



COMMONWEALTH COLLEGE

***Work-Site Supervisor
Credit Internship Packet***

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Commonwealth College

DEFINITION OF AN ACADEMIC INTERNSHIP

A Commonwealth College academic internship combines an on-site supervised work experience with a structured academic learning plan for which a student earns academic credit. An internship is a work-based learning experience in a for-profit or non-profit setting. Some academic programs require an internship, while others offer students the option of scheduling an elective internship.

The student's substantive work and responsibilities within the work organization create a professional experience that supports academic and career goals. The faculty internship instructor and work-site supervisor collaborate to promote the student's critical thinking, observation, and reflection that foster intellectual, personal, and professional growth.

The work-site organization determines if monetary compensation is available for the internship. The length of the internship varies depending upon academic and work-site minimum requirements. Assuming a 15-week semester, one credit hour requires 3 to 4 hours per week of work-site activity and one hour of academic work such as journal writing, related research, or special projects.

An internship offers a student the opportunity to apply academic knowledge in world-of-work situations, to explore a career choice, and to begin to establish a network of professional contacts. The pre-internship preparation course that is required by the major must be completed prior to registering for any internship credits.

For more information on careers and definitions of other experiential learning opportunities visit the following websites:

<http://www.sa.psu.edu/career/intern.html>

<http://www.sa.psu.edu/career/>

<http://www.nsee.org/>

Commonwealth College

ROLES AND RESPONSIBILITIES FOR ACADEMIC INTERNSHIPS

Successful delivery of an academic internship occurs when an effective partnership is established among the key constituents: student, faculty internship instructor, work-site supervisor, Director of Academic Affairs (DAA), College Program Head (CPH), Career Services professional, and academic advisor. The roles that each one plays in the academic internship experience follow:

STUDENT:

- Register for the pre-internship course during the semester preceding the planned registration for the academic internship in compliance with course prerequisites.
- With the assistance of the faculty internship instructor, the academic adviser, and the Career Services professional, investigate, identify, and secure an internship experience that best meets educational and personal goals while adhering to Commonwealth College guidelines, major prerequisites, and program requirements.
- Determine learning opportunities and educational objectives available through the internship and formulate your action plan with the assistance of the faculty internship instructor.
- Obtain liability insurance if required.
- Adhere to professional and ethical standards as approved and required by the work-site and professional association.

FACULTY INTERNSHIP INSTRUCTOR:

- Ensure that there is sufficient academic activity to merit the awarding of credit.
- Determine the appropriateness of a specific internship experience in the context of the student's academic major and career goals.
- Give final approval for internship.
- Track student progress throughout the semester.
- Teach pre-internship course as required by curriculum if possible.
- Assist student in the identification of internship opportunities, although ultimate responsibility for locating a site resides with the individual student.
- Maintain records of internship opportunities to enable front-end exploration by the student.
- Collaborate with Career Services professional in an effort to have on hand educational resources that might be helpful the student engaged in the internship experience.
- Schedule a personal or electronic contact with work-site supervisor to establish a working relationship that will benefit the student.
- Ensure that prerequisites are satisfied by the student prior to scheduling the internship course.
- Collaborate with Career Services professional and Commonwealth College Program Head throughout the duration of the internship experience.
- Build strong work-site relationships.
- Coordinate necessary paperwork throughout the internship period including preparation of learning agreements and completion of preliminary, mid-semester and final evaluations.
- After consultation with work-site supervisor, determine grading rubric.
- Evaluate student performance, assign grade, and post it.

WORK-SITE SUPERVISOR/COMPANY OR AGENCY:

- Provide a professional environment conducive to student learning.
- Set goals for internship experience as supported by organizational leadership.
- Collaborate with faculty internship instructor to establish specific learning objectives; identify outcomes or expected products.
- Participate in the selection of student interns.
- Help student build professional work-site relationships.
- Supervise the student throughout the internship experience at the work-site.
- Offer an orientation program and supply necessary resources to support student success.
- Provide supervision, guidance, and feedback.
- Report immediately to the faculty internship instructor any student problem that develops.
- Work directly with the faculty internship instructor to evaluate the student performance, possibly three times: preliminarily during the first few weeks, at a mid-point in the internship experience, and at the end of the experience.
- Sign *University Internship Affiliation Agreements* as appropriate.

DIRECTOR OF ACADEMIC AFFAIRS (DAA) AND COLLEGE PROGRAM HEAD (CPH):

- Keep abreast of the faculty internship instructor's involvement with internships.
- Assist student in the identification of internship opportunities, although ultimate responsibility for locating a site resides with the individual student.
- Provide support for faculty internship instructor and assist with the management of the internship process.
- Enable appropriate scheduling of internship preparation course.
- Administer *University Affiliation Agreement* in accordance with University policy.

CAREER SERVICES PROFESSIONAL :

- Assist student in the identification of internship opportunities, although ultimate responsibility for locating a site resides with the individual student.
- On a limited basis and at the invitation of the faculty internship instructor, serve as a guest speaker in class on topics related to the internship search.
- Educate student on the internship search including researching potential sites and developing cover letters, resumes and interview skills.
- Promote job and career information fairs to students.

