upon” between you and your site supervisor. This is to ensure that the goals you set have a good chance of being accomplished while there. It also keeps your supervisor informed so we are all ‘on the same page’. We will review the goals at mid-term to see how you are progressing. *The goals are to be returned to me at the beginning of your internship, along with the Work Agreement. Remember to keep a copy for yourself.*

EVALUATIONS (Mid-Term and Final for both Student and Employer)

MID TERM EVALS *DUE AT 75 HOURS *****

The **Mid-Term Evaluations** are due upon completion of 75 hours of the internship, or at a date previously discussed with you. There is a form for you, and one for the employer (to be completed by your supervisor). A copy will be forwarded to your faculty advisor. The evaluations will be reviewed and a site visit may be scheduled. (***Please remember to list the day/times you work there***)

FINAL EVALS *DUE AT 150 HOURS *****

The **Final Evaluations** are due upon completion of 150 hours, or at a date previously discussed with you (usually one week before the semester ends). Follow the same steps as in the Mid-Term Evaluation section.

We encourage you and your supervisor to be as honest as possible in completing the evaluation forms. These are learning tools for you and give us an idea of how things are going.

JOURNAL

You are required to maintain a journal while working on your internship. You may do this daily or weekly. It should contain an explanation of what you are doing, things you have learned, what processes worked or didn’t work, how you applied something learned in class to the job site, people you met and under what circumstances you met them (remember....it’s all about networking), and your observations in general. They should be typed, not hand-written, when turned in to me. It may be easiest to keep a running Word document, for example.

At mid-term, I will want your journal up to that point. This is an instrument for you to remember the details of your internship that you may forget down the road. Write the journal as a diary to yourself. The second half will be due along with the Final Evaluations.

FINAL REPORT

Answer the four reflective questions completely and to the best of your ability.