

Student Internship Information & Registration

Saint Mary's University Internship Program

Congratulations on deciding to participate in an internship and best wishes as you pursue your goals!

You are embarking on a new experience in your academic career. An internship will offer you a new forum for applying theories and concepts learned in the classroom and developing new skills.

Consider this handbook the required "text" for your internship. Use it as you prepare for your internship and take it with you as a reference when you go.

BENEFITS OF AN INTERNSHIP

An internship gives you the opportunity to:

- Apply classroom knowledge in a workplace environment.
- Gain valuable hands-on work experience.
- Choose specific learning objectives so that you walk away with skills in that field.
- Test personal aptitudes, abilities, and interests in relation to your career choice.
- Achieve personal growth by improving your interpersonal skills, confidence, and decision-making in the work place.
- Develop reference and professional contacts (networking), which may lead to future job offers.
- Gain job search skills.
- Obtain academic credit.
- Receive financial compensation (depending on site).

COURSE 496/497

An Internship is a planned work experience for academic credit supervised by a qualified professional in a real work atmosphere. An internship provides eligible students an opportunity to participate in experiences that enhance academic, professional, and personal development. This experience integrates a student's academic and career interests with "hands-on" work experience.

ELIGIBILITY REQUIREMENTS

In order to participate, students must meet the following eligibility requirements:

- Students must have completed 56 or more semester credit hours (Junior or Senior status).
- Students must have a 2.0 cumulative GPA and a 2.0 major GPA.
- Students must have at least 12 credits completed in their major.
- Students must be enrolled at Saint Mary's at least one year prior to participating in an internship.
- Students must submit an application at least four weeks prior to the start of the internship semester.
- Students must obtain approval from the designated academic department internship supervisor.

CREDIT INFORMATION

Between 1–17 credits can be obtained for an internship. The number of internship credits for which a student registers is based on a number of factors including: departmental curriculum requirements, duration of the internship and the intern's time commitment, a student's concurrent course load, the number of elective credits desired, and credits previously earned through experiential education. Seventeen credits is the maximum a student can earn for any combination of internship and field exploration experiences throughout his/her academic career. Credit is awarded based on the following formula: **45 contact hours = 1 credit hour.**

You are not allowed to start working at your internship site until you have completed the paperwork and registered for academic credit. Any hours worked prior to registration for credit will not be counted as part of your internship.

The credit awarding department determines the number of internship credits applicable to the fulfillment of an academic major and can range from 0–6 credits. The distribution between graded and ungraded internship credits will be as follows unless specific departmental guidelines have been established: three credits graded; remaining credits will be Pass/No Credit.

Students must carry 12 credits to maintain full-time student status while on an internship. In some instances, state regulations governing financial aid mandate that students register for 15 credits.

Absolutely no retroactive credits will be awarded. Internships need to be approved and registered for prior to the start of the internship.

Students may not be placed in internships where members of the immediate family either partially or wholly own the business. In addition, students may not be placed in an internship where a member of the student's immediate family supervises, oversees, or evaluates the student performance during the internship.

Students may not request to register an internship after the midpoint of the semester or summer. Internships are normally limited to one academic term or the summer period. Some special placements require longer time commitments than one term. Should an internship extend longer than the summer or an academic term, additional credit (not to exceed the 17 credit maximum) may be negotiated for the following term if the faculty supervisor approves.

Should early termination of an internship appear necessary, either by the intern or the sponsoring organization, you must give at least two weeks written notice to the site, faculty supervisor, and the Director of Internships. You should remember that all students submit a Learning Contract, signed by the intern, the site supervisor, and the faculty supervisor. This form reflects a commitment to fulfill the prescribed program of internship for the entire period. The commitment should be honored except in extraordinary circumstances.

If the student is involuntarily terminated from his/her internship, the faculty supervisor and department chair will determine if any credit will be awarded after a discussion with the student and site supervisor.

PROGRAM COST AND FEES

Fees for internship credits are the same for course work.

2018-2019 (Summer 2018, Fall 2018, Spring 2019)

*Semester Tuition \$17,250

**Per Credit \$ 1,150

Note: * "Semester tuition" charges apply to any credit load of 12 to 18 credits. .

**The "per credit" charges apply to a credit load of 1 to 11 credits during the academic year, credits added to an existing course load of 18 credits, and to all summer credits.

Refer to the university catalog for other fees that may be assessed while you are off campus (registration/housing confirmation deposits, graduation fee, transcript fee, etc.).

Interns are responsible for all other expenses involved in an internship: telephone, insurance (if required), housing, food, transportation, uniforms, personal expenses, etc. Interns not living on campus or taking SMUMN courses while interning are exempt from the "On-Campus Activity Fee." Students inadvertently charged this fee should contact the Internship Office.

