



MEDAILLE
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INTERNSHIP HANDBOOK

APPENDIX A

Effective Fall 2009



INTERNSHIP CHECKLIST

Students are encouraged to use this Internship Checklist as a guide throughout the internship process to insure that all required steps are completed in a timely and effective manner. A few guidelines and tips are included for good measure.

PRE-INTERNSHIP

1	Completed general college internship orientation (one time event).	
2	Participated in department/program's internship orientation.	
3	Developed resume with Career Services Office.	
4	Notified appropriate program internship supervisor of my intent to register for an internship by submitting an Internship Concept form.	
5	Met with internship supervisor to discuss plans and secured verbal approval to proceed.	
6	Researched appropriate sites, met with supervisor to examine and select a site, and secured supervisor's permission to contact site.	
7	Applied to the site received approval from site, identified site supervisor, and met with her/him to develop my <i>Student Internship Learning Plan (SILP)</i> .	
8	Met again with my college supervisor to finalize the SILP and obtain approval signatures on it from both the college and site supervisors.	
9	Registered for the course and submitted liability waiver.	
10	Contacted site supervisor at least two weeks prior to start date to confirm the Internship.	

INTERNSHIP

1	Arrive on time and prepared each day.	
2	Maintain open communication with your site and college supervisors.	
3	Keep daily reflective field journal.	
4	Attend internship seminar sessions (as required by program).	
5	Seek out new opportunities to learn.	
6	Demonstrate initiative.	
7	Report problems or concerns to your supervisors.	
8	Exit gracefully (extend thanks and gratitude for the opportunity).	

POST-INTERNSHIP

1	Contact college supervisor to review and confirm evaluation requirements and expectations.	
2	Submit all mandatory student learning assessment documents (e.g., analytical field journal, essay, special forms of documentation) to your college supervisor by the assigned due date.	
3	Complete self-evaluation, organization site supervisor, and college internship process assessment forms by agreed upon due date.	
4	Check to determine if your site supervisor has submitted her/his final performance evaluation of you. Follow up with site supervisor as needed.	
5	Enjoy the completion of the internship and think about to integrate your new experiences into your previous learning and the next round of classes you'll be taking.	



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GRADUATE OUTCOMES STATEMENT INTERNSHIPS AND EXPERIENTIAL LEARNING

Students will:

- demonstrate effective written and oral communication and critical thinking skills congruent with published undergraduate competency standards
- exhibit satisfactory demonstration of common professional workplace behaviors
- enhance professional networking skills
- demonstrate active engagement and intellectual initiative throughout the internship process by:
 - researching and preparing for the field experience
 - pursuing progressively more challenging experiences and advanced learning objectives
 - seeking greater responsibility and active involvement during the internship
 - engaging in reflective evaluation of their integrative learning
- demonstrate the ability to integrate theory and practice using an institution-approved model for experiential education



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INTERNSHIP CONCEPT FORM

Internships represent a wonderful and rare opportunity to design your own learning. Use this form wisely to begin to develop a powerful learning experience—one suited to your current academic abilities and experiences, your personal and educational interest, and your professional goals.

The most successful internships happen by design not by chance. Thoughtful academic preparation for an internship usually results in significant new and enhanced learning.

The purpose of this *Internship Concept Form* is to help you carefully, intelligently, and purposefully plan an internship that you'll enjoy and that will contribute meaningfully to your personal, intellectual, and professional development. Complete it before you contact your college internship supervisor about a site. Consider this concept form a first, rough draft of a future internship learning plan.

Name:	Date:
Expected date of graduation:	
Total earned credits:	
Semester and year of desired internship:	
Overall GPA:	
GPA in major:	

Internship Interest: What and Why: Imagine and describe the kind of internship experience you seek and why? How will it advance your career goals? (Be specific. Attach an extra sheet of paper if necessary).

Preliminary Learning Goals and Objectives: Compose at least 3-5 preliminary, draft statements that begin to define in specific terms the kinds of knowledge and skills or other outcomes related to your professional development you would expect to achieve through this internship (Be specific. Attach an extra sheet of paper if necessary).