ACADEMIC ADVISOR:

- Continue to maintain contact with student.
- Informally assist student in identification of internship opportunities and procedures.
- Informally keep abreast of student's internship progress.
- Prior to having the student submit the *Student Internship Application Form*, check to be sure that all course prerequisites have been satisfied.

PENNSSTATE



Penn State: _____

Campus Contact: _____

Phone: _____

E-Mail: _____

Internship Description Form

Date: _____

Company/Organization Name: _____

Web Site: _____

Contact Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

INTERNSHIP TITLE (e.g., "Marketing Intern"): _____

Please attach a brief (one-page) description of the internship opportunity. You may want to include:

1. **Company/Organization Description:** a three- or four-sentence description of your organization, its products and services, and market scope (e.g., local, regional, national, international).
2. **Internship Description:** describe the primary responsibilities and duties of the intern; location; travel requirements; office/work space available; and compensation.
3. **Benefits for the Student:** what skills, perspectives, contacts, or other benefits can the student-intern expect to derive from the experience?
4. **Specific Expectations:** what final set of "deliverables" you expect to see?
5. **Skills:** what special skills must the student have in order to be competitive for and successful throughout the experience?

Internship Status

For-Credit

Non-Credit

Compensation

Per Hour _____

Stipend _____

Non available

When Available (check all that apply)

Fall semester

Spring semester

Summer

PENNSSTATE



Penn State: _____

Educational Plan & Learning Agreement

Semester & Year: _____
Course Number: _____
Number of Credits: _____

Student: _____
Address During Internship: _____

Phone: _____ E-mail: _____

Work Site: _____
Address: _____

Internship Title: _____
Start Date: _____

- | |
|---|
| <p>Components:</p> <ol style="list-style-type: none"> 1. Suggested Bibliography 2. Academic Objectives & Learning Methods 3. Methods of Evaluation and Timeline 4. Signatures |
|---|

Work-Site Supervisor: _____
Supervisor's Title: _____
Phone: _____ E-mail: _____

Faculty Internship Instructor: _____
PSU Division/Program: _____
Phone: _____ E-mail: _____

NOTE: This Agreement must be completed and signed by all parties (student, faculty internship instructor, work-site supervisor), and returned to the faculty internship instructor prior to commencing the internship.



Penn State _____

Work-Site Supervisor

Student Evaluation Timeline

To support the quality of the internship experience, please complete and return all evaluations to the faculty internship instructor (_____) by the dates indicated below.

Evaluation Forms

- ÿ 1. Preliminary Evaluation of Student Intern
- ÿ 2. Mid-Semester Evaluation of Student Intern
- ÿ 3. Final Evaluation of Student Intern

Due Date

End of the second week of the internship.
Mid-Semester of the internship.
Within one week of the conclusion of the internship.

Thank you for your support of Penn State experiential education!

Please contact the faculty internship instructor with any questions.

Telephone: _____
Fax: _____
E-mail: _____



Penn State _____

Work-Site Supervisor's

Preliminary Evaluation

This evaluation will alert us to any aspect of the experience to date that warrants immediate attention.

Student Name: _____

Internship Site Organization: _____

Internship Site Supervisor: _____

Supervisor: _____

1. The internship (check one) is is not working well.

2. In the space below, please comment on the internship experience to date:

Supervisor's Signature: _____ Date: _____

Please complete and return to the faculty internship instructor by the end of the second week of the internship to:

Phone: _____ **E-mail:** _____



Penn State _____

Work-Site Supervisor
Mid-Semester Evaluation

Student Name: _____
Circle One: **Fall** **Spring** **Summer** **Year:** _____
Internship Organization: _____
Internship Site Supervisor: _____
Title/Position: _____
Location (City, State): _____

Instructions:

- The immediate supervisor should evaluate the student objectively. Serious, careful assessment of the intern will enable all parties—your organization, the student intern, and Penn State—to gain the most from the experience.
- The student and his/her supervisor should review this form together. The supervisor should sign the form **on the reverse side**.
- Please return the original copy of this form to the Academic Internship Office by the due date. Keep a photocopy for your records

1. Please respond to the following statements.

- A. The student-intern reports to work as scheduled and on-time. _____ Yes _____ No
 B. Dress and appearance of the student -intern are appropriate. _____ Yes _____ No

2. Please rate the student's performance in the following areas, using the numerical scale below. If you mark 1 or 2 for any item, please elaborate on the back of this form.

