



# Fieldwork Experience

NAU Applied Indigenous Studies  
College of Social & Behavioral Sciences  
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## Student Internship Handbook

01/2011

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### Introduction and Course Information

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**C**ongratulations - you are about to begin an exciting career development journey! The Applied Indigenous Studies major gives you the opportunity to combine an excellent education with applied knowledge. The intent of the fieldwork experience is to create a dynamic blueprint for success by complementing your education with applied work skills. Acquiring employability skills and enhancing your resume are part of the benefits.

Unsure what an internship is? An internship is a university-sponsored education that occurs outside the traditional classroom. Internships provide students with know-how that is guided, evaluated, and supervised by professionals. It is designed to support the student's academic and career goals. An internship is sometimes referred to as work experience, practicum, field experience, cooperative education, or on-the-job training.

**AIS 408 Fieldwork Experience** (3-12 college credits earned\*): Individualized supervised field experience in an appropriate agency or organization. Involves providing reports for a cooperating tribe or agency. Prerequisite: junior status. Summer

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Grading: Pass/Fail

\*Student can complete additional fieldwork experience and earn up to 12 credits.

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### Internship Requirements

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Prior to registering for the Fieldwork Experience, the following requirements must be met by the student:

1. Achievement of junior status.
2. Completion of a minimum of nine hours in AIS, including AIS 101 and AIS 301W, plus ENG 105.
3. Selection of certificate, emphasis, minor or dual major pursuit.
4. Completion of student questionnaire (Proposal for Internship) form.
5. Approval by the Faculty Advisor/Internship Coordinator of student remuneration from the intern organization or grant funds from the Applied Indigenous Studies department.

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### Objectives Of The Fieldwork Experience

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- To increase the student's knowledge of issues facing indigenous communities.
- To provide experiences that will help the student evaluate him/herself in respect to strengths, areas of improvement, and personal standards.
- To enable the student to develop new skills in leadership, supervision, planning and management.
- To provide indigenous communities with an opportunity to contribute to the professional preparation of students.
- To develop and strengthen liaisons among the student, the agency or entity, and the University.

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### Benefits for Student Intern

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In addition to meeting AIS major requirement, an internship can reinforce the learning base for you in several ways. It can contribute to your:

- Career development as you explore interest and employment opportunities, and demonstrate competencies in a work setting
- Intellectual development as you test your theories and learn new information about your field of study

- Ethical development as you face or observe the challenges inherent in making decisions in complex situations
- Capacity for active membership in your community in addressing business or societal issues
- Personal and professional development as you discover and reinforce skills, knowledge and abilities in a new environment
- Awareness development and appreciation for diverse cultures as you interact with other ethnic groups
- Understanding and valuing the organization's culture as you interact with managers, co-workers, and customers in your new environment
- Opportunity to apply classroom theory in real-life settings
- Opportunity for professional networking
- Opportunity for professionals to contribute to the education of future professionals

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## Policies

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### Stipends and Living Expenses

Compensation for internships is allowed, but is **not** the responsibility of the AIS office, except when special funds become available to support internships. Responsibility for seeking living and travel expense reimbursement rests with the student and faculty advisor. When University funds are used for living and travel expenses, students must follow University policies. The policies are available on-line at [http://www4.nau.edu/comptr/policies\\_procedures/com502.html](http://www4.nau.edu/comptr/policies_procedures/com502.html).

### Professional Behavior and Confidentiality

The impression students make during their internship will directly affect the future opportunities that will be open to them, their classmates and their successors. In many instances students will be working directly with clients and/or have access to client personal information. It is important to be discreet and to disclose no information about the clients or the organization that might be considered confidential. Students should adhere to site standards as they would in any place of employment.

### Internships at Work Sites

Under extenuating circumstances, students can receive internship credit at their sites of employment with the following stipulations:

The place of employment is an approved internship site.  
The student is assigned to a new area of responsibility for the duration of the internship; i.e. students cannot receive credit for their regular jobs: they must be allowed the opportunity to learn new skills and obtain new knowledge.

