SHIPPENSBURG UNIVERSITY
College of Arts and Sciences

2013-2014

Internship Application Instructions

1. Secure an internship, working with your faculty internship coordinator, department chair, or advisor.

2. Fill out all information on this form, and secure all signatures. Print, trying to retain formatting (so that page 4 stays intact, on one page).

3. Submit to the dean's office, College of Arts and Sciences, no later than the stated deadlines (see first page of application).

4. The dean's office will keep a copy and return the original to your department, who will work with you to get registered for the internship experience.

5. If you must submit an incomplete application, please do so by the deadline. The dean's office will hold your application until you secure all required signatures.

IF you have any questions, please ask your department or the Interim Associate Dean of Arts and Sciences, Dr. Jose Ricardo, jgrica@ship.edu

Internship Application 2013-2014

Undergraduate and Graduate Students

The following policies clarify and extend the University's policies on internships, found in the current Shippensburg University Catalog. These policies make the handling of internships consistent throughout the College of Arts and Sciences, although **departments or programs may apply additional criteria**.

- ✓ Students seeking internships must file the signed paperwork in the dean's office **on or before the following deadlines: spring—December 1; summer or fall—June 1**. Incomplete applications may not be considered or will be held for approval until completed.

- ✓ Undergraduate students must have a minimum of 60 credits, a 2.0 GPA overall and a 2.0 GPA in their major to qualify for an internship. **Preference will be given to students with at least a 2.5.** Graduate students must have been matriculated in a graduate program to qualify.

- ✓ Undergraduate students may take a maximum of nine (9) credit hours for internships with a maximum of six (6) of those counting in the major. Students may count three (3) of the nine credits toward their minor, provided both the major and minor departments agree. Students should receive one (1) credit for a minimum of 40 hours work. Students who are double majors may receive a maximum of twelve (12) credit hours of internship credit and count a maximum of six (6) hours in each major with departmental approval. Graduate students should refer to their program requirements. **Preference is given to students applying for their first internship and to students whose programs require an internship.**

- ✓ Students must fill out the attached *Letter of Agreement*, which, after receiving approval, the department will keep for a minimum of three years.

- ✓ During the regular academic year, students should keep a daily log during the first two weeks of their internship and a weekly log thereafter, submitting it monthly to their faculty internship coordinator. (This may be adjusted for summer terms.) At the end of the internship, the student should submit a five- to ten-page report to the faculty member of record, detailing the activities from the internship and describing how these activities met his/her stated educational goals. Departments may add additional requirements as they deem appropriate.

- ✓ Faculty members of record must make every reasonable effort to visit interns, and in cases where this is not possible, the faculty member must contact both the student and the employer by phone during the period of the internship. At the midterm and end of the internship, employers should complete the *Organization Internship Evaluation* and return it to the faculty member of record.

- ✓ At the end of the internship, the student should complete the *Student Internship Evaluation*, which the internship coordinator will review and keep in the department office for three years.

Letter of Agreement

Among Intern, Organization,and College of Arts and Sciences

It is understood that _____ will:
(Print Student's Name)

- ✓ Work as an intern at _____ from
  (Print Organization Name)
  date beginning _____ and concluding _____;
- ✓ Adhere to all policies of the organization with whom s/he is interning; if applicable, compensation will be provided at the rate of $_____/hour;
- ✓ Report to work promptly and in the event of an emergency notify the organization and intern supervisor immediately;
- ✓ Direct energies to the completion of the work assignments;
- ✓ Adhere to policies of the college and of the respective department(s);
- ✓ Keep a daily log of activities for the first two weeks and a weekly log thereafter; submit at the end of every month (or prearranged period in the summer) a summary of the activity log;
- ✓ Submit a five- to ten-page report at the end of the internship; and
- ✓ Complete the *Student Internship Evaluation* at the end of the internship and return to the faculty internship coordinator.

It is understood that the Organization will

- ✓ Recognize the student as a trainee and provide appropriate experiences and adequate supervision;
- ✓ Assure safe and healthy conditions;
- ✓ Accept responsibility for supervising and evaluating the work of the student and return evaluation reports to the faculty internship coordinator;
- ✓ If for any reason termination of the internship is necessary, meet with both the student and faculty member of record at a special conference;
- ✓ Provide the internships without regard to race, sex, or religion;
- ✓ Provide compensation on a voluntary basis; and
- ✓ Fill out and return the *Organization Internship Evaluation* to the faculty internship coordinator at the mid-term and end of the internship.

It is understood the College of Arts & Sciences will

- ✓ Provide instruction concurrent with the internship as applicable;
- ✓ Arrange for supervision by the faculty member of record who will visit the student and the organization at least once a semester or have telephone contact if distance is a factor;
- ✓ Provide guidance for special student problems; and
- ✓ Grant academic credit as approved toward the completion of the student's degree if the conditions of the internship are fulfilled in accord with University policy.

Finally, it is understood that the intern, Organization, and College of Arts & Sciences will adhere to all applicable local, state, and federal regulations, including the Department of Labor guidelines for unpaid internships, p. 4 of this application.