Students are not eligible to register for an internship until the Business Office has cleared prior tuition obligations. Transcripts and/or semester grades cannot be released so long as a balance remains on a student account.

REQUIRED PAPERWORK - All of the required paperwork is available online at www.smumn.edu/internships

INTERNSHIP LEARNING CONTRACT

The Learning Contract serves several functions. Primarily, it is a tool for clarifying expectations (the intern's, the site's, and the school's) related to the internship. The more realistic everyone's expectations are in relation to the internship (especially yours), the greater the chances are that you will be satisfied with your learning experience. Vague descriptions of internship responsibilities and objectives often lead to problems and disillusionment later on.

Internships are also perceived as individualized, self-directed learning experiences. This is your chance to initiate and take charge of your learning; the learning contract reflects your learning plan.

In addition, learning agreements are used for evaluative purposes. Each month in which you intern you are asked to assess your learning according to the objectives you initially established. Moreover, your faculty supervisor often uses your learning objectives and/or your self-assessment in determining your final grade.

Following are the components of an Internship Learning Contract:

Part I: Description of Internship – Once you have secured an internship, you need to understand your responsibilities as an intern, who will serve as your supervisor, and how supervision will be provided, along with information regarding assessment of your performance by your designated supervisor. You should be able to document this prior to beginning your internship.

Part II: Academic Component: Learning Objectives and Activities – You should discuss and refine your learning objectives with your faculty supervisor and review these learning objectives or expectations with your site supervisor.

Each student's Learning Contract will be unique, as it should reflect the knowledge, skills, and outcome that you desire. The Activities section is answered by identifying those job responsibilities, activities, and/or strategies that will help you achieve your learning objectives.

Part III: Evaluating and Grading – This section refers to how you and the school will evaluate the attainments of your objectives. The following methods represent minimum standards used at SMUMN for evaluation:

- Reflection papers
- Midterm and final written evaluations completed by your site supervisor
- On-site evaluation by your faculty supervisor
- Meeting with your faculty supervisor upon completion of your internship
- Completion of any other assignments required by the credit awarding-department/faculty supervisor

Your faculty supervisor will determine final grades.

This learning contract needs to include your signature and the signatures of your faculty supervisor and site supervisor. It is your responsibility to ensure that your site supervisor receives a copy of this form. The original should be submitted to the Internship Office.

INTERNSHIP REGISTRATION

Once you have secured an "approved" internship and have completed the Learning Contract you must complete a special registration form from the Internship Office. Your internship registration requires your signature, the signatures of your faculty supervisor, SMUMN's Director of Internships and the Dean of Student Success. **Please submit the Registration form to the Internship Office after you and your faculty supervisor sign it. We will obtain the other two signatures for you.** The Registrar will send academic term interns verification of their registration. If you do not receive this verification, it is a "red flag" that your registration was not processed. Please contact the Director of Internships in these circumstances.

Please note that NO retroactive credits will be allowed. You must be registered prior to the beginning of your internship.

OFF CAMPUS STUDY AGREEMENT

This form should be read carefully and submitted to the Internship Office with your signature on it prior to the start of your internship.

REFLECTION PAPERS

Saint Mary's University requires that all student interns report and assess their learning throughout the internship period via reflection papers. These papers are sent directly to the Internship Office and reviewed on a monthly basis by the intern's faculty supervisor and the Director of Internships. Reflection Papers do not replace departmental requirements that you have set up with your faculty supervisor. See the attached "Reflection Papers" for detailed information and due dates.

TIMECARD

A timecard must be submitted with each Reflection Paper. The timecard is available at www.smumn.edu/internships

SITE SUPERVISOR'S EVALUATIONS

The Internship Office will contact your site supervisor at the beginning of your internship and ask that he/she evaluate your performance twice a semester, once at the Midterm and again at the conclusion of your internship. The form is online at www.smumn.edu/internships. It is your responsibility to ensure they have submitted the evaluation by the required due date.

STUDENT INTERN PRE AND POST INTERNSHIP STUDENT SELF ASSESSMENTS One survey must be completed before and after your internship. The surveys are available at www.smumn.edu/internships.

OPTIONAL FORMS/SERVICES

HOUSING REQUEST

OFF CAMPUS HOUSING DURING FALL OR SPRING SEMESTER

The housing request form (available in the Residence Life Office) needs to be completed by those students who will be off-campus during an academic term and who desire campus housing for a subsequent term. This form should be submitted directly to the Office of Residence Life. Please refer to the housing assignment guidelines available through the Office of Residence Life for additional information.

