



LAGRANGE
COLLEGE

Internship & Job Shadow Guidebook

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Honor Code

“As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in other.” The honor code is the responsibility of every student, faculty member, and staff member at LaGrange College. All members of the College community are needed to support the enforcement of the Code, which prohibits lying, cheating, or stealing when those actions involve academic processes.

INTERNSHIP OVERVIEW

An internship is a supervised, pre-professional learning experience in which students apply their skills and knowledge in a professional setting. By offering their time, talent and enthusiasm, LaGrange College interns will contribute to an organization's mission and goals while gaining valuable skills for the future and determining whether a particular career path is right for them. An internship has intentional learning goals, supervision, and evaluation.

An internship is not:

- A part-time or full-time job that does not specify career-related learning strategies and objectives
- Unsupervised volunteer experience
- Routine, repetitive clerical tasks
- A work-study position

Goals of an internship:

- Provide students with a full and realistic view of workplace culture and expectations
- Integrate academic preparation with professional challenges
- Build confidence and success through professional experiences
- Encourage professional contact between LaGrange College students and alumni
- Assist students to build professional networks

Academic Credit vs. Non-Academic Credit Internships:

- **Academic Credit:** Students are registered by the Registrar's Office and billed by the Business Office for an internship course. This is treated like any other academic course with required assignments. Students receive a final grade for the course using the requirements listed in this guidebook as well as extra assignments from the grading professor.
- **Non-academic Credit:** Students must register their internships with the Center for Leadership and Career Development to ensure quality of experience; only an internship application form is required.

Unpaid Internships

LaGrange College supports both paid *and* unpaid internships; however, if an internship is unpaid, the following criteria must be met, according to the Fair Labor Standards Act (FLSA):

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment
2. The internship experience is for the benefit of the intern
3. The intern does not displace regular employees, but works under close supervision of existing staff
4. The employer that provides the training derives no immediate advantage from the activities of the intern and on occasion its operations may actually be impeded
5. The intern is not necessarily entitled to a job at the conclusion of the internship
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship

For more information, visit <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.

Liability Insurance

All students registering for an academic internship in an allied health field will be charged a \$25 fee to provide them comprehensive liability insurance coverage. This fee will be included as part of the student bill. Students cannot begin an internship and no credit hours will be issued until the fee is paid.

INTERNSHIP VOCABULARY:

- **Intern:** The student doing a supervised pre-professional learning experience.
- **Internship Site:** The organization or company where the student is doing a supervised pre-professional learning experience.
- **Internship Site Supervisor/Employer:** The **employer** that is supervising the intern at the company or organization where the student is doing the supervised pre-professional learning experience.
- **Grading Professor:** The professor who will be grading the internship. This may be the department head or the student's academic advisor, depending on the department. Consult your advisor to find out who your grading professor would be.

REQUIRED PAPERWORK:

All required paperwork should be submitted to the Center for Leadership and Career Development.

Before the Internship:

- Internship Application, Travel Release, and Emergency Contact Information – pages 6 - 10
Students interested in gaining academic credit for an internship should first work with their academic advisor to complete an internship application. Be sure to obtain *all* required signatures before submitting to the Center for Leadership and Career Development. Due to the Internship Coordinator at least two weeks before the drop/add date of the semester in which you are seeking to complete the internship. If you need help securing placement, you *must* have your application turned in **by the deadlines outlined at the bottom of this page.**

During the Internship:

- Learning Contract – Pages 15 and 16
The student and employer will **work together** to complete Part 1 of the Learning Contract. Signatures are required from the student and the internship site supervisor. Once completed, please upload a completed copy to the designated drop box on Connect.
- Mid-Term Evaluation of Student – Page 17 ***Not applicable to January (Interim) Term internships.**
The employer will complete a mid-term evaluation regarding the student's performance during the first half of his/her internship. Supervisors have the option to either complete an online or a paper evaluation. The online evaluation will be emailed directly from the Center for Leadership and Career Development to your site supervisor. However, you may also share the paper version as an alternative way to submit. Paper evaluations should be sent via email to jwise1@lagrange.edu or faxed to 706-880-8013.
- Weekly Journals – Further instruction provided on Pages 4 and 5
Each week, the student will provide responses to a series of questions reflecting on their work as an intern. Each journal entry will be uploaded **on a weekly basis** to the designated drop boxes on Connect.
- Final Evaluation of Student – Pages 18 and 19
The employer will complete an end-of-the-semester evaluation of the student's performance during his/her internship. Supervisors have the option to either complete an online or a paper evaluation. The online evaluation will be emailed directly from the Center for Leadership and Career Development to your site supervisor. Paper evaluations should be sent via email to jwise1@lagrange.edu or faxed to 706-880-8013.
- Final Self-Evaluation of Student – Pages 20 and 21
The student will complete an end-of-the-semester evaluation of his/herself and the internship experience. The evaluation will be completed online and is due **at the conclusion of the internship.**
- Internship Time Log – Page 21
The student will record his/her work hours each day. This will be uploaded to the designated dropbox on Connect **at the conclusion of the internship.**
- Final Portfolio – Requirements outlined on Pages 5 and 6
The student will collect materials outlined on pages 5 and 6, and upload to the designated drop box on Connect. Please note that the final portfolio may look different for each student; you should speak with your grading professor regarding any unique requirements for your major. The portfolio will be submitted via Connect **at the conclusion of the internship.**