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## Responsibilities

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### A. Student

1. By the time you reach junior status, start thinking about internship sites. Keep in mind career goals and geographic preferences.
2. At least one semester prior to internship, review your list and decide on top choices (if travel and living expenses will be needed, it is best to begin two semesters prior to the internship.)
3. Meet with the faculty advisor to discuss possible internship sites and sources of travel and living expenses, if available.
4. Contact sites, make a final decision, and establish who will be your site supervisor.
5. Check with the AIS office for affiliation agreement. An agreement between the site and NAU must be in effect prior to the start of the internship. The AIS Internship Coordinator will facilitate this process. The internship contract should therefore be submitted to the AIS office at least two (2) months prior to placement.
6. Develop and finalize learning objectives and specific activities to accomplish, in collaboration with the site supervisor and faculty advisor prior to site placement.
7. Complete internship contract. Send signed copies to the site supervisor, AIS Internship Coordinator, and your faculty advisor. To receive credit, this must be done before starting the internship.
8. Make final arrangements as to expected arrival - one week prior to internship.
9. Review learning objectives with the site supervisor on the first day of the internship.
10. Prepare mid-way and final reports to be read and signed by the site supervisor and faculty advisor.
11. Provide evaluation of the internship site and get your site supervisor to complete your evaluation.
12. Submit your reports, evaluations and the internship contract with appropriate signatures, to the AIS office by the semester's last day of classes.
13. Represent the University and yourself in a professional manner.
14. Adhere to the rules and regulations of the internship site.

Consult with your advisor frequently, and immediately if problems should arise.

### B. Site supervisor

1. Review and approve the learning objectives prior to the start of the internship.
2. Help develop learning objectives and activities, and provide signature for the internship contract.
3. Make all necessary arrangements for the student training.
4. Insure that the student is actively involved at the site.
5. Insure that the student has physical space at the site.
6. Provide orientation, guidance and supervision to the internship student.
7. Monitor the student's progress and communicate periodically with the faculty advisor.
8. Review and approve the mid-way and final internship reports.
9. Provide mid-way and final evaluations of the student.
10. Provide final completion signature for the internship contract.

Contact the faculty advisor if a problem arises that is not resolved after meeting with the student.

### **C. Faculty advisor**

1. Meet with student to discuss possible sites and resources for travel and living expenses, if available.
2. Insure all program paperwork has been completed with appropriate signatures.
3. Help develop learning objectives and activities, and provide signature for the internship contract.
4. Meet regularly with the student during the internship.
5. Maintain communication with the student and the site supervisor through visits or phone contacts throughout the internship.
6. Review and grade the internship reports, and provide final signatures for the internship contract
7. Complete the University Grade Report.

One of the most important functions of the faculty advisor is to assure that internships are valuable learning opportunities for students and that the chosen internship sites are appropriate.

### **D. AIS Internship Coordinator**

1. Assists faculty advisors in the initial development of internship sites.
2. Assists students in choosing a site.
3. Initiates affiliation agreement and provides the affiliation check signature on the internship contract.
4. Provides a Student Internship Handbook with a letter of acknowledgement to the site supervisor.
5. Maintains an up-to-date list of potential internship sites in the AIS office and on the website.
6. Tracks all ongoing internships.
7. Receives evaluations of students and sites.
8. Receives internship reports and completed internship contracts.
9. Maintains on-going files for historical purposes on students and internship sites.

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### **Student Intern Planning**

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Develop an action plan.

- ✓ Analyze yourself and clarify goals (within your major focus of study).
- ✓ Strive for academic excellence because employers will place emphasis on your competitiveness.
- ✓ Investigate internship opportunities that will offer you a chance to combine academic training with practical hands-on experiences, thus giving you an advantage in the job market.
- ✓ Attend job search preparation workshops to learn how to market yourself.

