

# Shippensburg University College of Arts & Sciences



## *Internship Program Information*

The following policies clarify and extend the University's policies on internships, which are found in the current Shippensburg University Catalog. These policies are intended to make the handling of internships consistent throughout the College of Arts and Sciences, although departments are free to institute additional requirements if they deem appropriate.

- ❖ Students seeking internships must file the signed paperwork in the dean's office **by the end of the first week of classes (in the semester for which the student is seeking credit). No internship credit will be given for the current semester after the schedule adjustment period is over.**
- ❖ 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. Graduate students must have been matriculated in a graduate program to qualify.
- ❖ 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 who are pursuing a minor may count three of the nine credits toward their minor, provided both the major and minor departments are in agreement. Students should receive one credit for a minimum of 40 hours work. Students who are double majors may receive a maximum of twelve credit hours of internship credit and count a maximum of six hours in each major with the approval of the departments.
- ❖ Students must fill out the attached *Letter of Agreement for Internship*, which, after receiving approval, will be kept on file in the department office 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. Every month students should turn in a copy of the log to their faculty internship coordinator. In the summer, the faculty internship coordinator and the student should arrange a schedule for periodic submissions of this information by the student. At the end of the internship, the student should submit a five to ten page report to the faculty internship coordinator detailing the activities from the internship and describing how these activities met his/her stated educational goals.
- ❖ Faculty internship coordinators must make every reasonable effort to visit interns, and in cases where this is not possible, the coordinators must contact both the student and the employer by phone during the period of the internship. Guidelines for the coordinator? At the midterm and end of the internship, employers should complete the *Organization Intern Evaluation Form* and return it to the faculty internship coordinator.
- ❖ At the end of the internship the student should complete the *Student Evaluation Form*, which will be kept on file in the department office and reviewed by the chair/internship coordinator for the department.

# ***Letter of Agreement for Internship among Intern, Organization, and College of Arts & Sciences***

**It is understood that \_\_\_\_\_ will**  
(Student Intern'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 Evaluation Form* 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 internship coordinator 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 Intern Evaluation Form* 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 internship coordinator 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.

## *Letter of Agreement, Continued*

To be completed by the student (*Please type or print.*):

Student's Name: \_\_\_\_\_ Internship Semester: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Major Department: \_\_\_\_\_

Faculty Internship Coordinator: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

The organization is  non-profit  on-campus  government  private

Organization Supervisor's Name: \_\_\_\_\_

Address of the Organization: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Estimated total number of work hours: \_\_\_\_\_ Hours of academic credit: \_\_\_\_\_

Paid position?  yes  no

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

1) *Describe your anticipated activities during the internship.*

2) *Describe your educational goals for the internship.*

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*By signing this document, the student, faculty internship coordinator, departmental internship coordinator, and the organization supervisor have read and agreed to the described activities and goals.*

\_\_\_\_\_  
Student Intern/Date

\_\_\_\_\_  
Faculty Internship Coordinator/Date

\_\_\_\_\_  
Department Internship Coordinator/Date

\_\_\_\_\_  
Organization Supervisor/Date

\_\_\_\_\_  
Department Chair, if applicable/Date

\_\_\_\_\_  
Dean/Associate Dean, Arts & Sciences/Date

*This Letter of Agreement will be kept on file in the department office.*



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. Can you provide names of individuals or other agencies that would be interested in offering internships or job placement for student in your department? Please list.

# *Organization Internship Evaluation*

## *Shippensburg University – College of Arts & Sciences*

Mid-term Evaluation Report       Final Evaluation Report

Student 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— <b>Outstanding</b> performance	2—Inconsistent <b>Low Level</b> performance
4—Consistent <b>High Quality</b> performance	1— <b>Unsatisfactory</b> performance
3— <b>Satisfactory</b> 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 is a final evaluation, hypothetically, would you be willing to hire this intern after graduation, if a suitable position were available?  
 yes     no

**Comments:** (on the back) 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.

