



Carlinville, Illinois 62626 • 217 / 854-3231
Admissions 1-800-233-3550

INTERNSHIP REGISTRATION CHECKLIST

As the student intern, I have reviewed this packet and the items listed below with my supervising faculty member prior to the start of my internship experience. My initials indicate that this discussion has occurred.

_____ The Internship Proposal Form has been completed and signed by the supervising faculty member and by the department chair. This form must be returned to the Records Office prior to the start of the internship experience.

_____ The supervising faculty member and I have discussed the attached document pertaining to Blackburn College internships. This document includes the responsibilities and rights of student interns, the responsibilities and rights of the internship site supervisor, and the responsibilities of the supervising faculty member.

_____ The supervising faculty member and I have discussed and agreed upon the basis on which the internship will be evaluated and graded.

_____ I understand that I will provide the attached form, *Blackburn College Student Internships: Supervisor's Evaluation*, to the internship site supervisor. Upon completion, the internship site supervisor will mail or fax the form to the faculty supervisor.

A copy of the approved internship proposal form and related documents, including faculty and site supervisor evaluations, will be retained in the faculty member's files to be available for review, if necessary, by appropriate college or accreditation committees.

Supervising Faculty Member

Date

INTERNSHIP PROPOSAL FORM

Internship to be completed during ___ FALL 20___ ___ SPRING 20___ ___ SUMMER 20___

Name _____

Academic Department _____ Proposed Credit Hours _____

Pass/Fail or Letter Grade (circle one)

Internship Title _____

(This title will appear on your college transcript.)

Faculty Supervisor _____

- I. This internship will begin on _____ and end on _____.
The weekly work schedule will be as follows: (List specific days of the week and hours of the day.)

- II. Describe below the proposed work site and the work to be done. Include information which will demonstrate that substantial appropriate learning will be possible. The on-site supervisor name, job title, qualifications, and contact information (including address, e-mail address, and telephone number) should be listed.

- III. List your qualifications for this internship. Include courses taken, previous work experience (including the Blackburn Work Program where appropriate), your particular skills and personal qualities.

- IV. Outline your learning goals for this internship, including:

- i. what you hope to learn about working with people.

- ii. what you hope to learn about working within any organization, and within this particular type of industry, agency, etc., and

- iii. what you hope to learn about your own cognitive and interpersonal skills, as well as other personal skills you may have.

- I. Describe how you expect this internship will be evaluated. Include specific information as to contact between you and the supervising faculty member, the form and extent of the required journal, and the scope of the required term paper. .

Proposal Approved: _____
Supervising Faculty Member

Date: _____

Department Chair

Date: _____

The site supervisor will be expected to prepare an evaluation of your work. The grade assigned will be by the supervising faculty member, who will inform you of the weight to be given to each factor entering into the grade.

Copies of the approved internship proposal form must be provided to the supervising faculty member, the internship site supervisor, and the Records Office BEFORE the beginning of the internship.

Internships and Experiential Learning

Experiential learning theory holds that student learning can occur in an internship setting when: students establish clear, thoughtful learning objectives; students have an opportunity during the internship to analyze and synthesize information, problem-solve, research, and write; and students reflect on the experience during and after the internship.

Internships conducted under the auspices of an academic department at Blackburn College foster these conditions in providing opportunities for student learning experiences in a variety of business, arts, social service, government, scientific, and other settings.

General Guidelines

Internships usually involve working and learning experiences off campus. Some work program jobs on-campus may be eligible for internship credit. Each student's program is developed according to established college guidelines under the sponsorship of a faculty member. Students must follow all the procedures for seeking approval and registering for an on-campus internship as for an off-campus internship. Internships are not open to any student who is on academic, social, or Work Program probation. Students are to work 45 hours at the internship site for every credit hour they are enrolled. Students must complete and return weekly time sheets with their site supervisor's signature. Falsification of any portion of these time sheets constitutes a serious breach of academic integrity and will result in a grade of 'F' for the internship hours. Such incidents will be reported to the Office of the Provost and handled according to the provisions of the Student Handbook. Matters involving dishonesty or unprofessional behavior at the workplace will be handled on a case-by-case basis. The faculty supervisor and the work supervisor have the authority to take appropriate action to address such problems, which may include immediate termination of the internship and a resulting grade of 'F'.

Responsibilities and Rights of Student Interns

- Students must arrange their internship. Faculty assistance is available, but the ultimate responsibility is the student's. However, students must have their internship formally approved by the instructor of record and by the Chair of the academic department offering the internship credit.
- Students must complete the internship proposal form prior to their internship. The form is available in the Records Office.
- Students may not receive academic credit for past experiences.
- Students are expected to abide by all regulations of their internship site.
- Students are expected to communicate their plans for break periods with their employer at the beginning of their internship. Internship sites have the right to require work during break periods.