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INTERNSHIP CONCEPT FORM (continued)

Connecting Classroom Learning with Your Field Work: Think about how to use your internship experience to extend and deepen current knowledge and skills you possess. Are there specific theories, concepts, or ideas you might further explore, analyze, and evaluate through direct application to experience? Similarly, are there specific skills and abilities you'd like to sharpen through field practice? Reflect on how you might apply current knowledge and skills to construct new understanding from your reflective and active engagement in experience (Be specific. Attach an extra sheet of paper if necessary).

Relevant Coursework: Briefly discuss courses you have completed or will be concurrently enrolled in during the field experience that prepare you for it. What relevant experience and skills will you bring to the internship?

Possible Internship Sites: List at least three possible organizations that you believe would provide the kinds of learning and professional experiences you seek.



UNDERGRADUATE STUDENT INTERNSHIP LEARNING PLAN
PART I: GENERAL INFORMATION

A. STUDENT NAME:		BANNER ID:	
INTERNSHIP CONTACT INFORMATION			
CAMPUS/STREET ADDRESS:			
CITY/STATE/ZIP:			
HOME PHONE:		INTERNSHIP PHONE:	
MEDAILLE E-MAIL:		INTERNSHIP E-MAIL (IF APPLICABLE):	
B. INTERNSHIP SITE			
NAME OF ORGANIZATION:			
ADDRESS:			
NAME/TITLE OF SUPERVISOR:			
SUPERVISOR'S PHONE NUMBER:		SUPERVISOR'S E-MAIL:	
C. MEDAILLE INFORMATION			
DEPARTMENT/MAJOR			
INTERNSHIP COORDINATOR NAME AND TITLE			
ADDRESS			
CITY/STATE/ZIP			
PHONE		E-MAIL	
SEMESTER	COURSE #	CREDIT AWARDED	
START DATE		END DATE	



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UNDERGRADUATE STUDENT INTERNSHIP LEARNING PLAN PART II: STUDENT PLAN FOR LEARNING

While a successful internship will generate a breadth and depth of learning that cannot be fully captured in any short list of educational objectives, the most effective internships are typically those that begin with the robust, active, and engaged participation of students seeking to extend their learning beyond the classroom and to design their own learning. The academic preparation for an internship affords you a unique opportunity, in consultation with experts, to shape your own learning and largely create your own class.

Beginning the process by crafting a set of coherent learning objectives carefully aligned with the means to achieve them through pre-approved on-site tasks and activities will ultimately enrich your direct on-site experience by giving you a solid intellectual base from which to embark on your journey. Thinking as well about how you will generate, document, and evaluate your learning before you arrive in the field will produce deeper, more sustained learning and help you gain full value from the internship. Plan well.

LEARNING OBJECTIVES (what you expect to learn)	TASKS/STRATEGIES (how you will achieve your learning objectives)	EVIDENCE & EVALUATION OF ACCOMPLISHMENT (how will you know when and how effectively you have achieved your stated objective)



**UNDERGRADUATE STUDENT INTERNSHIP LEARNING PLAN
PART III: APPROVALS AND ACCOUNTABILITIES**

<p>1. Student Intern: I accept responsibility for the design and achievement of my internship learning as outlined in the above Student Internship Learning Plan. I will make every reasonable effort to be an engaged, active learner and reflective practitioner who gained full value from my field experience. I will conduct myself in accordance with the host organization’s and field supervisor’s code of conduct for workplace behaviors. Should I encounter difficulties during my internships, I will immediately contact my internship evaluator for assistance.</p>	
Signature	Date
<p>2. Faculty Internship Coordinator/Evaluator: I have been consulted in the development of the Student Internship Learning Plan and I approve it. During the period of the internship, I agree to support and mentor the intern and to provide assistance to the site supervisor. I accept responsibility for the final evaluation of the student’s performance and the submission of a final grade.</p>	
Signature	Date
<p>3. Site Supervisor: I have participated in the development of the Student Internship Learning Plan, and approve the learning objectives and tasks I agree to supervise the intern and provide the assistance (training, consultation) necessary to help the student have a successful learning experience. I will participate in the student’s final evaluation.</p>	
Signature	Date