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### **Finding an Internship**

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Focus your search to your interests and location. This means you should already be working on one of the three certificates, emphasis, a minor or a dual major. Determine the most desirable geographic location based on your interests and career goals.

- ✓ Meet with the Faculty Advisor to discuss your interest and strategies for locating an internship. Prepare a proposal, and review the evaluation procedures and requirements for the internship.
- ✓ Network with faculty, staff, and previous employers and join student organizations to gain valuable information and referrals about internship possibilities.
- ✓ At the fall and spring NAU Career Days, interview recruiters on today's employer needs.
- ✓ Attend job fairs offered by indigenous communities.
- ✓ Visit the Native American Student Services, Gateway-Career Services, AIS Bulletin Board; Job postings, Internships and tip sheets are available.
- ✓ Check email regularly for internship notices.

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### **Creating an Internship**

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What do you do if you cannot find an internship that meets your needs? Some of the best work experiences are those designed to fit individual needs, so creating one could be your best option. You can successfully develop an internship with an organization that did not advertise opportunities. Consider the following:

- ✓ Determine your preferences of a work environment, including duties, responsibilities, goals and time commitment desired.
- ✓ Identify the organizations that have the potential to provide experiences you desire in an internship.
- ✓ Discuss your plans with the AIS Internship Coordinator to confirm that it will meet the Fieldwork Experience guidelines. Obtain approval of your proposal from the faculty advisor.
- ✓ Send a cover letter and resume to the organization's hiring manager. Request an interview and let them know how you plan to contribute to their organization.
- ✓ Discuss the specifics of the internship with the hiring manager. Some areas you may wish to cover are:
  - Purpose of the internship
  - Time commitment involved (hours/duration)
  - Method(s) of evaluation
  - Compensation
- ✓ Follow up with the manager.
- ✓ Register for the appropriate course to receive academic credit and transcript notation.

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### **Preparing For the Internship**

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As you apply for internships, you will find that employers want to get to know you through an interview process. Be prepared to answer questions about yourself. Inquire about job duties and the work environment. Before you get to the interview stage, review the list below.

1. Select your career interest and location based on your concentration/emphasis area.
2. Prepare your resume for the internship. Have it critiqued by several individuals. Provide draft copies as early as possible (not the day you need to mail it).
3. Prepare your cover letter that will be sent along with your internship resume. Request input from individuals and do not wait until the last day.
4. Request reference letters from several individuals that know your academic and/or work background. Provide copies of your application letter and resume, along with a brief description

of your targeted internship. Allow ample time to your references. Reference letters can be targeted to specific internship sites. However, general reference letters are acceptable as well. Since you might need more than one letter from each person, request multiple copies or make copies.

5. Go through a mock interview and receive feedback. You can schedule an appointment through Career Services by calling 523-4772.
6. Get ready for your internship interview. Professional attire is key to your success. Dress for the job you want in the future.
7. Send a 'thank you' letter to the person(s) that interview you.
8. Follow up with the employer regarding the status of your application after a couple of weeks.

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### **Selection and Approval of an Intern Site**

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Creating an effective and commendable learning experience has several elements. Some of the most important categories are listed below. Student intern and agency can use this guide.

#### **Supervision of the student intern**

Assign a qualified person to fulfill the role of site supervisor. (Is someone willing to work with you and assist you in getting projects started and completed?)

#### **Education and counseling of the student intern**

Provide ample time and resources to site supervisor for proper supervision of the student intern. (Does the organization recognize the value, importance, and responsibility of an intern?)

#### **Variety of onsite experiences**

Capability of the intern organization to provide a variety of experiences that will contribute to the growth and development of the student. (Is the student going to achieve their internship goals from this experience?)

#### **Appropriateness of onsite experiences**

Capability of the agency to provide experiences that are appropriate to the entry-level position that the student desires upon graduation. (Will the internship prepare the student for entry into a similar organization?)