Schedule for LaGrange College Internships by Semester:

| Semester | Months | Weeks | App Deadline* | Midterm | Class Days |
|------------------|----------------------|---------------|----------------------|----------------|-------------------|
| Fall Semester: | September – December | 13 | June 1 | Oct. 12 | 63 |
| January Term: | January | 3 | November 1 | --- | 20 |
| Spring Semester: | February – May | 13 | November 15 | March 17 | 63 |
| Summer: | May – August | Not set by LC | March 1 | - | Not set by LC |

**Only applies to those who need assistance in finding an internship or job shadow opportunity*

Credit Hours and Work Hours

40 hours = 1 credit hour

120 hours = 3 credit hours

240 hours = 6 credit hours

JOURNAL INSTRUCTIONS:

Your journal entries will consist of responding to a set of weekly questions designed to have you reflect on certain aspects of your internship experience and career development. In addition to your responses, each journal entry should include the date and hours you worked. Furthermore, each question should **not** be answered using only one or two sentences. Make sure your responses are clear and provide thorough detail.

In the event that there is a late start to your internship, your first journal entry should responses to the questions missed from previous weeks. All journal entries should be uploaded to Connect.

Weekly Journal #1

- Describe the process of going through your first week as an intern. Who did you get to meet and what are their roles in the office? Would you say that you made a good first impression on everyone there? How so?
- What type of tasks served as your first assignments? Were they challenging? Were you able to complete them without any assistance the first time you tried?

Weekly Journal #2

- Describe how your role as an intern fits within the operations of the organization. In other words, describe how you fit within the organization as a whole. Who do you help and how do you help them? What are the intended outcomes of one of your projects and how does this help the office continue to operate effectively?

Weekly Journal #3

- What does a typical day look like for you? Do you get to sit in on staff meetings? Do you mainly stick with your task list?
- Have you received any constructive criticism? Explain the details if you have and describe how this criticism might have changed your approach.

Weekly Journal #4

- If I asked three of the staff members at your site to use one word to describe you, what three words do you think I would hear? Be sure to cite an example to elaborate further.
- Describe your work style as an intern. Would you say that you are shy and keep to yourself, or are you more personable and willing to approach someone without any hesitance?

Weekly Journal #5

- What has been your main contribution so far? This can be something large or small that has been beneficial to your supervisor or a co-worker.
- How would you describe the culture of the organization? Would you say it is more serious or relaxed? What kind of relationships does everyone with each other? Is this the type of culture you could yourself working within as a career?

Weekly Journal #6

- Tell me about a challenge you have encountered and how you overcame it
- Have you been able to provide any ideas to your site supervisor or someone else that oversees your work on how to improve something? Be sure to provide details.

Weekly Journal #7

- Based on your experience as an intern, would you say that you prefer working in a group or working alone? Explain for us why.
- Review the Learning Objectives that were outlined on your Learning Contract and discuss how you have progressed towards achieving those goals. What new objectives might you be able to create for the last half of your internship?

Weekly Journal #8

- Describe for us what you have learned from your mistakes as an intern.

Weekly Journal #9

- What has been the biggest difficulty you encountered as an intern? What steps have you completed to overcome this difficulty?

Weekly Journal #10

- Would you say you have been able to make a contribution to the organization? Explain how.
- Have you encountered any negative aspects to working in this particular profession? What about some positive aspects? Be sure to elaborate.

Weekly Journal #11

- What has been your favorite part about working at your site? Be sure to provide details.
- Develop 3-5 bullet points that you would put on a résumé describing the responsibilities you have had as an intern.

Weekly Journal #12

- Provide an example of you displaying initiative on the job. Be sure to provide details.
- Reflecting on this experience and previous work experiences, describe your ideal supervisor.

Weekly Journal #13

- Have you had to work with anyone difficult at your site? How have you handled this relationship or this situation? This could be a co-worker or a customer. Be sure to provide details.

FINAL PORTFOLIO REQUIREMENTS:

Internship Portfolio Check List: *This check list only covers what is required by the Center for Leadership and Career Development and not what the grading professor may require of the student. * EVERY DOCUMENT MUST BE TYPED.*

- Cover Page:** Your Name, Internship Site, Position/Job Title, Semester Completed
- Table of contents** with page or section numbers
- Final Reflection:** See below for further instructions
- Work Samples:** Articles, pictures, etc., showing work you completed and value you contributed at your internship
- Extra Assignments may be assigned by grading professor** (please see department requirements below and speak with your grading professor)

Final Reflection (typed):

Your Final Reflection consists of answering the series of questions below. In answering each question, your response should include examples of various experiences you encountered or witnessed as an intern.

- What would you say was most valuable about this internship experience? Be sure to describe any skills and abilities you may have gained.
- What particular insights have you gained into this profession based on your experience as an intern? Be sure to elaborate as much as you can.
- What have you found that it takes to be successful in this type of profession? Be sure to provide an explanation.
- Were you able to make any connections between your work as an intern and what you have learned in the classroom? Please explain.

Work Samples:

- Samples of your internship work may include but not be limited to: reports, brochures, agendas, proposals, photographs, newsletters, certificates, newspaper articles, and thank-you notes.
- Note that you may need permission from the internship site to include certain materials pertaining to the site. Talk with your supervisor about how confidentiality might play a role here, and reach out to the Career Development Center for any support you may need.