ON-CAMPUS HOUSING OPTION FOR SUMMER INTERNSHIPS

You may be eligible for summer housing on Saint Mary's campus provided that your summer internship is within a reasonable commuting distance from the Saint Mary's Winona campus. Costs and restrictions apply. Contact the Career Services & Internships Office for more details if you are interested in learning more about this housing option.

COURSE REGISTRATION FOR A SUBSEQUENT SEMESTER

If you will be off campus for the entire semester you are interning and will need registration materials sent to you, you must complete a Request for Registration Materials Form (available in the Internship Office). As soon as registration materials are given to the Internship Office by the registrar, a university schedule and your academic profile will be forwarded to you at the address/email you provided. Your registration as an intern is not given special consideration should you miss the published deadlines. In other words, your registration "priority" is the same as if you were on campus.

To facilitate your registration, you are encouraged to identify courses you will need to take for a subsequent semester in conjunction with your academic advisor. Identifying one or two alternatives in the case of schedule conflicts is also recommended. Verifications of student registrations will be sent to you.

FINANCIAL AID

Any financial aid you receive is applicable toward expenses associated with an "approved" academic credit internship. If, however, you wish to increase your aid package to accommodate unusual costs (ex. transportation), you must contact the Financial Aid Office to determine your eligibility.

If needed, students should pick up the FAFSA or any other form from the Financial Aid Office before leaving campus. Should these not be available before you leave campus, request that they be forwarded to you.

FORWARDING MAIL

If you are living outside of Winona, the Internship Office will contact the mailroom and arrange to have all of your first class mail forwarded to your permanent address. Campus mail will be sent to you twice per month. If however, you are expecting some important mail and/or wish to receive your mail more frequently, please arrange for a friend/roommate to collect and forward your mail to you. Please inform the Director of Internships that you do not wish us to collect your mail.

BEFORE LEAVING CAMPUS

Be sure to do all the following applicable in your situation.

- Meet with your faculty supervisor to discuss your internship objectives and finalize your registration.
- Confirm the registration of your internship.
- Contact the Office of Residence Life and, if necessary, make arrangements for housing upon your return.
- Confirm billing arrangements with the Business Office.
- Meet with the Financial Aid Office (if you are receiving financial aid). Pick up forms from that office prior to leaving campus for a spring internship.
- Return books to the library before you leave campus!
- Make arrangements for regular communication with your faculty supervisor, which may include an appropriate summer telephone number.
- If you will be off campus during the advising/registration period for a subsequent semester, please consult with the Internship Office about handling your registration and turn in your Request for Registration Materials Form.

LEARNING ABOUT YOUR INTERNSHIP ORGANIZATION

In the first two weeks of your internship, you will want to spend time getting acquainted with your co-workers, the work setting, and your work activities. Work situations vary considerably. However, the following questions suggest the type of information that will help you get orientated more quickly. A general rule to follow when you are not clear about a procedure or who does what is to ASK.

- **Who** does what in your work setting? Who is responsible to whom? Is there an organizational chart to look at? Who are good sources for different types of information? Who makes decisions? What are the important names and telephone numbers you should know? (Make a list)
- **What** are your responsibilities? What specific duties are you expected to do on your own, to do when told, or to monitor regularly; are these consistent with your learning goals? If not, negotiate these tasks with your site supervisor. What are the goals, functions, and services of the office/department and how does this relate to the larger organization?
- **How** does work get done? Do co-workers help one another or is work carried out independently? Are you expected to seek instructions and directions frequently or have your work reviewed as it proceeds?
- **Where** are the important items kept? Where is resource information located? Where are you permitted to go and what areas are off-limits?
- **When** are the critical deadlines? When are the best times to approach certain people? How can you tell when speed is more important than care in your work?
- What are the **office** politics? How can you get along with a diverse group of co-workers who have varying goals, personalities and preferences?
- What are the unwritten codes of **behavior**? Are there office/agency norms about hours, deadlines, dress, and degrees of independence and confidentiality of certain information?

EXPECTED BEHAVIOR

PROFESSIONAL BEHAVIOR

During the term of the internship, you should present yourself as if you were an employee of the sponsoring organization, performing and conducting yourself the same as that expected of any employee. Moreover, since the sponsor has agreed to accept a university student, and since internships can be hard to find, we hope your performance will enable SMUMN students to enjoy this opportunity in the future. Please remember that life in the working world is different from the rhythm of life in college. Vacations and days off in one world will not necessarily be the same in the other. Any time off, vacations, etc. should be negotiated with your work supervisor prior to beginning your internship.

SUPERVISOR'S PERSPECTIVES

Over the years, supervisors have shared their perspectives about "successful" interns and internships. I have compiled a brief list for your review.