#### **Professional networking**

Does the agency have professional contacts that will be available to the student intern? Students are expected to establish networks for mentorship and employment opportunities.

#### **Proposal**

A summary outlining the job duties, internship goals of the student, funding source(s), selected site supervisor, and mentor. Depending on the depth and length of the internship, credit hours will be determined by Internship Coordinator.

#### **Compensation and/or benefits**

Internship sites may provide stipends, transportation and housing costs. If you need assistance in areas such as these, include this information in your proposal.

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### **Advantages for the Intern Site**

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- ✓ Student is prepared to do special projects while learning more about your organization.
- ✓ Improves personnel selection process by using actual on-the-job performance as a basis for permanent hiring decisions.
- ✓ Increases cost-effectiveness of recruitment and training.

- ✓ Opportunity to contribute to a student's education.
- ✓ A good source of manpower. (Allows for flexible staffing to meet flexible needs).
- ✓ Improves agency relations with colleges and college students. Intern students returning to campus are ambassadors of goodwill for the organization.

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### **How to Become an Internship Site**

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Any agency wishing to become an AIS internship site should contact the AIS Internship Coordinator through the AIS office. The phone number is (928) 523-8788. The following criteria are used to determine if the site meets the requirements of the AIS major.

- 1. The site location can be within or outside the U.S.**
- 2. The agency may be public or private, with preferences for those that work with indigenous communities.**
- 3. The selected agency or site must offer the student the practical application of principles that are specified as goals and objectives to be achieved during the intern's assignment.**
- 4. The time of assignment will not be less than 200 hours (three academic credits).**

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### **During Your Fieldwork Experience**

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The Fieldwork Experience is an individualized supervised field experience in an appropriate agency or organization. It involves providing reports for a cooperating tribe or agency. Your experience should be a positive, learning experience that will challenge your skills and knowledge.

A university supervisor will be visiting your work site for the duration of the fieldwork experience.

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### **Student Intern Assignments**

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- Internship proposal (student questionnaire)
- Internship Agreement
- On-site contact information
- Monthly progress reports
  - MUST document 200 total hours of work
- Journal is due on a monthly basis
- Student's mid-way evaluation
- Site supervisor's mid-way evaluation
- Attendance for intern meeting in Flagstaff
- Special project
- Student's final evaluation
- Site supervisor's final evaluation
- Turn in the entire Final Internship Packet upon completion of your internship.

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### **Conclusion**

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At the completion of your fieldwork experience, meet with your faculty advisor and Internship Coordinator to ensure all requirements have been met. In preparation for the remaining AIS



courses, keep copies of all your assignments and journals. It is important for you to keep a journal throughout your experience. The Internship Coordinator will assign a letter grade.

We welcome your feedback. Document your summer experience in preparation for your remaining AIS courses (AIS 404 Senior Seminar in Strategic Analysis and Planning and AIS 490 – Strategic Planning)

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### Important Notes

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NOTE#1: Students must be registered for credit during the time period when they are completing their internship. Some flexibility may be allowed for early or late start dates. However, work hours generated while not enrolled will not be applied towards the 200 hours of internship.

NOTE#2: Students will have one full year to complete all the internship paperwork. At the end of the year, the grade 'P' will become an 'F' on the student's transcript and the student will have to re-register for the internship to receive a passing grade and graduate.

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### Glossary of Terms

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**Agency** – An organization that will provide the internship/fieldwork experience for student intern. Agency is used interchangeably with 'Internship site'.

**AIS Internship Coordinator** – Staff or Faculty member who is the AIS contact for all internship activities. Serves as liaison for faculty, students and site supervisors.

**Concentration Area** - Area of specialized study within the AIS major. Each concentration area has a director, a defined faculty, concentration area courses and a defined curriculum.

**Faculty Advisor** - The advisor assigned by the AIS office to assist the student in preparing a program of study, monitor the student's progress, provide needed assistance and to verify that program requirements have been met for both academic and practicum portions of the degree.