- Students enrolled in a spring semester internship may begin the day following the last day of final exams of the fall semester. Students enrolled in a fall internship may begin the day faculty contracts commence, usually around August 15.
- Students may be eligible for work program credit for an approved internship (excluding summer interns). Students should consult the Associate Dean of Work for further information.
- Students should relate any concerns or problems related to their internship with their faculty supervisor immediately.
- Students do not have any rights to workers compensation claims. They also waive and release any and all claims against Blackburn College and its faculty harmless with respect to all such claims, and all related costs and expenses.
- Students who complete an internship outside a 100-mile radius of Carlinville may be asked to identify an instructor outside the Blackburn College faculty. Such arrangements must be made with the advice and consent of the instructor of record and the department chair.
- Students who are fired for cause or who quit their internship prior to its completion will receive a grade of 'F'. Situations in which students are laid off, or whose internship site ceases operation will be handled on a case-by-case basis.
- Students are afforded the same due process rights to appeal grades or pursue other grievances in their internship as they would in any other class. Students should refer to the *Student Handbook* for further information.

Responsibilities and Rights of the Internship Site Supervisor

- The employer may not discriminate against any group protected under the Blackburn College non-discrimination policy as it pertains to their employment of interns. This policy protects individuals on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, sexual orientation, military status, or unfavorable discharge from the military service. Blackburn College has the right to refuse to allow students to intern at locations where there is credible knowledge of such discrimination.
- The internship site supervisor must complete and return an evaluation form to the faculty supervisor by a predetermined date at the internship's conclusion. Evaluation forms are available in the Records Office. Students are responsible for ensuring that their supervisor receives, completes and returns the evaluation form to the supervising faculty member. Forms are to be received by Reading Day for fall and spring semester interns and Labor Day for summer interns. Students have access to review the form upon request. Supervisors should be advised that student interns retain this right.

- The employer should communicate any concerns with the student, and if appropriate, the faculty supervisor in a timely and direct manner.
- The employer should strive to assure that the bulk of student work is relevant to knowledge and skills needed and valued by the student's academic major.
- It is not the responsibility of the employer to pay the student. However, they may do so.
- Employers should be aware of The 1938 Fair Labor Standards Act as it pertains to unpaid internships.
- The employer must understand that neither Blackburn College nor any of its staff or faculty members are responsible for any action, deliberate or otherwise, on the part of a student intern.

Responsibilities of the Supervising Faculty Member

- The faculty supervisor must be informed about college policies and practices relating to internships.
- Prior to the internship, the faculty supervisor should assist the student in the formulation of learning objectives and strategies.
- Academic assignments appropriate to the nature, amount of course credit, and duration of the internship must be planned. Examples of appropriate assignments are formal papers, journals, presentations, and projects that link the internship experience to the curriculum of the academic program under which the internship is offered.
- The faculty member and her or his Department Chair must approve an internship before it begins. The faculty member should make a direct, personal inquiry to the site supervisor about the setting before granting final approval. The faculty member must be sure the internship site is appropriate.
- The faculty member is to conduct a minimum of one on-site visit if logistically possible. Logistically possible includes a 200-mile round trip under normal circumstances. The visit will be announced and scheduled with the employer and the student. Mileage, tolls and meal expenses (when appropriate) are to be paid by Blackburn College under normal business office procedures.
- The faculty member will be available to address concerns of students and employers in a timely fashion.
- The faculty member will make informal and formal inquiries to the student on a regular basis. Formal inquiries should occur at the beginning of each month following the review of the previous month's journals.
- Plans to be away should be communicated to the student and the internship supervisor, especially in the case where the faculty member would be unavailable up to one week.

- Blackburn College faculty members are not obligated to observe or instruct summer internships.
- The approved internship proposal form and related documents, including faculty and site supervisor evaluations, should be retained in the faculty member's files to be available for review, if necessary, by appropriate college or accreditation committees.



INTERN EVALUATION FORM

Student Name: _____ Date: _____

Organization Name: _____

INSTRUCTIONS:

This form is to be completed by the site supervisor of the organization hosting the field experience student. Please evaluate the performance of the student by circling the number you feel best expresses your perceptions of the student's performance. As you proceed through the evaluation, you are encouraged to write comments on each statement so the student can better understand your evaluation. The student will also provide a self-addressed envelope to mail the completed form. (If an item is not applicable, please write *not applicable* in the comment section.)

PERFORMANCE AREA	LESS THAN ADEQUATE			ADEQUATE			MORE THAN ADEQUATE		EXCELLENT	
Ability to organize & carry out tasks	1	2	3	4	5	6	7	8	9	10
	Has some difficulty organizing and carrying out assigned tasks.			Manages to organize and carry out most assigned tasks in a competent manner.			Very well organized and carries out assigned tasks in a professional manner.		Exceptionally well organized. Carries out assigned tasks in an exemplary manner.	