- While interning, you are a representative of the sponsoring organization. You must, therefore, abide by the policies, procedures, and calendar of the sponsoring agency. When you begin your internship, make a point of familiarizing yourself with these matters.
- Dress appropriately.
- Expect to work more than the minimum established for your academic credit.
- Your attitude will make or break your internship!
- Maintain your work schedule and always call in for illness or for unavoidable delays.
- Open, honest communication with your supervisor and coworkers is best.
- Don't wait for someone to tell you what to do. Take the initiative and seek out information or tasks if you find yourself with time on your hands.
- Avoid clock watching.
- When you begin your internship, take steps to familiarize yourself with the agency-services, operations, and clientele.
- Focus on improving communication skills (written or oral).
- Don't be afraid to admit you need assistance or guidance.

ON SITE VISITS AND THE HANDLING OF PROBLEMS

Wherever geographically feasible and when staff time allows, on-site visits are made by your faculty supervisor. You will be contacted to arrange a visit. If there are any reasons why such a visit would not be suitable, or if there are things that the staff should know before a visit, please contact the Director of Internships. When on-site visits are not possible, you will be called during the course of the internship to check on your progress and to see if there are any problems that we can help mediate. If problems arise, do not wait for a call. Inform the Director of Internships immediately of any difficulties that you have not been able to resolve. Our office telephone number is (507)-457-6695.

COMPLETING THE INTERNSHIP

CLOSING TIPS

So much effort goes into preparing for internships and succeeding at them that the details involved in concluding the internships experience can be overlooked. Some closing tips:

- If your internship requires you to work with clients or customers, be sure they know in advance when you are leaving and why you are leaving. This is particularly important if you are working with children or others who don't have the slightest notion of what an internship is or why you are on one.
- Bring closure to your other working relationships. Be sure to communicate the appreciation you feel to co-workers, supervisors and others for the attention and care they gave you while you were on the internship.
- Organize your work projects in such a way that someone else can continue them.
- Be sure to ask for advice in updating your resume and for a letter of recommendation from your work supervisor before your return to Saint Mary's University.

GRADES

Your final grade for your internship is determined by your SMUMN faculty internship supervisor. The grade noted on your performance evaluations by your site supervisor is only a recommendation. It is your responsibility to make sure your site supervisor completes the evaluation forms on time and submits them to the Internship Office.

Credit and grades awarded for an internship are based on your "learning" rather than the experience itself. For this reason, it is extremely important that you actively demonstrate what knowledge or skills you have acquired as a result of your internship. Your grade will be based on your logs, the evaluations, the on-site visit, a meeting with your faculty supervisor and the completion of any other assignment required by your department/faculty supervisor.

Best of luck in your internship experience! It is our hope you will return to Saint Mary's University with heightened sense of confidence in your work skills and ability to perform successfully the tasks that lie ahead.



EMPLOYER EVALUATION OF STUDENT INTERN

For your convenience, this form is also available online at www.smumn.edu/interneval

STUDENT: _____ ORGANIZATION: _____

Please check one: _____ **MIDTERM EVALUATION** _____ **FINAL EVALUATION**

Please evaluate the student by placing the appropriate number in the box corresponding to the category listed below. Factors to consider include job duties, corporate intern benchmarks, assignments and expectations, and comparison with other student interns. Please note your comments and examples.

1. Unsatisfactory 2. Improvement needed 3. Satisfactory 4. Above average 5. Excellent

If any criteria are not applicable to this internship experience, please leave response blank.

EVALUATION	RATING	COMMENTS AND EXAMPLES
Ability to Learn <ul style="list-style-type: none"> Asks pertinent and purposeful questions Seeks out and utilizes appropriate resources Accepts responsibility for mistakes and learns from experiences 		
Reading/Writing/Computation Skills <ul style="list-style-type: none"> Reads/comprehends/follows written materials Communicates ideas and concepts clearly in writing Works with mathematical procedures appropriate to the job 		
Listening & Oral Communication Skills <ul style="list-style-type: none"> Listens to others in an active and attentive manner Effectively participates in meetings or group settings Demonstrates effective verbal communication skills 		
Creative Thinking & Problem Solving Skills <ul style="list-style-type: none"> Breaks down complex tasks/problems into manageable pieces Brainstorms/develops options and ideas Demonstrates an analytical capacity 		
Professional & Career Development Skills <ul style="list-style-type: none"> Exhibits self-motivated approach to work Demonstrates ability to set appropriate priorities/goals Exhibits professional behavior and attitude 		
Interpersonal & Teamwork Skills <ul style="list-style-type: none"> Manages and resolves conflict in an effective manner Supports and contributes to a team atmosphere Demonstrates assertive but appropriate behavior 		

Organizational Effectiveness Skills <ul style="list-style-type: none"> • Seeks to understand and support the organization's mission/goals • Fits in with the norms and expectations of the organization • Works within appropriate authority and decision-making channel 		
Basic Work Habits <ul style="list-style-type: none"> • Reports to work as scheduled and on-time • Exhibits a positive and constructive attitude • Dress and appearance are appropriate for this organization 		
Character Attributes <ul style="list-style-type: none"> • Brings a sense of values and integrity to the job • Behaves in an ethical manner • Respects the diversity of co-workers 		
Open Category: Industry Specific Skills Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.		
1.		
2.		
3.		