**Intern** – A student who is majoring in the Applied Indigenous Studies and is in the process of completing AIS 408 Fieldwork Experience.

**Internship Site** - An organization or agency willing to provide an internship experience for students in the AIS major.

**Special Project** – at the end of the internship, you may be required to have a completed project, such as a handbook created during the internship. Discuss the possibilities with your faculty advisor before starting your internship.

**Site Supervisor** - Professional at each internship site who is the contact person and/or supervisor for internship activities.

**Student** - A student enrolled in the Applied Indigenous Studies major.

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## STUDENT QUESTIONNAIRE

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*AIS 408 Fieldwork Experience (3-12): Individualized supervised field experience in an appropriate agency or organization. Involves providing reports for a cooperating tribe or agency. Prerequisite: junior status. Be specific and elaborate on your answers where appropriate. You can use the other side of this page to continue your comments. Completed form goes to Internship Coordinator.*

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

- Are you prepared to start your internship requirement (AIS 408)?
  - Yes \_\_\_\_\_
  - No \_\_\_\_\_
    - If no, please elaborate on what prevents your internship for this summer?  
\_\_\_\_\_
- How will you pay for your summer enrollment fees?  
\_\_\_\_\_  
\_\_\_\_\_
- If not prepared to start, please tell us the circumstances.  
\_\_\_\_\_  
\_\_\_\_\_
- Which emphasis have you chosen if you are not pursuing a minor or dual major?
  - Environmental Sciences
  - Environmental Management
  - Policy and Administration
  - Politics and Movements
  - Economic Development
  - Traditional Knowledge
  - Cultural Resource Management
  - Other: \_\_\_\_\_
- If you have not chosen a emphasis program, what is your
  - Dual major? \_\_\_\_\_
  - Minor? \_\_\_\_\_
- Please elaborate on the area/type of employment you desire to meet your internship requirement.  
\_\_\_\_\_  
\_\_\_\_\_
- Have you already contacted an employer for an internship this summer?
  - Yes \_\_\_\_\_
  - No \_\_\_\_\_
    - If yes, what was the result?  
\_\_\_\_\_
- Please list your desired location(s) for internship fulfillment.
  - 1st preference: \_\_\_\_\_
  - 2<sup>nd</sup> preference: \_\_\_\_\_
  - 3<sup>rd</sup> preference: \_\_\_\_\_
- For the above locations, will you have a place to stay for the duration of the internship?
  - Yes \_\_\_\_\_
  - No \_\_\_\_\_
    - If no, are you willing to seek housing on your own?  
\_\_\_\_\_
- Do you anticipate any problems/issues that may prevent you from completing this internship?
  - Yes \_\_\_\_\_
  - No \_\_\_\_\_
    - If yes, please elaborate:  
\_\_\_\_\_

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## Internship (Fieldwork Experience) Agreement

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Northern Arizona University  
Applied Indigenous Studies major

The (organization) \_\_\_\_\_ agrees to accept (name) \_\_\_\_\_  
as an intern, for the dates \_\_\_\_\_ through \_\_\_\_\_.

### **The Student Agrees To:**

1. Conduct him/herself as a professional.
2. Consider him/herself as an employee of the agency and, as such, follow the rules and regulations of the agency.
3. Prepare thoroughly for and conscientiously conduct each task related to the internship.
4. Consult with the agency supervisor on a regular basis and in any situation in which he/she is unsure of the appropriate measures to be taken.
5. Complete and forward all assignments to the Intern Advisor in a timely manner.
6. Maintain contact with the Intern Advisor via telephone, e-mail and mail.
7. Contact the Intern Advisor if a problem should arise that is not satisfactorily resolved.
8. Adhere to the philosophy and guidelines of the AIS intern program.