DEPARTMENT REQUIREMENTS:

The Center for Leadership and Career Development cannot guarantee that this list is all-inclusive. It is the student's responsibility to contact his/her academic advisor before Mid-Terms to clarify all requirements.

- **Art and Design:** **Examples of works completed at the internship site must be included with your final portfolio.** They can be turned in by CD, thumb drive, web-site, or emailed in a PDF document.
- **Business/Accounting Majors:** **Instead of a Portfolio,** required weekly journals must be submitted via e-mail to your internship faculty advisor along with a minimum 1500-word essay.
- **Latin American Studies/Languages:** You are required to submit the Final Portfolio as well as **an additional paper** answering questions given by your grading professor.
- **Women's Studies:** You are required to submit the Final Portfolio as well as **an additional paper** answering questions given by your grading professor.
- **Biology Majors:** If you are taking BIOL 4496, you are required to submit **a research paper** with your final portfolio. You will need to meet with your grading professor to determine if you will also be required to give a presentation.
- **CHIP Program:** Once you have been accepted into the CHIP Program, you must complete the initial CDC paperwork (Application, Travel Release, and Emergency Contact forms) in order to be registered for the appropriate course; then, you need only fulfill the **requirements set forth by the CHIP program for grading.** See their website, <http://www.umcwchip.org/application/>, and speak with Dr. Tures for more information.
- **History Majors:** In addition to the CDC requirements, you will also need to complete a **History Department Internship Application, a midterm report, and a final presentation.** The final portfolio must include a **final site report.**

GRADING:

You will be graded by the grading professor of your internship. If you are unsure who your grading professor is, speak with your academic advisor.

The following criteria are utilized in determining your grade:

- The evaluations from your Internship Supervisor
- The comparison of your self-evaluation and that of your Internship Supervisor
- Internship Time Log
- The quality of your Final Portfolio
- Responsiveness to your Grading Professor – **It is the student's responsibility to determine if the grading professor requires weekly check-ins from their mentees (these check-ins can be done through emails or phone calls or may be in-person meetings).**

Individual academic departments may have additional requirements. Please see information below about your department.



- Department: _____
- Term: _____
- Semester Hours: _____

Center for Leadership and Career Development – Internship Registration Form

STUDENT INFORMATION

First Name: _____ Last Name: _____ Middle Initial: _____

LC ID: _____ Cell Phone: () _____ Email: _____

Permanent Address: _____ City: _____ State: _____ Zip: _____

Citizenship Status (check one): USA Permanent Resident Student Visa (Type: _____)

ACADEMIC INFORMATION

Anticipated Graduation: _____ Major: _____ Minor (If any): _____

Academic Advisor: _____ Grading Professor: _____

Class Standing: _____ Cumulative GPA: _____ Previous Semester GPA: _____

Have you had an internship before? Yes; if so, semester completed _____ No

Total number of credit hours registered during semester in which the internship will take place (including internship hours): _____

Advisors, please note and discuss any possible implications (financial aid, tuition, progress toward graduation) if the student does not successfully complete his or her internship.

CREDIT INFORMATION (please print)

If you have not already secured an internship, please detail the type of position desired: _____

Term completing the internship: Fall 20 _____ Spring 20 _____ Summer 20 _____ January Term 20 _____

Credit hours you wish to receive: _____ Conversion: 40 hours of work = 1 credit hour

Have you already secured an internship? Yes; if so, with what organization? _____ No

Address: _____ City: _____ State: _____ Zip: _____

Internship Site Supervisor: _____

Supervisor Phone: () _____ Email Address: _____

Student Signature: _____ Date: _____

Advisor Signature, please print name and sign: _____ Date: _____

Grading Professor (if different than advisor), please print name and sign: _____ Date: _____

Internship Coordinator: _____ Date: _____

Once completed **with required signatures**, please submit to the Internship Coordinator, Jacob Wise, in the Center for Leadership and Career Development.

RELEASE OF LIABILITY FOR INTERNSHIPS:

I understand and agree that LaGrange College, including its administration, faculty and staff, officers, trustees, employees, agents, members, volunteers, and all other involved individuals, shall not assume or have any responsibility or liability for expenses, medical treatment or compensation, for any provider negligence or injury I may suffer during, or resulting from, my participation in the College's internship program.

I do hereby, for myself, my spouse, my heirs, executors and administrators, waive, release and forever discharge any and all rights and claims for damages that I may have, or that I may hereafter accrue, arising from, or in any way connected with, my participation in this program.

(Student)

(Date)

*** Can be witnessed by anyone

AUTHORIZATION TO RELEASE STUDENT/ GRADUATE INFORMATION

I hereby authorize the LaGrange College Career Development Office to release to prospective employers, on my behalf, my documents relevant to employment which includes my résumé(s) saved to the Career Development server and other such information contained in my educational records as is necessary to aid employers in assessing my potential for employment.

I understand that this information will be disclosed to those persons with the employer's organization who have been determined by the organization to have a need to know. I understand that this is being released Pursuant to Section 438(B)4(B) of the Family Education Rights and Privacy Act of 1974.