Would you employ this student in a position related to the internship? ___YES ___NO

Comments:

General Comments:

Overall Performance (if I were to rate the intern at the present time)

Unsatisfactory	Improvement Needed	Satisfactory	Above Average	Excellent
1	2	3	4	5

This assessment was reviewed with the intern on (Month/Day/Year) _____

Site Supervisor's Signature: _____ Date: _____

Title/Position: _____ Phone: _____

Thank you for completing this evaluation. **PLEASE RETURN TO THE INTERNSHIP OFFICE**, Saint Mary's University, 700 Terrace Heights #6, Winona, MN 55987-1399 or FAX TO 507-457-6660

Saint Mary's University requires that all student interns report and assess their learning throughout the internship period via reflection papers. Please note the following things about these reflection questions:

- ❖ These papers should be sent directly to **BOTH** the Internship Office (internships@smumn.edu) and to your faculty supervisor.
- ❖ Submit the dates and hours you worked at your internship site for each reflection period. For your convenience, you can complete the time card located at <http://www.smumn.edu/csi/students/internship-info/> and submit it with your reflection paper.
- ❖ Due dates for these reflection papers are noted below. **Note:** If the due date falls on a weekend, it is due the following Monday.

	Fall Internships	Spring Internships	Summer Internships
Reflection paper #1	September 15	February 1	June 15
Reflection paper #2	October 15	March 1	July 15
Reflection paper #3	November 15	April 1	August 15 (combine questions for #3 and #4)
Reflection paper #4	December 10	May 1	None

- ❖ The papers do not replace any additional departmental requirements that you have set up with your faculty supervisor.
- ❖ NOTE: Any changes to these reflection questions, due dates, etc. must be pre-approved by your faculty advisor and the Internships office.
- ❖ Papers must be typed and should average 2-3 pages.

Reflection Paper #1

1. Make sure you have completed the Internship Pre-Assessment form located at <http://www.smumn.edu/csi/students/internship-info/>
2. Discuss major responsibilities you have had to date. What has surprised you the most at your internship so far?
3. Describe your feelings, attitudes and expectations of your internship up to this point. Give reasons as to why you have these feelings, attitudes and expectations.
4. What are the expectations for your character (how you conduct yourself and decisions you make) and personality (how you behave and interact with others) at your internship site?
5. One of the most essential goals for career success is growing your network (3 out of 4 jobs are found through networking). Identify what your networking goals are for this internship (examples: meet 5 new people in this industry, have a conversation with the President, join a professional network, etc.) and indicate how you plan to accomplish those goals.

6. One of the best ways to learn about people, careers, and industries is by conducting an Informational Interview. For this question:
 - a. Read more about what informational interviews are and how to conduct them by reading the following Resource Guide on Informational Interviews at: (<http://csi.saintmarys.community/wp-content/uploads/sites/33/2015/10/The-Informational-Interview.pdf>)
 - b. Conduct an Informational Interview with someone at your Internship Site. Include who this person is, their title, relationship to you regarding the internship and share what insights you have gained about the company, industry, and the world of work. Briefly share whom this interview was with and what key insights you gained.
7. Are you receiving adequate supervision on-site? Are there any problems requiring our assistance?

Reflection Paper #2

1. Describe the major responsibilities you have had to date, including any new experiences (examples include: new duties, equipment, technology, cultures, populations, etc.). What have been your biggest lessons learned during the first half of your internship experience?
2. How do your daily activities and responsibilities relate to your learning agreement and your expectations about your site? How do they relate to your major? Your intended career path?
3. Complete the "What employers Want" Reflection Sheet (attached) to help identify what ways this internship is helping you develop specific, marketable skills.
4. Oftentimes, an internship can introduce us to people from different ethnic backgrounds/cultures/perspectives than our own. Describe a situation of interactions with people of different backgrounds/cultures/perspectives at your internship site that had a direct impact on your learning.
5. Are there any problems requiring our assistance? Are you receiving adequate supervision on-site?