### **The Agency Agrees To:**

1. Consider the student intern as an integral part of the agency.
2. Provide counsel so as to assist the intern to grow personally and professionally.
3. Contact the Intern Advisor if a problem should arise that is not satisfactorily resolved.
4. Provide feedback to the student and the University through a mid-way and final evaluation.
5. Adhere to the philosophy and guidelines of the AIS intern program.

### **The University Agrees To:**

1. Maintain contact with the intern during the internship via mail, telephone, and on-site visits.
2. Be available for any consultation that might be necessary with the intern or agency.
3. Use the agency's evaluation as partial determination of the intern's final grade.
4. Adhere to the philosophy and guidelines of the AIS intern program.

### **For the following reasons, this agreement may be terminated during the internship:**

1. For any conduct by the intern which would result in the dismissal of an employee of the agency.
2. For any illness or event that would necessitate the intern's absence for a time which is detrimental to the intern experience.
3. For any action by the agency that is detrimental to the student or the University.
4. For any action by the University that is detrimental to the agency.

### **Signatures:**

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

Agency Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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## INTERN CONTACT SHEET

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E-mail, fax or mail this information to the Intern Coordinator during the first week of your internship!

Intern Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Intern Organization: \_\_\_\_\_

Intern Supervisor: \_\_\_\_\_

Supervisor's Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organizational Phone: (\_\_\_\_) \_\_\_\_\_

### INFORMATION ABOUT YOUR WORK...

Regular Work Schedule:

Days Off:

A Good Time to Call You:

SO...How is it going so far?

GREAT: \_\_\_\_\_

Alright, but... \_\_\_\_\_

It's a little shaky... \_\_\_\_\_

I made a mistake (Call the Faculty Advisor or Intern Coordinator right away!)

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## Mid-way Student (Self & Internship) Evaluation

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1. Is this experience what you expected? Explain.
  
2. Is this experience meeting your internship needs? Explain.
  
3. Is this experience worth the amount of college credit you are receiving? Why or why not.
  
4. Is the supervision you are getting adequate? Explain.
  
5. What contributions are you making to the agency?
  
6. How can the internship experience be more meaningful? Is there anything you can do to make it more meaningful? Is there anything the University can do to make it more meaningful?
  
7. What additional background experience/information do you think you should have had prior to your internship?
  
8. Please rate your internship agency on the following criteria:
  - A. Is the intern supervisor well organized?  

Yes       Somewhat       Not at all

Comments:
  
  - B. Does the site supervisor delegate responsibility and authority?  

Yes       Somewhat       Not at all

Comments:

C. Does the agency provide adequate supervision and direction?

Yes       Somewhat       Not at all

Comments:

D. Is the agency providing a broad experience?

Yes       Somewhat       Not at all

Comments:

E. Is there a balance of leadership (hands on) and observation?

Yes       Somewhat       Not at all

Comments:

F. Is the agency providing a good work environment?

Yes       Somewhat       Not at all

Comments:

G. Would you recommend this supervisor to another intern?

Yes       Somewhat       Not at all

Comments:

H. Would you recommend this agency to another intern?

Yes       Somewhat       Not at all

Comments:

Intern Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## Mid-way Supervisor (of Intern) Evaluation

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Name of Intern: \_\_\_\_\_

Intern Agency: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

Name of Rater: \_\_\_\_\_

Period Covered by Rating: From: \_\_\_\_\_ To: \_\_\_\_\_

This rating should be made with care and fairness for the student intern. Reflect carefully upon the intern's performance and make an honest assessment. Base your judgment on the entire period covered and not upon isolated incidents. Use the following categories as a guideline. Insert the appropriate rating in the blank provided for each question.