Signature (can be signed electronically)

Date signed

Printed Name

RELEASE/INDEMNIFICATION AGREEMENT

This Agreement is made the day and year of the undersigned's signature below, by and between the undersigned and LaGrange College (hereinafter the "College"). All releases, indemnifications, and other benefits hereunder for the benefit of the College shall also be deemed to apply to all trustees, faculty, employees, agents, and officers of the College, and to all persons acting in concert with the College as to the matters addressed herein. Therefore, in consideration of the College permitting the undersigned to participate in the Activities, as herein defined, IT IS AGREED AS FOLLOWS:

1. The Activities shall include, without limitation, all curricular, extra-curricular, athletic, and travel programs offered by or in connection with the College. The Activities shall include any activity or program that the undersigned participates in, whether such participation is required by the College or voluntary on the part of the participant and whether such participation is by the undersigned in his/her capacity as a student, trustee, employee, agent, officer, alumni, or associate of the College, including those circumstances where the undersigned has no prior relationship with the College other than the undersigned participation in the Activities.
2. The College is relieved by the undersigned of all liabilities for any and all accidents, actions, or events that might occur as a result of the undersigned's activities and participation in the Activities and any matters relating or incident thereto. It is the intention of the undersigned to make this an enforceable contractual waiver of liability for any and all consequences of the undersigned's participation and activity in the Activities or in conjunction with any other activities or programs in connection with the College. The undersigned intends this waiver to be interpreted as broadly as the law allows.
3. The undersigned acknowledges that College has revealed to the undersigned all risks of harm associated with the undersigned's proposed activities during the Activities or in connection therewith of which the College has knowledge or could be expected to have knowledge. Both the potential risks of harm and the gravity of those potential risks are recognized by the undersigned. The undersigned voluntarily and explicitly assumes the risks involved in his/her participation in the Activities and related activities and programs of the College. In this regard, the undersigned acknowledges that he/she has actual knowledge of the dangers associated with such proposed activities. The undersigned understands and appreciates these risks and voluntarily agrees to expose himself/herself to those risks. The undersigned represents that he/she has received sufficient training, education, and other information, so that he/she is capable of participating in the Activities and of participating in the proposed programs and activities incident thereto.
4. The undersigned agrees to indemnify the College against and hold the College harmless from any and all claims, demands, liabilities, lawsuits, and expense for or on account of any injury, to any person, or any death at any time resulting from such injury to any person, or any damage to any property, which may arise (or may be alleged to have arisen) out of or in connection with the undersigned's participation in the Activities and related activities and programs of the College, even though such injury, death, or damage may be (or may be alleged to be) attributable partially to the negligence or other fault on the part of the College. In the event that the College is sued or prosecuted by any person for or on account of any activity, injury, death, or damage that is attributable in whole or in part to the negligence or other fault of the undersigned, the undersigned agrees to compensate the College for its reasonable attorney's fees incurred in the defense of any such lawsuit or prosecution.
5. The undersigned represents and warrants that he/she is presently covered under policies of insurance or has other personal resources sufficient to cover the costs associated with any health care needs of the undersigned and further represents and warrants that he/she is presently covered under policies of liability insurance or has other personal resources sufficient to cover any liabilities or damages owing to any other person on account of the personal negligence or other fault of the undersigned. The undersigned acknowledges that the College will not provide insurance or other liability coverage for the undersigned.

Initials: _____

Date: _____

6. The undersigned authorizes the College to seek and obtain medical care and services for the undersigned, should the undersigned become unable to seek medical treatment. The undersigned agrees to be financially responsible for the cost of such treatment and hold the College harmless for such cost and care. The undersigned shall provide the College with a list of any medications the undersigned is taking during any travel program or activity and any relevant medical conditions affecting the undersigned.

7. The undersigned acknowledges that all programs and activities conducted by the College, including the Activities, are carried out for the betterment and education of all the participants. To that end the undersigned agrees that should the College decide that the conduct of the undersigned is detrimental to the Activities or any program or that the conduct of the undersigned is presenting a safety hazard for the Activities or the other participants, the College may direct the undersigned to leave and return to the campus of the College or the home of the undersigned, at the undersigned's expense. The undersigned agrees that his/her participation in the Activities and other programs of the College requires that the undersigned be responsible for his/her actions.

8. In the event any of the Activities involve travel, the undersigned acknowledges that it is the responsibility of the undersigned to obtain all the necessary travel documents (passports and visas) required to enter or connect through all the countries on any travel program. If the undersigned is not a U.S citizen, it is the undersigned's sole responsibility to obtain all documents required to re-enter the United States.

9. This agreement is governed by the laws of the State of Georgia, regardless of the location of any of the Activities, and any dispute arising between the undersigned and the College shall be determined by the Superior Court of Troup County, Georgia, to which jurisdiction and venue the undersigned specifically consents. This agreement will be binding upon and inure to the benefit of the parties as well as their heirs, successors, and assigns.

THE UNDERSIGNED HAS READ AND CONSIDERED EVERY PROVISION OF THIS AGREEMENT (CONSISTING OF TWO PAGES AND NINE NUMBERED PARAGRAPHS) AND HAS HAD THE OPPORTUNITY (WHETHER EXERCISED OR NOT) TO REVIEW THIS DOCUMENT WITH COUNSEL. THE UNDERSIGNED REALIZES THAT THE COLLEGE WILL RELY UPON THIS DOCUMENT IN PERMITTING THE UNDERSIGNED TO BE PRESENT AND PARTICIPATE IN THE ACTIVITIES AND THE ACTIVITIES AND PROGRAMS RELATED THERETO, AND THE UNDERSIGNED EXECUTES THIS DOCUMENT AS AN INDUCEMENT TO THE COLLEGE. (IN THE EVENT THE UNDERSIGNED IS A MINOR, THE PARENT/GUARDIAN OF THE UNDERSIGNED CONSENTS TO THE TERMS OF THIS AGREEMENT ON BEHALF OF THE UNDERSIGNED AND THE PARENT/GUARDIAN AGREES TO GUARANTY ALL OBLIGATIONS OF THE UNDERSIGNED.)