Comments:

Quality of assigned work	1	2	3	4	5	6	7	8	9	10
	Below expectations. Needs frequent instruction and supervision. Work completed is less than satisfactory.			Meets expectations. Needs some supervision. Quality of work is competent.			Usually exceed expectations. Needs very limited supervision. Work is of very good quality.		Consistently exceeds expectation. Work is always of highest quality.	

Comments:

PERFORMANCE AREA	LESS THAN ADEQUATE			ADEQUATE			MORE THAN ADEQUATE		EXCELLENT	
	1	2	3	4	5	6	7	8	9	10
Time management										
	Procrastinates much of the time. Does not complete most tasks in a timely manner.			Average ability to manage time. Some procrastination, but most tasks completed on time.			Very efficient in managing time. All tasks are completed on schedule.		Exceptional ability to manage time or tasks. Most work is completed ahead of schedule.	

Comments:

PERFORMANCE AREA	LESS THAN ADEQUATE			ADEQUATE			MORE THAN ADEQUATE		EXCELLENT	
	1	2	3	4	5	6	7	8	9	10
Ability to communicate orally										
	Has difficulty conveying information/ ideas to individuals and groups. Does not seem to be comfortable with oral communication.			Can completely express information/ideas to individuals and groups. Reasonably comfortable in most situations.			Very effective in conveying information/ideas to individuals and groups. Comfortable during oral communications.		Exceptional ability to communicate information/ideas to individuals and groups. Very comfortable and confident during oral communication.	

Comments:

PERFORMANCE AREA	LESS THAN ADEQUATE			ADEQUATE			MORE THAN ADEQUATE		EXCELLENT	
	1	2	3	4	5	6	7	8	9	10
Ability to communicate in written format										
	Below expectations. Has difficulty conveying information/ideas in writing. Numerous errors.			Can satisfactorily convey information/ideas in writing. Usually free of errors.			Very effective in conveying information/ideas in writing. Errors are rare.		Exceptional ability to communicate information/ideas in writing. Work is creative.	

Comments:

PERFORMANCE AREA	LESS THAN ADEQUATE			ADEQUATE			MORE THAN ADEQUATE		EXCELLENT	
Dependability & Responsibility	1	2	3	4	5	6	7	8	9	10
	Sometimes fails to complete work. Requires a great deal of supervision in order to produce work.			Can be counted on to have task completed when required. Sometimes needs supervision to do so.			Can always be counted on to have task completed. Is conscientious in performance of all assigned duties.		Exceptionally dependable and responsible in all circumstances.	
Comments:										
Initiative & Enthusiasm	1	2	3	4	5	6	7	8	9	10
	Must be pushed to get projects started and completed. Does not display enthusiasm for assigned work.			Usually enthusiastic about assigned work. Sometimes waits for assignments and projects rather than taking initiative.			Self-starter. Makes the most of opportunities. Enthusiastic and requests additional responsibilities.		Consistently exceeds expectations in this area. Regularly requests opportunities to explore new assignments and projects. Makes the most of every opportunity.	
Comments:										
Ability to work well with others in the organization	1	2	3	4	5	6	7	8	9	10
	Usually gets along with people in the organization. Rarely initiates contact with other people & could be more outgoing.			Gets along with people in the organization. Usually initiates contact with other personnel. Usually outgoing.			Very good relationship with personnel at all levels of contact. Interaction is positive and productive.		Exceptionally good relationships with personnel at all levels. Interaction is positive, productive, and sensitive to needs of others.	
Comments:										

PERFORMANCE AREA	LESS THAN ADEQUATE			ADEQUATE			MORE THAN ADEQUATE		EXCELLENT	
Professional appearance and behavior	1	2	3	4	5	6	7	8	9	10
	Needs to be reminded frequently about appropriate attire and behavior in the work setting.			Seldom needs to be reminded of appropriate attire and behavior in the work setting.			Appearance and behavior is always appropriate to the work setting.		Appearance and behavior is exceptional and worthy of emulation by others.	
Comments:										
Ability to accept and utilize suggestions to improve performance	1	2	3	4	5	6	7	8	9	10
	Almost always rejects or discounts suggestions to improve performance. Rarely, if ever, attempts to utilize suggestions.			Usually accepts suggestions to improve performance. Usually successful in utilizing suggestions.			Always welcomes suggestions to improve performance. Makes a concerted effort to utilize suggestions.		Always welcomes and solicits suggestions to improve performance. Exceptionally successful in this endeavor.	
Comments:										

Please add any additional comments that you feel would be instructive to the college supervisor in evaluating and providing guidance to this intern:

Evaluator Signature: _____ Date: _____

Return to: _____