**OUTSTANDING:** Consistent and exceptional in fulfilling requirements.

**GOOD:** Regularly meets and occasionally exceeds minimum requirements.

**FAIR:** Does passable work but does not extend her/himself.

**POOR:** Fails to meet minimum requirements.

1. Knowledge of Position: Intern understands the requirements, including role in the organization, and expectations.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

2. Productivity: Use of time and facilities. Volume and nature of work produced. Planning and follow-through.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

3. Quality of Work: Organization, thoroughness, accuracy, neatness, foresight, soundness of decisions, clarity of expression.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

4. Relationships with Clientele: Respect, tact, insight, effectiveness, courtesy.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

5. Communication Skills: Ability to communicate effectively with other staff members, and ability to secure acceptance of ideas, methods, procedures, and plans by other staff members. Consideration of others' viewpoints.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

6. Relations with Other Departments: Knowledge of the functions of other departments, service areas, and resources serving your clients. Ability to collaborate with other departments.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

7. Writing Ability and Oral Expression: Degree of skill and ability to express thoughts on paper, reports, projects; command of language and ability to speak to others.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

8. Responsibility: Dependability; ability to meet schedules, follow-through, and attend to instructions.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:



9. Independent Functioning: Ability to perform without constant supervision and to function constructively on own initiative when necessary.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

10. Personal Habits: Attention to appearance, including suitability of attire and grooming.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

11. Attendance and Punctuality: Regularity of attendance, promptness of reporting absence, tardiness, and time off for illness or personal business; clock watching.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

12. Attitude: Loyalty, interest, and approach to internship, associates, public, and the agency. Ability to comply with established procedures and policies.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

13. Judgment: Possesses common sense, distinguishes important from unimportant, and evaluates the problem before deciding.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

14. OVERALL PERFORMANCE AS AN INTERN FOR YOUR AGENCY.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

SIGNATURES

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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## Final Student (Self) Evaluation

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1. What did you learn about your area of focus while on your internship?
  
2. What did you learn about YOURSELF while on your internship?
  
3. What was POSITIVE about the internship?
  
4. What was NEGATIVE about the internship?
  
5. Have your career goals been changed or altered as a result of the internship? Explain.
  
6. What additional coursework or experiences would you recommend prior to sending students out on internships?
  
7. Please rate your internship agency on the following criteria:

A. Was the intern agency supervisor well organized?

Yes       Somewhat       Not at all

Comments:

B. Did the agency supervisor delegate responsibility and authority?

Yes       Somewhat       Not at all

Comments:

C. Did the agency provide adequate supervision and direction?

Yes       Somewhat       Not at all

Comments:

D. Did the agency provide a broad experience?

Yes       Somewhat       Not at all

Comments:

E. Was there a balance of leadership (hands on) and observation?

Yes       Somewhat       Not at all

Comments:

F. Did the agency provide a good work environment?

Yes       Somewhat       Not at all

Comments:

G. Would you recommend this supervisor to another intern?

Yes       Somewhat       Not at all

Comments:

H. Would you recommend this agency to another intern?

Yes       Somewhat       Not at all

Comments:

Intern Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## Final Supervisor's (of Intern) Evaluation

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Name of Intern: \_\_\_\_\_  
Intern Agency: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_  
Name of Rater: \_\_\_\_\_  
Period Covered by Rating: From: \_\_\_\_\_ To: \_\_\_\_\_

This rating should be made with care and fairness for the student intern. Reflect carefully upon the intern's performance and make an honest assessment. Base your judgment on the entire period covered and not upon isolated incidents. Use the following categories as a guideline. Insert the appropriate rating for each assessment question below.

**OUTSTANDING:** Consistently exceptional in fulfilling requirements.  
**GOOD:** Regularly meets and occasionally exceeds minimum requirements.  
**FAIR:** Does passable work but does not extend her/himself.  
**POOR:** Fails to meet minimum requirements.

1. Knowledge of Position: Intern understanding the requirements of the internship, including role in the organization and the expectations of the intern.

Rating: \_\_\_\_\_  
Strong Points:

Suggestions for Improvement:

2. Productivity: Use of time and facilities. Volume and nature of work produced. Plan and follow-through.

Rating: \_\_\_\_\_  
Strong Points:

Suggestions for Improvement:

3. Quality of Work: Organization, thoroughness, accuracy, neatness, foresight, soundness of decisions, clarity of expression.