Executed in the presence of:

Witness Signature

Witness Printed Name

Signature: _____

Date: _____

Printed Name: _____

Address: _____

If applicable,
Parent/Guardian

Signature: _____

Printed name: _____

LaGrange College Travel
Emergency Medical and Contact Information

(This form will remain confidential with the Instructor and College Administration)
PLEASE PRINT CLEARLY

Interim Year: _____ **Course Number/Title:** _____

FULL NAME: _____

PERMANENT ADDRESS: _____

PHONE E-MAIL ADDRESS: _____

SOCIAL SECURITY NUMBER (*for non-students only*): _____

PASSPORT NUMBER (*for international travel only*): _____

DATE OF BIRTH: _____

IN CASE OF EMERGENCY, CONTACT (NAME, ADDRESS, AND RELATIONSHIP):

DAYTIME/EVENING PHONES OF CONTACT: _____

OTHER INFO (CELL PHONE, E-MAIL OF CONTACT):

PRIMARY PHYSICIAN: _____

LOCATED IN: _____ PHONE: _____

INSURANCE COMPANY: _____

INSURANCE PHONE POLICY NO.: _____

Do you have any allergies (food, drugs, environmental)? Explain.

Do you have any physical limitations that may prohibit you from fully participating in our trip's activities? If so, please explain.

Are you currently under professional care for any medical or psychological conditions? Please specify.
List any prescribed medications you are currently taking.

EXPECTATIONS OF THE EMPLOYER:

- ***What will the intern do?*** Be as specific as possible in regards to projects and tasks to be completed, committees or meetings the student can join/observe, etc. While most interns will spend a portion of their time on clerical work, it is expected that the majority of their time be spent on professional work – not administrative.
- ***Who will supervise the intern?*** A professional staff member (non-clerical) should be chosen to serve as a supervisor for the intern. This person will be the contact for the intern's college, provide leadership and direction for the intern, and evaluate the intern throughout the experience. Choose someone who is committed to teaching and mentoring a new professional and has the time to do so.
- ***What qualifications and competencies do you want the intern to have?*** Consider key skill areas you will need this intern to gain in order to be prepared for a future career within the field. These skill areas can include technical/computer skills, communication skills, teamwork, etc.
- ***What type of programmatic options can you offer an intern?*** Decide how the intern will be trained and who in the organization will be involved. Try to find ways for the intern to interact with other staff in the department and other departments in the organization. Seek ways to assimilate them into the organization – lunches with executives, attending/observing meetings, shadowing sales calls, etc. Remember, a good intern experience will reap positive word of mouth on campus, while a negative experience can make it more difficult for you to recruit future interns or permanent hires.
- ***What academic responsibilities will the intern need help completing?*** Interns will be required to fulfill a series of assignments in order to earn academic credit for their field experience. These assignments include a Learning Contract, daily or weekly journals, a reflection on the experience, and a time log. In addition, interns will also need to submit a mid-term and final performance evaluation as well. The site supervisor will need to complete the required performance evaluation forms and also assist the intern in completing the Learning Contract, which outlines the intern's goals and objectives for the internship experience.

SUPERVISORY EXPECTATIONS

By signing below, you, ***as the internship site supervisor***, acknowledge that you have read and agree to abide by the provisions contained in the Internship Handbook.

Name (please print): _____

Signature: _____

Date: _____

INDEMNIFICATION

Site supervisors agree to hold LaGrange College, its officers, and employees harmless for damages caused by the intern which are not the proximate cause of the institution.

Name (please print): _____

Signature: _____

Date: _____

MANAGING INTERNS:

Because interns are part employee/part student, managing them requires special attention. The same care and orientation should be given an intern as a permanent hire. Remember that not only are these students new employees in your organization, this internship may be among their first professional experiences. Below is a list of helpful tips that assist with an intern's transition into the organization.

- ***Orientation.*** Take time the first day to orient the intern to the office, introducing him/her to other staff members and providing an overview of the organization hierarchy. It is helpful to identify particular staff members the interns should go to for help with office procedures and other questions if their supervisor is not available. Even simple gestures like pointing out the restroom and break room will make the intern feel welcome.
- ***Company information.*** A good first step in helping the intern understand the organization is to supply information in the form of websites, manuals, newsletters and other literature that will help the intern understand the organization and industry in which they now work. Be sure to help the intern acclimate to corporate culture as quickly as possible.
- ***Expectations.*** During the first week, discuss your expectations of the student's performance and his/her expectations of the internship experience. Write down these expectations and review them on a regular basis. Having an open discussion about these items at the beginning of the experience will help both parties stay on track and will result in a more positive experience.
- ***Direction.*** In addition to a well-written position description, an intern will need very clear instructions on tasks to be completed (especially at first). Help the intern learn by giving background behind a particular project, teaching him about the purpose of the project, and inviting his questions. Assigning the right amount and type of work is a challenging part of supervising an intern. Be sure to provide challenging projects from the beginning; interns that are underutilized often feel unneeded. Watch for signs that they are confused or bored – they might not verbalize their concerns.
- ***Feedback.*** Interns need feedback regarding their efforts on a project basis as well as midway through and at the conclusion of the internship. As with any evaluation, make sure you point out both positive elements of the intern's work and points that can be improved upon. Give the intern time to ask questions and clarify expectations. Having at least one evaluation in writing will provide quantitative feedback and help with your record keeping. Consider requiring the intern to evaluate his internship experience so you can make internal changes to your program.