Reflection Paper #3

1. Have you learned about new jobs or careers while at your internship? If so, what are they and what are your thoughts about them? How has your internship helped define and/or clarify your career goals/career path?
2. What were main goals you presented in your Learning Plan? Briefly discuss your progress toward meeting those goals.
3. What has pushed you outside of your comfort zone? Or, what has been the biggest challenge you encountered to date?
4. What skills/experience have you gained that will help build your resume? (NOTE: be sure to update your resume in light of your internship experience)
5. Grit is a workplace skill and is defined as tenaciously sticking to a goal over a long period of time despite setbacks and failures. Have you faced any setbacks in your internship thus far? If so, describe them and tell how you showed (or will show) resilience and perseverance to overcome the obstacles. For further information on grit, you can read the following article:
<http://www.forbes.com/sites/margaretperlis/2013/10/29/5-characteristics-of-grit-what-it-is-why-you-need-it-and-do-you-have-it/#156a540e1f76>

6. If you have not established a LinkedIn account (or another professional networking site/e-folio that professionals can follow/join), set one up. Set a goal of connecting with as many professionals from your internship site as are appropriate for your career goals and the work setting. For more information about how to set up a LinkedIn profile, go to: <https://www.linkedin.com/pulse/how-create-killer-linkedin-profile-get-you-noticed-bernard-marr>
7. In order to more effectively network, review and revise (or develop) your 30 second commercial, an ideal tool you use to introduce yourself to people in the work world. Include your most recent 30 second commercial here in your reflection paper. For more information on what a 30 second commercial is and how to develop one, go to: <http://www.smumn.edu/csi/students/resumes-and-correspondence/>
8. Are there any problems requiring our assistance? Are you receiving adequate supervision on-site?

Reflection Paper #4

1. In what ways have you been able to apply what you have learned in your academic coursework to your internship? Describe a situation in which you have been able to take previous classroom experiences and apply lessons learned at your internship site.
2. What was the most important thing you learned about yourself?
3. What was your greatest accomplishment or reward?
4. Based upon your internship experience, do you have a stronger sense of self-worth and self-esteem? Explain.
5. What skills or knowledge areas would you like to work on/improve upon that you have identified during your internship experience?
6. Overall, was your internship a worthwhile experience? Explain.
7. Complete the Internship Post-Assessment Form located at: <http://www.smumn.edu/csi/students/internship-info/>

What Employers Want

According to the National Association of College's and Employers (NACE), there is a list of top ten qualities/skills that employers are looking for in employees. To reflect on your experience at your internship site in terms of how it has (or can) develop these marketable skills for you, complete the chart below by answering the two questions in the 2nd and 3rd column regarding each skill in the left hand column. Include specific and concrete examples.

If you type directly into this document, the boxes will expand. Otherwise, feel free to use additional paper

What Qualities/Skills Employers Want	What specific ways have you built this skill during your internship?	If you had no opportunities to develop these skills in your internship, what strategies would help you develop them during the remainder of your intership?
Example: Problem-solving Skills	We had two projects with the same deadline date and I was put in charge of creating the task timelines to ensure we finished both on time.	
Example: Verbal Communications Skills		I have been quiet at the team meetings and should speak up more. Also, I plan to volunteer to make a presentation to the department at next week's staff meeting.
Leadership		
Ability to Work in a Team		
Written Communication Skills		
Problem-Solving Skills		
Strong Work Ethic		
Analytical/ Quantitative Skills		
Technical Skills		
Verbal Communication Skills		
Initiative		
Computer Skills		

INTENT TO INTERN

DATE _____

NAME _____

CAMPUS P.O. _____ CELL PHONE _____

E-MAIL ADDRESS _____

PERMANENT ADDRESS AND HOME PHONE _____

MAJOR _____ YEAR IN COLLEGE (CIRCLE ONE): JR SR

OF CREDITS DESIRED _____ FACULTY SUPERVISOR _____

SEMESTER YOU DESIRE INTERNSHIP _____ 20 _____
(I SEMESTER, II SEMESTER, SUMMER)

CUMULATIVE G.P.A. _____ for _____ credits completed

MAJOR G.P.A. _____ for _____ credits completed

Note: You must have a minimum 2.0 cumulative G.P.A and a minimum 2.0 major G.P.A to be eligible for an internship

Have you completed an internship for credit? If so, what semester(s)?

Do you have an internship site secured already? If so, where?

Fall or Spring Interns: Will you need your campus mail forwarded to another address? If so, provide mailing address below. (This is typically needed if you will not be on campus checking your mail regularly during your internship). Does not apply to summer internships.