Rating: \_\_\_\_\_  
Strong Points:

Suggestions for Improvement:

4. Relationships with Clientele: Respect, tact, insight, effectiveness, courtesy.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

5. Communication Skills: Ability to communicate effectively with other staff members, and ability to secure acceptance of ideas, methods, procedures, and plans by other staff members. Consideration of others' views.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

6. Relations with Other Departments: Knowledge of the functions of other departments, service areas, and resources serving your clients. Ability to collaborate with other departments.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

7. Writing Ability and Oral Expression: Degree of skill and ability to express thoughts on paper, reports, projects; command of language and ability to speak to others.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

8. Responsibility: Dependability; ability to meet schedules, follow-through, and attend to instructions.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

9. Independent Functioning: Ability to perform without constant supervision and to function constructively on own initiative when necessary.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

10. Personal Habits: Attention to appearance, including suitability of attire and grooming.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

11. Attendance and Punctuality: Regularity of attendance, promptness of reporting absence, tardiness, and time off for illness or personal business; clock watching.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

12. Attitude: Loyalty, interest, and approach to internship, associates, public, and the agency. Ability to comply with established procedures and policies.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

13. Judgment: Possesses common sense, distinguishes important from unimportant, evaluates the problem before deciding.

Rating: \_\_\_\_\_

Strong Points:

Suggestions for Improvement:

14. OVERALL PERFORMANCE AS AN INTERN FOR YOUR AGENCY.

Rating: \_\_\_\_\_  
 Strong Points:

Suggestions for Improvement:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Comments:

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**Monthly Progress Report**

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Agency: \_\_\_\_\_

1. Briefly summarize each day's activities.

| Date Worked | Summary of Activities | Hours |
|-------------|-----------------------|-------|
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |
| _____       | _____                 | _____ |

2. TOTAL HOURS FOR THIS REPORTING PERIOD: \_\_\_\_\_



3. What experiences were particularly rewarding during this reporting period?
  
4. What experiences were particularly disappointing or frustrating during this reporting period?
  
5. What topic or topics for a paper occurred to you during this reporting period?
  
6. Other Comments:

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

Agency Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

# CHECKLIST FOR STUDENT INTERNSHIP DISCOVERY

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Congratulations! You are on your journey to discovering the ideal internship.  
To keep you on track, follow these steps:

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## Fall semester (AIS 301W)

- Class topic “Internship Handbook review”
- Class topic “Locating Internships”
- Class topic “Writing your cover letter”
- Class topic “Resume Writing”
- Class topic “Dress for Success”
- Class topic or Schedule appointment with Career Services for “Mock Interview”
- Complete and turn in Student Questionnaire (see handbook)

## Spring semester

- Turn in copies of resume and cover letter to AIS Internship Coordinator
- Apply for at least three internship opportunities
- Schedule meeting with AIS Chair - Internship Coordinator
- Notify Internship Coordinator of internship selected
- Determine funding source(s)
- Send acceptance letter to internship site
- Collect job description and/or details of internship
- Turn in summary of understanding (intern and intern site supervisor)
  - Ex: internship extending beyond minimum 200 hours
- Complete Intern Contact Sheet (see handbook)
- Schedule meeting with AIS Chair - Internship Coordinator
- Complete Internship Agreement (see handbook)

## During internship

- Keep a journal!
- Complete Monthly Progress Report (see handbook)
- Complete Mid-way Self Evaluation (see handbook)
  - Ask your supervisor to complete Mid-way Supervisor Evaluation (see handbook)
- Complete Final Self Evaluation (see handbook)
  - Ask your supervisor to complete Final Supervisor Evaluation (see handbook)
- Turn in your Complete Final Internship Packet to the AIS Internship Advisor