Center for Leadership and Career Development – Learning Contract

STUDENT INFORMATION

First Name: _____ Last Name: _____ LC ID: _____

Cell Phone: _____ Email Address: _____

INTERNSHIP SITE INFORMATION

Name of Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Internship Site Supervisor: _____

Phone: () _____ Email Address: _____

Additional Internship Supervisors (list both the name and email address):

CREDIT HOURS

Number of internship credits for which you registered: _____ Number of site hours required (credits X 40 hrs) = _____

Starting date of internship: _____ Proposed ending date: _____

PART 1: THE INTERNSHIP

- A. OVERVIEW:** This section will outline the various career-related details of your internship experience. **The areas below need to be completed in consultation with your site supervisor.**
- B. FUNCTIONAL AREAS:** Functional areas are described as the key components that a particular job or profession contains. Examples could include: marketing, graphic design, fundraising, information management, program administration, event planning, etc. List 3-5 functional areas that describe your internship below:
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- C. JOB DESCRIPTION:** Briefly describe what your responsibilities will be as an intern. Identify the duties and projects you will undertake, teams with whom you will work, products or services you will provide, clients/patrons you will serve, etc. **List between 3-5 responsibilities below.** Examples could include: assist in managing work documentation, design graphics and logos for local companies, create and distribute advertising materials, etc.

1. _____

2. _____

3. _____

4. _____

5. _____

D. LEARNING OBJECTIVES: What are you seeking to learn through this experience? What abilities, skills, and knowledge do you intend to develop or enhance as an intern? Write **at least three** learning objectives; be specific and use concrete, measurable terms.

1. _____
2. _____
3. _____
4. _____
5. _____

E. SUPERVISION: Describe the supervision that will be provided at your internship site. What instruction, assistance, guidance, and consultation will you receive? From whom? Will there be regularly scheduled supervisory sessions?

PART 2: COMPENSATION

Will you receive any financial compensation? Yes No

If yes, please describe the financial compensation. _____

The signatures of the undersigned indicate that the above agreements have been reviewed and approved. The intern acknowledges personal responsibility for the internship commitment and agrees to perform the internship duties in a professional and ethical manner. This contract may be terminated or amended only by consensus and written agreement of student, grading professor, internship supervisor, and Internship Coordinator in the Center for Leadership and Career Development.

Student: _____

Date: _____

Internship Site Supervisor: _____

Date: _____

Mid-Term Evaluation of Student

Employers, please fill out the following evaluation and submit to the Center for Leadership and Career Development.

Student: _____ **Internship Site Supervisor:** _____

Company: _____ **Date of Evaluation:** _____

Utilize the scale below to rate your intern on a scale of 1 – 5 in each of the following categories. Please also provide specific comments on the strengths and weakness of the intern.

5-Excellent 4-Good 3 - Acceptable 2-Weak 1-Extremely Poor

Professionalism

| | | | | | | |
|--|---|---|---|---|---|-----|
| Dressing Appropriately | 5 | 4 | 3 | 2 | 1 | N/A |
| Punctuality and Dependability | 5 | 4 | 3 | 2 | 1 | N/A |
| Taking appropriate initiative | 5 | 4 | 3 | 2 | 1 | N/A |
| Following work assignments through to completion | 5 | 4 | 3 | 2 | 1 | N/A |
| Managing time and meeting deadlines | 5 | 4 | 3 | 2 | 1 | N/A |
| Attention to detail | 5 | 4 | 3 | 2 | 1 | N/A |
| Following instructions | 5 | 4 | 3 | 2 | 1 | N/A |

Attitude

| | | | | | | |
|--|---|---|---|---|---|-----|
| Desire to learn | 5 | 4 | 3 | 2 | 1 | N/A |
| Accepting criticism in a positive manner | 5 | 4 | 3 | 2 | 1 | N/A |
| Courtesy to customers and co-workers | 5 | 4 | 3 | 2 | 1 | N/A |
| Flexibility | 5 | 4 | 3 | 2 | 1 | N/A |
| Coping with unexpected problems | 5 | 4 | 3 | 2 | 1 | N/A |
| Embracing diversity | 5 | 4 | 3 | 2 | 1 | N/A |
| Ethical behavior | 5 | 4 | 3 | 2 | 1 | N/A |

Skills

| | | | | | | |
|---|---|---|---|---|---|-----|
| Demonstrating specific knowledge necessary for the job | 5 | 4 | 3 | 2 | 1 | N/A |
| Communicating effectively with customers and co-workers | 5 | 4 | 3 | 2 | 1 | N/A |
| Demonstrating team working ability | 5 | 4 | 3 | 2 | 1 | N/A |
| Critical thinking | 5 | 4 | 3 | 2 | 1 | N/A |
| Problem solving | 5 | 4 | 3 | 2 | 1 | N/A |
| Knowledge of appropriate technology | 5 | 4 | 3 | 2 | 1 | N/A |

Employer

| | | | | | | |
|---|-----|----|-------|---|---|-----|
| How does this student compare with other interns you have had? | 5 | 4 | 3 | 2 | 1 | N/A |
| So far: Would you hire this student if you had a position available? If no, please use comments section | Yes | No | Maybe | | | |

May we share this evaluation with the student? ___ yes ___ no

Comments: _____

Internship Site Supervisor Signature: _____ *Date:* _____

Final Evaluation of Student

Employers, please fill out the following evaluation and submit to the Center for Leadership and Career Development.