Your signature below indicates you have ascertained the cost of academic credits secured through the Internship Program

Student

Date

Revised 4/15/12

SAINT MARY'S UNIVERSITY OF MINNESOTA STUDENT INTERNSHIP AGREEMENT

**STUDENTS MUST SUBMIT THIS COMPLETE FORM TO CAREER SERVICES AND INTERNSHIPS
WHEN REGISTERING FOR AN ACADEMIC INTERNSHIP**

This is a release. Please read carefully

I, _____, am a student at Saint Mary's University of Minnesota (hereafter the "University") and plan to undertake an internship during:

_____ Fall _____ Spring _____ Summer 20 _____

at the following location: _____

I understand that the University does not control the way in which the internship experience and internship site is structured or operated. In granting academic credit for the internship, the University affirms that, to the best of its knowledge, the internship is an appropriate curricular option for me.

I understand that I am responsible to my internship site for work assignments during the internship period.

I understand that as a participant in an internship my work and actions will be a reflection on the University. By signing this agreement, I pledge to deport myself in a manner that reflects favorably on the University. I understand that the University may discipline or dismiss a student for behavior detrimental to the internship or the University. I further understand that a dismissed student will not receive academic credit or a refund of any tuition or fees related to the internship in such an event. If I leave or am expelled from the Program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays, delayed or changed departure or arrival times, fare changes, dishonors of hotels, airline or vehicle rental reservations, missed carrier connections, sickness, injuries, weather, strikes, acts of God, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, bankruptcies of airlines or other service providers, unforeseen causes, and circumstances beyond the University's control. If weather, flight schedules or other uncontrollable factors require me to incur additional hotel, meal, airline, or other expenses, I will be responsible for said expenses. My baggage and personal property are my sole responsibility.

I understand that I must provide sufficient health and accident insurance to cover me during my internship. I further understand that I am responsible for the costs of such insurance and for all expenses not covered by insurance.

I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship.

I understand that the University reserves the right to make cancellations, changes, or substitutions to my internship in cases of emergency or changed conditions. I grant the University the right to take actions necessary to protect my health and safety during the internship and to guard the integrity of the internship experience.

Being fully aware of any and all risks associated with this internship, I agree to assume full responsibility for such risks, including any travel. I do release, waive, forever discharge, and covenant not to sue the University, its Board of Trustees, officers, agents, and employees from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I or my property may suffer from my participation in this internship. This release shall bind members of my family, my estate, my heirs, administrators, personal representatives, or assigns and anyone else who might have a derivative cause of action from any injury to me or my property. I have carefully read this agreement, fully understand its contents, and voluntarily enter into it.

I am at least 18 years of age and fully competent to sign this document.

Student Signature

Date: _____

ON A SEPARATE SHEET OF PAPER, type the following requested information. Attach it to the completed cover page and submit to the Internship Office for the final signature. This **MUST** be done before your internship begins. Keep a copy for your records. If changes occur in your job description and learning goals once your internship begins, a revised learning contract should be completed.

Include the following:

YOUR NAME

TERM AND YEAR OF INTERNSHIP

NAME OF INTERNSHIP ORGANIZATION

PART I. DESCRIPTION OF INTERNSHIP: (Determined by student intern and site supervisor) Describe your role while on your internship. What will your job responsibilities be? Learning opportunities? Describe meetings, projects, and training you plan to be involved with. How frequent and regular will your contact be with your site supervisor? Will there be an evaluation of your work other than that required by SMUMN? If so, what kind? How often?

PART II. ACADEMIC COMPONENT: (Determined by the student intern with the faculty supervisor's assistance)

IN TYPING THE PRESENTATION OF YOUR LEARNING OBJECTIVES AND ACTIVITIES, USE THIS SIMPLE FORMAT:

1. Learning Objective
 - A. Activity
 - B. Activity

LEARNING OBJECTIVES & GOALS - Internship goals or objectives usually describe what you intend to learn through your internship. Be as concrete and specific as you can. Think about the questions and statements below, then formulate several learning objectives for your internship (3 to 6 are usually enough). These objectives are typically academic in nature, i.e. related to your major field of study. Are you looking to **improve or develop skills, expand knowledge** of a specific field, **apply theories or research**? With the agreement of your faculty supervisor, you may also include objectives that relate to your **personal development** and exploration of career options. Are you interested in learning how a particular company, organization or industry works? What skills or techniques do you intend to develop?

ACTIVITIES RELATED TO YOUR OBJECTIVES - Describe the specific process for what you will do to achieve your goals. What activities, duties, and assignments in your work will help you achieve your objectives? Will you undergo training? Will you attend any related conferences or meetings? For some objectives, indefinable things, such as conversations and associations with fellow coworkers may be related to a particular objective. Will any "off the job" activities such as reading, writing, research or field trips be related to any of your objectives? You can use more than one activity to meet each objective.

PART III. EVALUATION & GRADING

Share this learning contract with your site supervisor. The site supervisor will provide a midterm evaluation and final evaluation. These completed evaluations will be shared with your faculty supervisor who utilizes feedback from you (by conversations and monthly logs) and your site supervisor about your performance during your internship to determine a final grade for your internship.

