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**COTTEY**

1000 West Austin, Nevada, Missouri (417) 667-8181

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Site Supervisor  
Handbook  
For  
Student Internships

Dear Internship Site Supervisor:

Internships bridge the gap between knowledge gained in a classroom and the practical application of that knowledge in the work place. At Cottey College an internship is defined as an “opportunity to integrate career related experience into an undergraduate education by participating in planned, supervised work.

Characteristics of a Cottey internship include:

1. contributes to the student’s personal and professional development through challenging work assignments;
2. involves a supervision component that is mentoring and educational;
3. includes career related experiences that complement what is learned in the classroom;
4. will have a reflection and evaluation process at the conclusion of the internship and;
5. is most successful when the student, the faculty sponsor, and the internship site supervisor all share responsibility in making it a valuable experience.

Your willingness to participate in the internship experience provides the opportunity for our students to pursue hands-on learning in an environment that is impossible to replicate in the classroom. Because this is a shared learning experience, there are several advantages for the employer as well. These advantages include:

1. students are highly motivated pre-professionals;
2. students bring new perspectives to old problems;
3. students are quality candidates for temporary or seasonal positions and projects;
4. internships are a proven, cost-effective way to recruit and evaluate potential employees and;
5. community relations are enhanced as you contribute your expertise to the education of our future workforce.

The information included in this handbook will guide you in the development and management of an internship position. Should you have questions or need additional information, please feel free to contact the office of experiential learning at (417) 667-8181 ext.2184. Your partnership with the Cottey College student internship program is greatly appreciated.

Thank you,

Experiential Learning Coordinator

# COTTEY

## INTERNSHIP GUIDELINES

### DEFINITION:

An internship is a supervised work experience, related to a student's major or area of career interest, **with intentional learning goals**. It is monitored by a faculty member and an internship site supervisor and offers course credit. Internships are often unpaid, but may receive paid compensation.

### CREDIT:

Internship credit is awarded for the planned learning that occurs during the internship, not for the intern's performance at the internship site. Cottey awards 1-2 credits in the fall/spring semesters and 1-3 credits in the summer. No more than 4 credits for Associate candidates and 12 credits for Bachelor candidates will count towards graduation.

Credit hours enrolled will be based on hours worked.

- 1 credit hour = a minimum of 45 hours per semester
- 2 credit hours = a minimum of 90 hours per semester
- 3 credit hours (summer only) = a minimum of 135 hours per semester

\*Summer internships incur tuition costs per credit hour

### ELIGIBILITY:

Students eligible to participate in an internship must have first-year, second-semester or second-year standing by the beginning of the internship AND have a 2.0 cumulative GPA or higher.

### ENROLLMENT:

Developing an internship is similar to a job search. The student will initiate contact with potential internship sites, submit resumes and applications, interview, and finally secure an internship. The experiential learning coordinator can assist with ideas for internship sites. To enroll in an internship at Cottey College, the student needs to complete the following **prior** to beginning an internship experience.

- Investigate possible internship sites.
- Select a faculty member who wishes to supervise the internship experience.
- Work with faculty sponsor and internship site supervisor to complete the **Internship Learning Contract and Responsibilities Agreement**.
- Obtain an **Add Form** from Academic Records.
- Submit completed **Internship Learning Contract, Responsibilities Agreement** and **Add Form** to the **experiential learning coordinator** in the Academic Assistance Center.
- Students are not officially registered for an internship until **ALL** forms with signatures are submitted and the internship has been approved.
- Students must attend an internship orientation with the experiential learning coordinator **prior** to the first day of the internship.

### GRADING:

The internship experience will be graded as pass/fail. The faculty sponsor will award academic credit once the internship and method of evaluation have been completed as outlined in the Internship Learning Contract. **Students will submit an Internship Activity Log as documentation of activities.** At the end of the internship, both the employer and faculty sponsor will submit an evaluation of the student intern and the student will submit an evaluation of their internship experience.

# SITE SUPERVISOR RESPONSIBILITIES

## FOR STUDENT INTERNSHIPS

- **Prior to Internship**

*Submit a detailed Internship Position Description Form.* Complete this form as you would for any job description within your organization including job responsibilities, skills needed to complete these duties, documents required for application, and internship logistics. *Interview the student intern.* Once a student has applied for an internship position, interview the student prior to placement. Ensure that the student understands the requirements and expectations for the internship experience. Determine whether the student is a good “fit” for the intern position.

- **During the Internship**

*Assist the student and faculty sponsor to develop learning objectives for the internship experience.* Internships enhance learning by allowing students to integrate theory into practice. Students completing internships often develop clearer academic and career goals.