Student: _____ **Internship Site Supervisor:** _____

Company: _____ **Date of Evaluation:** _____

Utilize the scale below to rate your intern on a scale of 1 – 5 in each of the following categories. Please also provide specific comments on the strengths and weakness of the intern.

5-Excellent 4-Good 3 - Acceptable 2-Weak 1-Extremely Poor

Professionalism

| | | | | | | |
|--|---|---|---|---|---|-----|
| Dressing Appropriately | 5 | 4 | 3 | 2 | 1 | N/A |
| Punctuality and Dependability | 5 | 4 | 3 | 2 | 1 | N/A |
| Taking appropriate initiative | 5 | 4 | 3 | 2 | 1 | N/A |
| Following work assignments through to completion | 5 | 4 | 3 | 2 | 1 | N/A |
| Managing time and meeting deadlines | 5 | 4 | 3 | 2 | 1 | N/A |
| Attention to detail | 5 | 4 | 3 | 2 | 1 | N/A |
| Following instructions | 5 | 4 | 3 | 2 | 1 | N/A |

Attitude

| | | | | | | |
|--|---|---|---|---|---|-----|
| Desire to learn | 5 | 4 | 3 | 2 | 1 | N/A |
| Accepting criticism in a positive manner | 5 | 4 | 3 | 2 | 1 | N/A |
| Courtesy to customers and co-workers | 5 | 4 | 3 | 2 | 1 | N/A |
| Flexibility | 5 | 4 | 3 | 2 | 1 | N/A |
| Coping with unexpected problems | 5 | 4 | 3 | 2 | 1 | N/A |
| Embracing diversity | 5 | 4 | 3 | 2 | 1 | N/A |
| Ethical behavior | 5 | 4 | 3 | 2 | 1 | N/A |

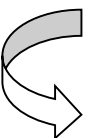
Skills

| | | | | | | |
|---|---|---|---|---|---|-----|
| Demonstrating specific knowledge necessary for the job | 5 | 4 | 3 | 2 | 1 | N/A |
| Communicating effectively with customers and co-workers | 5 | 4 | 3 | 2 | 1 | N/A |
| Demonstrating team working ability | 5 | 4 | 3 | 2 | 1 | N/A |
| Critical thinking | 5 | 4 | 3 | 2 | 1 | N/A |
| Problem solving | 5 | 4 | 3 | 2 | 1 | N/A |
| Knowledge of appropriate technology | 5 | 4 | 3 | 2 | 1 | N/A |

Employer

| | | | | | | |
|---|-----|----|-------|---|---|-----|
| How does this student compare with other interns you have had? | 5 | 4 | 3 | 2 | 1 | N/A |
| Would you hire this student if you had a position available? If no/maybe, please use comments section to explain. | Yes | No | Maybe | | | |
| Would you recommend this student to another company? If no/maybe, please use comments section to explain. | Yes | No | Maybe | | | |

Comments: _____





From the list below (adapted from the *National Association of Colleges and Employers*), please select 1-5 attributes you believe are the student's greatest strengths:

- | | |
|---|--|
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Flexibility/adaptability |
| <input type="checkbox"/> Ability to work in a team | <input type="checkbox"/> Interpersonal skills |
| <input type="checkbox"/> Written communication skills | <input type="checkbox"/> Detail-oriented |
| <input type="checkbox"/> Problem-solving skills | <input type="checkbox"/> Organizational ability |
| <input type="checkbox"/> Verbal communication skills | <input type="checkbox"/> Strategic planning skills |
| <input type="checkbox"/> Strong work ethic | <input type="checkbox"/> Entrepreneurial skills/risk-taker |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Technical Skills |
| <input type="checkbox"/> Analytical/quantitative skills | <input type="checkbox"/> Creativity |

None of the above

Comments: _____

From the list below (adapted from the *National Association of Colleges and Employers*), please select 1-5 attributes you believe are the student's greatest areas for improvement:

- | | |
|---|--|
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Flexibility/adaptability |
| <input type="checkbox"/> Ability to work in a team | <input type="checkbox"/> Interpersonal skills |
| <input type="checkbox"/> Written communication skills | <input type="checkbox"/> Detail-oriented |
| <input type="checkbox"/> Problem-solving skills | <input type="checkbox"/> Organizational ability |
| <input type="checkbox"/> Verbal communication skills | <input type="checkbox"/> Strategic planning skills |
| <input type="checkbox"/> Strong work ethic | <input type="checkbox"/> Entrepreneurial skills/risk-taker |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Technical Skills |
| <input type="checkbox"/> Analytical/quantitative skills | <input type="checkbox"/> Creativity |

None of the above

Comments: _____

What can the Center for Leadership and Career Development do to improve the Internship Process?

General Comments and Suggestions:

May we share this evaluation with the student? ___ yes ___ no

Internship Site Supervisor: _____

Date: _____

Final Self-Evaluation of Student

Students, please fill out the following evaluation and submit to the Career Development Center.