Other than your monthly logs, your site supervisor's midterm and final evaluations and a possible site visit by your faculty supervisor, describe any other type of evaluation that is required of you from your faculty and site supervisor (ex. class presentation, research project, portfolio).

SAMPLES OF PART I AND II FROM VARIOUS MAJORS:

PART I. Description of Internship

(Criminal Justice sample)

As I presently understand my upcoming internship, I will rotate through all aspects of the police department including patrol, training, administration, etc. I will spend two weeks in each section, observing and participating where appropriate. During these weeks, I will be supervised by various officers in the different sections. I expect to receive on the job training by the officer in charge of each section. At the designated points of the internship, I will be evaluated by Captain Michael Jones, using the forms provided by the University. Captain Jones has indicated that he will consult with each of the officers who will be responsible for my activities during my various assignments.

PART II. Academic Component

(Criminal Justice sample)

1. I will learn about the divisions and operations of a law enforcement agency.
 - A. By participating in the two-week training sessions in various divisions.
 - B. By working with experienced officers in different sections.
 - C. By reading relevant materials, as they are made available to me.

(Marketing sample)

1. I will learn how to handle prospective accounts and how to prepare proposals.
 - A. By transcribing call report tapes into the current reporting system and the new software-monitoring program.
 - B. By assisting in the preparation of a major proposal for potential and current clients.

(Human Service sample)

1. I will learn strategies for dealing with negative behaviors and reinforcing positive behaviors.
 - A. By participating in training, observing case managers, role-playing, and practicing skills.

(Psychology sample)

1. I will improve my understanding of family dynamics in dysfunction and healing.
 - A. By interacting with patients, patients' families, and staff.
 - B. By conversations with my site supervisor.

(Public Relations sample)

1. I will learn and practice public relations in writing skills.
 - A. By writing news releases for hospital educational programs and other health and wellness programs.

Learning Plan

Joe Black
Summer 2006
S&S Public Relations

Description of Internship

The roles and responsibilities of my job at S&S are to work with Vice President Julie Mousel on accounts for a variety of different clients. Every client has different objectives. I will work with each client to ascertain those goals and then map out the strategy that will best accomplish the mission. That strategy forms the foundation of all PR efforts. I will also help define a client's brand or company positioning, establishing crisp messages that mold identity, developing different story angles for different publications, matching the message to the medium, and shaping the pitch to sell the story. Clients appear regularly in newspapers, trade publications, business magazines, syndicated columns, online publications, radio, TV, and more.

Academic Component

1. I will learn the practice of Public Relations in dealing with clients and developing media kits.
 - A. I will assist clients in developing media kits that tell a company's story in the most useful manner.
2. I will learn the way public relations handles a trade show.
 - A. I will learn to arrange media appointments at trade shows, press conferences, coverage in daily shows, and nominations for show awards where applicable.
 - B. I will personally escort reporters to clients' booths and facilitate interviews. Result: maximum coverage in minimum time.
3. I will learn the way public relations uses analysts and tours.
 - A. I will learn to demonstrate products, discuss new initiatives and establish relationships with key editors and analysts.

Evaluation

This is the most beneficial part of this experience. I feel the feedback process is extremely important so I am planning to meet with my site supervisor many times during the course of my nearly 40 to 45 hour week. The evaluation forms provided by SMUMN will be used at the midpoint of my internship and upon completion.

OFF CAMPUS STUDY REGISTRATION

Please Print All Information

Last name First name Middle Initial SMUMN ID #

Class Year Major

Fall 20_____ Spring 20_____ Summer 20_____

(\$50 late fee if registration after add/drop period)

INTERNSHIP

Course Code _____ Course # _____ Instructor _____

INTERN: _____
Title of internship; limit to 30 letters/characters; "INTERN:" will be the first part of all internship titles

_____ # of credit(s) for grade (limit of 3) _____ # of credit(s) for P/NC (remainder) _____ start date

FIELD EXPLORATION

Course Code _____ Course # _____ Instructor _____

FIELD EXPL: _____
Title: limit to 27 letters/characters; "FIELD EXPL" will be the first part of all titles

_____ # of credit(s) for grade _____ # of credit(s) for P/NC _____ start date

FOREIGN STUDY

_____ # of credits _____
Location University/program

If teaching abroad course # _____ course title _____

Signature of student date

Signature of SMUMN instructor date

Signature of SMUMN Director of Internships (if an internship or field exploration) date

Signature of SMUMN Dean of Student Success date

Office Use Only: course # _____ course # _____ date entered _____ Late registration fee? ___NO
____YES

Any identifying information is for internal uses only and will not be released without your written consent.