*\*All Cottey College students, prior to entering into an internship agreement, must complete a Learning Contract with internship specific learning outcomes. It is expected that the Internship Site Supervisor and a Faculty Sponsor, determined by the student, will have significant input into the expectations and requirements needed to achieve the learning outcomes set forth in the Learning Contract.*

*Review and sign the student's Internship Learning Contract and Responsibilities Agreement.* The student will submit their Learning Contract to the experiential learning coordinator for approval. The faculty sponsor, site supervisor, registrar, and student will receive copies.

*Establish regular meeting times with the student.* The Site Supervisor should meet with the student on a regular basis throughout the internship experience. Ask questions to ensure the learning objectives are being met. Students will submit **Internship Activity Logs** to their Faculty Sponsor, midway through and at the end of the internship, as documentation of tasks performed. **Site Supervisors will review and sign these logs for accuracy.** Maintain communication with the Faculty Sponsor as necessary.

- **Completion of Internship**

*Evaluate the learning that has occurred during the internship.* Complete an exit interview with the student intern. Discuss your evaluation of the student intern’s performance, giving her a chance to offer feedback. Relate experiences in the internship to the learning objectives established in the Learning Contract. Suggest strategies for future improvement. Submit the **Site Supervisor Evaluation** to the Faculty Sponsor.

## EXPERIENTIAL LEARNING COORDINATOR DUTIES

- Acts as an informational and educational resource for all parties involved in the internship.
- Maintains a listing of internships for students and faculty.
- Coordinates administrative paperwork and provides student orientation to the internship experience.
- Assesses program and develops better means of administration based on comments from students, faculty and site supervisors.

## **Tips for Students Drafting An Internship Learning Contract**

The Internship Learning Contract is a mutual agreement among the student, the internship site, and the faculty sponsor, indicating what the student hopes/wants to learn, how she will learn it and what she has learned. In other words, the Learning Contract includes learning goals or "objectives," strategies for accomplishing the goals, and evaluation methods.

The student is responsible for developing her Internship Learning Contract. However, she will need the input of the internship site supervisor and the faculty sponsor to complete it. She may want to write a first draft of the contract and then share it with her site supervisor and faculty sponsor for suggestions and approval before producing the final version.

1. Complete the general information of the learning contract.
2. Under **Statement of Ability**, describe the current skills, knowledge and work experience required for this internship. Attach a resume and include coursework taken related to the internship.
3. Develop 3-4 **Learning Objectives**. Be as specific as possible. Learning objectives are important and generally fall into four categories:
  - ❑ Skill Development: learning and improving specific skills (writing, research, communication, computer, etc.)
  - ❑ Broader Knowledge: understanding the workplace, operational procedures, and organizational structure, socioeconomic factors, etc.
  - ❑ Career Awareness: investigating specific careers and occupations and the qualities and/or training required.
  - ❑ Personal Development: confidence, assertiveness, decision-making, values
4. Indicate the **Tasks and Strategies** that will be performed in order to achieve the learning objectives. Include the internship title and specific duties and responsibilities. Refer to the internship job description.
5. The **Faculty Evaluation** section is to be completed by the student and the faculty sponsor. The evaluation methods should be specific and include a reflective component. Typical assignments include a journal, portfolio, presentations or papers.
6. Return the completed **Internship Learning Contract** and **Responsibilities Agreement** to the *Experiential Learning Coordinator, in the Academic Assistance Center, RBAC 164.*

# Student Checklist for Internship Requirements

## Prior to Beginning an Internship Experience:

- Select possible internship sites
- Submit application(s) and required documents for consideration by the internship site
- Interview for the internship position
- Accept internship position if offered
- Obtain a faculty sponsor
- Complete the **Internship Learning Contract** and **Responsibilities Agreement**.
- Obtain an **Add Form**
- Submit completed **Internship Learning Contract, Responsibilities Agreement** and **Add Form** to the **experiential learning coordinator** in the Academic Assistance Center.
- Attend student orientation for internships

\*Students are not officially registered for an internship until **ALL** forms with signatures are submitted and the internship has been approved.

\*\*Students must attend an internship orientation with the experiential learning coordinator **prior** to the first day of the internship.

## During an Internship Experience:

- Attend scheduled meetings/conference calls with site supervisor and/or faculty sponsor
- Mid-Internship activity logs due \_\_\_\_\_
- Additional internship assignments due \_\_\_\_\_

## Completion of an Internship Experience:

- Final activity logs due \_\_\_\_\_
- Site supervisor evaluation due \_\_\_\_\_
- Student evaluation due \_\_\_\_\_
- Faculty sponsor evaluation due \_\_\_\_\_
- Final internship assignments due \_\_\_\_\_

\*Students must submit all required documentation and assignments before the internship is considered complete.

## Internship Ends and Grade Assigned

\*Internships will be graded on a pass/fail basis.