Letter of Agreement, Continued

To be completed by the student (*Please TYPE, save, print, sign, obtain necessary signatures, and turn into Dean's Office.*):

Student's Name (Last, First, Middle): _____ ☐ Undergraduate ☐ Graduate

Student ID Number (not Soc. Sec. #): _____ **Ship E-mail:** _____

Student's Permanent (Home) **Address:** _____ **City:** _____ **State:** ____ **Zip:** ___

Local Address (if different from above): _____ **City:** _____ **State:** ____ **Zip:** ___

Major/Minor: _____ **Phone Number:** (_____) _____ - _____

Major Department: _____ **Total Earned Credits:** _____

First internship for credit? Yes ___ **No** ___ **Total Earned Internship Credits:** _____

Faculty Supervisor: _____ **Overall GPA:** ____ / 4.00 **Major GPA:** ____ / 4.00

Internship Semester: ☐ Spring ☐ Summer ☐ Fall **20** _____ NOTE**: Application is for one semester only.**

Name of the Organization: _____

Organization's Website: _____

The organization is ☐ Non-Profit ☐ On-Campus ☐ Government ☐ Private

Organization's Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Site Supervisor's Name (Last, First): _____ **E-mail:** _____

Supervisor's Phone Number: (_____) _____ - _____ **Supervisor's Fax Number:** (_____) _____ - _____

Intern's Job Title: _____ **Paid position?** ☐ Yes ☐ No

Estimated TOTAL # of work hours: _____ **Hours of academic credit** (40 work hours = 1 credit hour)**:** _____

To be completed by the Dean's Office or Major Department Personnel:

Student's Name (Last, First, Middle) _____

SU ID #_____ **Semester #**_____

Course #_____ **Section** ____ **Faculty**_____ **Credits (#)**___

PLEASE READ BEFORE SIGNING: By signing this document, the student, faculty internship advisor, department internship coordinator, and the organization supervisor have read and agreed to the described activities, learning objectives, and classification of unpaid internships (described on the previous page).

_____

Student signature and date

_____

Faculty supervisor (instructor of record) signature and date

_____

Department internship coordinator or chair, signature and date

_____

Organization supervisor, signature and date

_____ **Approved** _____ **Not Approved** _____

Dean/Associate Dean, signature and date

A copy of this document will be kept on file in the Dean's Office.

Letter of Agreement, Continued

Please answer the following two questions in some detail. If needed, continue on a separate sheet.

1) Describe your anticipated activities, tasks, and projects during the internship.

2) Describe your career and educational goals and how this internship will strengthen these goals.

In accordance with The Fair Labor Standards Act, the U.S. Department of Labor (April 2010) acknowledges unpaid internships as "fair" and legal only if the [below] six criteria are met.

The following six criteria must be applied when making this determination:

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; and*
6. *The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.*

NOTE: If you have questions regarding whether or not your internship qualifies, please contact Dr. Jose Ricardo , Associate Dean of the College of Arts and Sciences, at (717) 477-1151 or by e-mail at jgric@ship.edu.

Student Internship Evaluation

Completed By Student (Return to your faculty supervisor)

Please word process.

Student's Name: _____ Major Department: _____

Job Title (if applicable): _____

Faculty Internship Coordinator: _____

Name of the Organization: _____

Organization Supervisor's Name: _____

Address of the Organization: _____

Dates of the Internship: From _____ to _____ Hours of Academic Credit: _____

Total number of hours worked: _____ Hourly rate or stipend, if applicable: _____

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1. What aspect of your internship was most valuable to you as a student?

2. Did your internship in any way encourage or discourage you from pursuing your intended career goals? Please explain.

Student Internship Evaluation, Continued

3. Do you feel that your internship experience helped you to meet your learning and educational goals? Did it meet your expectations? If not, please explain.

4. Was there early and adequate clarification of what your employer expected from you?

5. Would you encourage other students in your major to seek an internship with the same organization?

6. Other comments?

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Internship Evaluation

Completed By Organizational Supervisor

☐ **Mid-term Evaluation Report** ☐ **Final Evaluation Report**

Student's Name: _____ **Date:** _____

Dates of Internship: From _____ **to** _____

Name of the Organization: _____

Organization Supervisor's Name: _____

Please complete the form based on your observation of the individual's performance in the designated areas. This sheet will constitute your professional evaluation of the candidate, and may be used in determining the student's internship grade. In order to comply with the Commonwealth of Pennsylvania's "Right to Know" Law and Federal Family Educational Rights and Privacy Act of 1974, your comments will be available for review by the student upon request.

5—**Outstanding** performance
4—Consistent **High Quality** performance
3—**Satisfactory** performance
2—Inconsistent **Low Level** performance
1—**Unsatisfactory** performance
N—Not observed

For each question, circle one answer (1 is low, 5 is high):

1. Ability to learn	1 2 3 4 5 N	5. Quality of work	1 2 3 4 5 N
2. Attitude toward work	1 2 3 4 5 N	6. Dependability	1 2 3 4 5 N
3. Relation to co-workers	1 2 3 4 5 N	7. Judgment	1 2 3 4 5 N
4. Reaction to supervision	1 2 3 4 5 N	8. Intern's academic preparation	1 2 3 4 5 N

Attendance: ☐ Regular ☐ Irregular

Punctuality: ☐ Regular ☐ Irregular

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1. If this is a final evaluation, have you observed significant changes in this intern's performance since the time of the mid-term evaluation?

   ☐ Yes ☐ No

2. If this were a final evaluation, hypothetically, would you be willing to hire this intern after graduation, if a suitable position were available?

   ☐ Yes ☐ No

A copy of this document will be kept on file in the Dean's Office.

Organization Internship Evaluation, Continued

The student's overall performance in the internship is/was:

☐ Poor	☐ Satisfactory	☐ Good	☐ Very Good	☐ Outstanding

Comments (Include remarks regarding areas showing strength, areas needing development, and any additional comments that will aid in determining the candidate's capabilities and potential for professional development):

Rated by: _____ _____

Organization Supervisor **Title** **Date**

Reviewed by: _____ _____

Faculty Internship Advisor **Title** **Date**

Organization, please return to the Faculty Internship Advisor. Advisor, submit a copy to the dean's office.

A copy of this document will be kept on file in the Dean's Office.