Student: _____ Internship Site Supervisor: _____

Company: _____ Date of Evaluation: _____

Utilize the scale below to rate yourself and your experience at the internship site.

5-Excellent 4-Good 3 - Acceptable 2-Weak 1-Extremely Poor

Professionalism

| | | | | | | |
|--|---|---|---|---|---|-----|
| Dressing Appropriately | 5 | 4 | 3 | 2 | 1 | N/A |
| Punctuality and Dependability | 5 | 4 | 3 | 2 | 1 | N/A |
| Taking appropriate initiative | 5 | 4 | 3 | 2 | 1 | N/A |
| Following work assignments through to completion | 5 | 4 | 3 | 2 | 1 | N/A |
| Managing time and meeting deadlines | 5 | 4 | 3 | 2 | 1 | N/A |
| Attention to detail | 5 | 4 | 3 | 2 | 1 | N/A |
| Following instructions | 5 | 4 | 3 | 2 | 1 | N/A |

Attitude

| | | | | | | |
|--|---|---|---|---|---|-----|
| Desire to learn | 5 | 4 | 3 | 2 | 1 | N/A |
| Accepting criticism in a positive manner | 5 | 4 | 3 | 2 | 1 | N/A |
| Courtesy to customers and co-workers | 5 | 4 | 3 | 2 | 1 | N/A |
| Flexibility | 5 | 4 | 3 | 2 | 1 | N/A |
| Coping with unexpected problems | 5 | 4 | 3 | 2 | 1 | N/A |
| Embracing diversity | 5 | 4 | 3 | 2 | 1 | N/A |
| Ethical behavior | 5 | 4 | 3 | 2 | 1 | N/A |

Skills

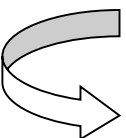
| | | | | | | |
|---|---|---|---|---|---|-----|
| Demonstrating specific knowledge necessary for the job | 5 | 4 | 3 | 2 | 1 | N/A |
| Communicating effectively with customers and co-workers | 5 | 4 | 3 | 2 | 1 | N/A |
| Demonstrating team working ability | 5 | 4 | 3 | 2 | 1 | N/A |
| Critical thinking | 5 | 4 | 3 | 2 | 1 | N/A |
| Problem solving | 5 | 4 | 3 | 2 | 1 | N/A |
| Knowledge of appropriate technology | 5 | 4 | 3 | 2 | 1 | N/A |

Internship Site

| | | | | | | |
|---|-----|----|-------|---|---|-----|
| Professionalism of the internship site | 5 | 4 | 3 | 2 | 1 | N/A |
| How would you rate your internship supervisor? | 5 | 4 | 3 | 2 | 1 | N/A |
| How would you rate your professional experience at this site? | 5 | 4 | 3 | 2 | 1 | N/A |
| Would you recommend this internship site to another student? | Yes | No | Maybe | | | |

Why or why not? _____

Please fill out the next page.





From the list below (adapted from the *National Association of Colleges and Employers*), please select between 1-5 attributes you believe are your greatest strengths:

- | | |
|---|--|
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Flexibility/adaptability |
| <input type="checkbox"/> Ability to work in a team | <input type="checkbox"/> Interpersonal skills |
| <input type="checkbox"/> Written communication skills | <input type="checkbox"/> Detail-oriented |
| <input type="checkbox"/> Problem-solving skills | <input type="checkbox"/> Organizational ability |
| <input type="checkbox"/> Verbal communication skills | <input type="checkbox"/> Strategic planning skills |
| <input type="checkbox"/> Strong work ethic | <input type="checkbox"/> Entrepreneurial skills/risk-taker |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Technical Skills |
| <input type="checkbox"/> Analytical/quantitative skills | <input type="checkbox"/> Creativity |

None of the Above

Comments:

From the list below (adapted from the *National Association of Colleges and Employers*), please select between 1-5 attributes you believe are your greatest areas for improvement:

- | | |
|---|--|
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Flexibility/adaptability |
| <input type="checkbox"/> Ability to work in a team | <input type="checkbox"/> Interpersonal skills |
| <input type="checkbox"/> Written communication skills | <input type="checkbox"/> Detail-oriented |
| <input type="checkbox"/> Problem-solving skills | <input type="checkbox"/> Organizational ability |
| <input type="checkbox"/> Verbal communication skills | <input type="checkbox"/> Strategic planning skills |
| <input type="checkbox"/> Strong work ethic | <input type="checkbox"/> Entrepreneurial skills/risk-taker |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Technical Skills |
| <input type="checkbox"/> Analytical/quantitative skills | <input type="checkbox"/> Creativity |

None of the Above

Comments:

What new skills and knowledge did you develop?

How well was the internship suited to your interests and abilities?

What can the Center for Leadership and Career Development do to improve the internship process?

May we share this evaluation with the internship site? ___ yes ___ no

Student Signature: _____

Date: _____

Internship Time Log

Student: _____ Internship Site Supervisor: _____

| Date | Time-In | Time-Out | Total Hours |
|------|---------|----------|-------------|
| | | | |
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TOTAL HOURS: _____

Intern Signature: _____

Internship Supervisor Signature: _____

| |
|--|
| <p><u>Hours of work to credit hours</u></p> <p>40 hours = 1 credit hour 120 hours = 3 credit hours 240 hours = 6 credit hours</p> |
|--|