## An Internship is NOT –

**"Time Out":** Although an internship is usually pursued outside of the college setting it should not be viewed as "time-out" from college to go to work. An internship is a learning experience. Some people learn more effectively through experience, and internships provide that opportunity. Remember, a grade or credit for an internship is based on what you can show or demonstrate you learned during the internship, not solely on the evaluation of your performance.

**An Easy Grade:** Most students report working just as hard if not harder on their internships as they do for classes on campus. Pursuing an off-campus internship along with several other classes creates a demanding schedule and requires a lot of time and energy. Be careful not to plan an internship during an otherwise "heavy" schedule.

**Volunteer Experience:** Regardless of the financial arrangements, an intern is not the same as a volunteer. An intern earns credit or a grade based on what is learned from the internship experience. A volunteer may perform the same tasks equally well but may or may not be self-conscious about the learning derived. As an intern, you must be self-conscious of what you are learning and strive to meet identified learning goals in order to successfully earn credit or a grade.

**Resident Expert:** Student interns bring special skills, knowledge, and fresh ideas to an organization. It is not appropriate, however, for an organization to expect an intern to be the "resident expert" or to fill a gap in an area in which the staff lacks basic skills of knowledge. A professional staff person should supervise you with expertise in the area in which you are working.

**Go-Fer:** An intern is not supposed to perform *all* the routine or uninteresting work within an organization. An internship should be a meaningful learning experience. Most positions and projects involve *some* routine work; however, it is recommended that it be limited to twenty percent of your time as an intern.

**Guarantee of a Job Offer:** There is no guarantee that an internship will get you a job. Many employers value hiring someone who has had internship experience; therefore, when you are competing for a particular position, your internship may prove beneficial. The best way to gain career and job advantages from your internship is to get to know the people you are working with in the organization. Build an information and referral network for yourself.





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## INTERNSHIP LEARNING CONTRACT

The Internship Learning Contract is a mutual understanding among the student, the Internship Site Supervisor and the College (the Faculty Sponsor). The purpose of this agreement is to allow the student to establish, in conjunction with the supervisor, **prior to the start of the Internship**, a plan for the duration of the Internship experience.

The goal of an internship is to enhance the learning experience. This document provides a basis for students to discuss with supervisors the opportunities for learning that an organization can provide. The Internship Learning Contract assists the intern in making a meaningful contribution to the organization, as well as setting goals to continue professional growth and development. *Cottey College reserves the right to approve or reject internship sites and Internship Learning Contracts.*

**Student name:** \_\_\_\_\_

**Address during internship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Student status:** First-year, second-semester      Second-year      Third-year      Fourth-year  
(circle one)

**Present GPA:**      Semester      \_\_\_\_\_

                                 Cumulative      \_\_\_\_\_

**Semester of internship:**      Fall              Spring              Summer  
(circle one)

**Number of semester hours of credit:** (1 or 2 during fall/spring; 1 to 3 during summer)

**Number of hours anticipated worked per week (or over specified period of time if not carried out over a 15-week semester):** \_\_\_\_\_

**Faculty sponsor:** \_\_\_\_\_

### Internship Information:

Internship site: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site supervisor name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Organization's website: \_\_\_\_\_

**NOTE:** *This section must be completed in its entirety before the Contract is signed.*

**1. Internship description:** Describe the organization you will be working for and the functions it performs.

**2. Statement of ability:** Provide information about your current skill level and ability (scheduling, etc.) to engage in the internship. List any coursework taken that has prepared you for the internship.

**3. Learning objectives:** What knowledge, skills and competencies will you gain from this experience? What academic knowledge will you apply during your internship? How will the internship contribute to your long-range career goals?

**4. Tasks and strategies:** What job duties will you perform? Include your title and a specific list of job responsibilities. (You and the on-site supervisor should prepare title and duties with input from the faculty sponsor).

**5. Faculty evaluation methods:** Specify documents (journal, paper, portfolio, supervisor evaluations) or other methods of evaluation (student interview, supervisor interview, regular student meetings) that will be used to assess progress and performance. Also list dates of scheduled conferences with faculty supervisor if these will be part of the evaluation.

**Responsibilities of student:** The student shall learn as much as possible about the internship site's policies, people, programs, and activities; show honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, and a willingness to learn at the workplace; commit to a time frame with the internship site and fulfill all tasks agreed upon, as outlined in the Internship Learning Contract; be in regular attendance during the internship period; respect confidentiality; serve in a manner that preserves the reputation and integrity of Cottey College; complete all faculty sponsor assignments/evaluations; conform to the rules and regulations of the internship site; and consult with Cottey about any difficulties/problems arising at the internship site related to the internship program.