5	Exceptional	Consistently exceeds expectations
4	Commendable	Sometimes exceeds expectations
3	Fair	Meets expectations
2	Uncomplimentary	Rarely meets expectations
1	Unsatisfactory	Does not meet expectations

	5	4	3	2	1	N/A
Skills and Competencies						
1. Communicates effectively in writing	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
2. Demonstrates effective oral communication skills	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
3. Asks pertinent and purposeful questions.	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
4. Handles multiple priorities efficiently and effectively	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
5. Maintains responsibility for a task/project until completion	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
6. Uses good judgment when developing and evaluating alternatives	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
7. Can initiate and convey ideas and gain support from others	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
8. Adapts well to change	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
9. Exhibits a positive and professional attitude	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
10. Shows initiative; is self-directed when appropriate	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
11. Quality of output/product	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
12. Overall performance	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ

Please remember to sign this evaluation once it is completed.

3. What improvements could be made by the intern to enhance his/her employment opportunities?

Please add additional observations on any item from the previous page. Highlighting specific strengths or potential strengths of the intern in addition to notable professional shortcomings will be especially helpful.

Work-Site Supervisor's Signature: _____ Date: _____

Please discuss the student's strengths and weaknesses with him/her in conjunction with this review.

Please complete and return to the faculty internship instructor by mid-semester of the internship to:

Phone: _____ Email: _____



Penn State _____

Work-Site Supervisor Final Evaluation

Student Name: _____

Circle One: **Fall** **Spring** **Summer** **Year:** _____

Internship Organization: _____

Internship Site Supervisor: _____

Title/Position: _____

Location (City, State): _____

Instructions:

- The immediate supervisor should evaluate the student honestly and objectively.
- Please sign the **form on the reverse side**.
- Please return the original copy of this form to the Academic Internship Office as soon as possible after the conclusion of the internship. Keep a photocopy for your records.

1. Please respond to the following statements.

- A. The student-intern reports to work as scheduled and on-time. _____ Yes _____ No
- B. Dress and appearance of the student-intern are appropriate. _____ Yes _____ No

2. Please rate the interns performance in the following areas, using the numerical scale below.

5	Exceptional	Consistently exceeded expectations
4	Commendable	Sometimes exceeded expectations
3	Fair	Met expectations
2	Uncomplimentary	Rarely met expectations
1	Unsatisfactory	Did not meet expectations

	5	4	3	2	1	N/A
A. Work Habits						
1. Exhibits a positive and professional attitude	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
2. Effectively handles routine problems and/or sees routine tasks through to their conclusion.	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
3. Effectively manages his/her time	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
B. Ability/Willingness to Learn						
1. Shows willingness to learn/be taught by supervising personnel	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
2. Asks pertinent and purposeful questions	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
3. Seeks out and utilizes appropriate resources	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
4. Accepts responsibility for mistakes and learns from experiences	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
C. Reading/Writing/Computation Skills						
1. Comprehends and follows written materials/instructions	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
2. Communicates ideas and concepts clearly in writing	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
3. Uses mathematical procedures and/or computer applications appropriate to the job	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
D. Listening & Oral Communication Skills						
1. Listens to others in an active and attentive manner	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
2. Demonstrates effective verbal communication skills in one-on-one settings	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
3. Demonstrates effective verbal communication skills in group settings	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ

Please remember to sign this evaluation once it is completed.

5	Exceptional	Consistently exceeded expectations
4	Commendable	Sometimes exceeded expectations
3	Fair	Met expectations
2	Uncomplimentary	Rarely met expectations
1	Unsatisfactory	Did not meet expectations

	5	4	3	2	1	N/A
E. Creative Thinking & Problem Solving						
1. Breaks down complex tasks/problems into manageable pieces	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
2. Incorporates a holistic perspective in addressing or managing problems	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
3. Demonstrates initiative in defining and solving non-routine problems	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
F. Professionalism/Potential for Growth & Advancement						
1. Exhibits a self-motivated approach to work	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
2. Demonstrates ability to set appropriate priorities/goals	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
3. Takes the initiative/is self-directed when appropriate	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
G. Teamwork/Interaction with Colleagues						
1. Establishes effective working relationships with co-workers	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
2. Works within appropriate authority and decision-making channels	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
3. Accepts criticism in a professional and constructive manner	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
4. Shows willingness to accept responsibility for his/her role in a problem or conflict situation	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
5. Demonstrates professionalism in addressing conflicts	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
H. Character Attributes						
1. Brings a sense of values and integrity to the job	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
2. Behaves in an ethical manner	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
3. Respects the diversity (religious/cultural/ethnic) of co-workers	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
I. Profession or Position-Specific Skills						
Please note any skills or competencies that are important to the profession that have not been listed, and assess the intern accordingly.						
1.	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
2.	ÿ	ÿ	ÿ	ÿ	ÿ	ÿ
J. Overall Performance	ÿ	ÿ	ÿ	ÿ	ÿ	

3. Comments: Please attach a separate sheet to address the following questions.

- A. What are the student's strongest assets?
- B. What qualities and characteristics should the student strive to improve?
- C. Other observations/comments (please elaborate on any item above):

Evaluator's Signature: _____

Date: _____

Please complete and return this form to the faculty internship instructor within one week of the conclusion of the internship to:

Phone: _____ **E-Mail:** _____

- Thank You -