**Responsibilities of faculty sponsor:** The faculty sponsor shall monitor the student throughout the internship experience; consult with the internship site on the student's learning objectives; assist the student/internship site supervisor with any difficulties/problems on the internship site; and assist in the evaluation of the student.

**Responsibilities of internship site supervisors:** The internship site supervisor shall provide a **variety** of work experiences for the student that will contribute to her education and to the attainment of her career objectives; provide orientation and on-the-job training for the student; adhere to all federal and state regulations where the student is involved; provide time for consultation with Cottey College concerning the student and to discuss any difficulties the student may be having; provide available instruction material and occupational guidance for the student; provide appropriate direction and supervision; evaluate the student's internship performance using the Employer Evaluation of Intern (EEI) form and returning the EEI form to the faculty sponsor.

**Responsibilities of Experiential Learning Coordinator:** The experiential learning coordinator will assist the student with resources to locate and secure an internship position, provide orientation to the student internship experience, assist the student, internship site supervisor, and faculty sponsor with any difficulties that may arise during the internship experience, and provide overall continuity with the internship program

**All parties agree to not discriminate on the basis of race, ethnicity, color, religion, gender, sexual orientation, age, national origin, or disability. No party shall disclose or use any information of a private, confidential or proprietary nature without prior written permission, except as required by law.**

_____	_____
Signature of Student	Date
_____	_____
Signature of Faculty Sponsor	Date
_____	_____
Signature of Site Supervisor	Date
_____	_____
Signature of the Registrar	Date
_____	_____
Signature of the Experiential Learning Coordinator	Date

**\*The experiential learning coordinator will disseminate final copies of the Learning Contract to all appropriate offices.**

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## Internship Activity Log

**Student Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Hours Worked \_\_\_\_\_ Activities Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Learning Objectives Attained This Week** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date

## Employer Evaluation of Student Intern

**Student:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_ **Site Supervisor** \_\_\_\_\_

	Outstanding	Meets Expectations	Improvement Needed	Unacceptable
Seeks to understand and support the organization's mission/goals				
Demonstrates effective verbal and written communication skills				
Exhibits a positive and constructive attitude				
Carries out assigned responsibilities and/or follows instructions				
Exhibits self-motivation and independent work				
Demonstrates ability to set priorities				
Accepts responsibility for mistakes and learns from experience				
Asks pertinent and purposeful questions				
Establishes good rapport with staff, clients and supervisor				
Dress and appearance are appropriate				
Reports to work as scheduled and on-time				
Quality of work				
Overall performance rating				

**Comments:**

**Evaluator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**\*Please return this form to the faculty sponsor with a copy to the experiential learning coordinator in the AAC, RBAC 164.**

## Student Evaluation of Internship

Please respond to the following questions regarding your internship experience. The purpose is to provide an opportunity for an honest appraisal of the internship site and supervisor, and its contribution to your educational experience.

Internship Site: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please rate the following aspects of your internship placement on the basis of this scale:

(4) Excellent, (3) Good, (2) Fair, (1) Poor, (0) No Observation

- \_\_\_\_\_ Provided orientation to the organization
- \_\_\_\_\_ Work experience relates to my area of study
- \_\_\_\_\_ Provided levels of responsibility consistent with my ability and growth
- \_\_\_\_\_ Opportunity to develop my communication skills
- \_\_\_\_\_ Opportunity to develop critical thinking skills
- \_\_\_\_\_ Offered feedback on my progress and abilities
- \_\_\_\_\_ Effort to make internship a learning experience for me

What do you think you gained/learned through participation in this internship?

What do you see as your major contributions to the internship site?

Would you recommend this organization/supervisor to other students?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Uncertain

Why or why not?

Additional comments:

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please return this form to the faculty sponsor with a copy to the experiential learning coordinator in the AAC, RBAC 164**

## Faculty Evaluation of Internship

Student: \_\_\_\_\_ Semester \_\_\_\_\_

Internship Site: \_\_\_\_\_ Faculty Sponsor \_\_\_\_\_

	Outstanding	Meets Expectations	Improvement Needed	Unacceptable
Connects academic knowledge to applied learning experience				
Demonstrates effective verbal and written communication skills				
Seeks to represent Cottey College and the Internship Site in a professional manner				
Exhibits a positive and constructive attitude				
Follows instructions				
Demonstrates ability to set priorities				
Exhibits self-motivation and independent work				
Asks pertinent and purposeful questions				
Establishes a good rapport with site supervisor and faculty sponsor				
Attends scheduled meetings/conference calls with faculty sponsor				
Completes assignments as scheduled : Learning Contract Activity Logs Evaluations Additional Assignments				
Quality of work				
Overall performance rating				

**Comments:**

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*Please return this form to the faculty sponsor with a copy to the experiential learning coordinator in the AAC, RBAC 164.**