

INTERNSHIPS & CAREER SERVICES CENTER
NORTHWEST INDIAN COLLEGE
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Internship Manual

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This manual will assist students, faculty and internship supervisor (field instructor) to understanding their roles, and responsibilities as well as provide a framework for creating learning objectives.

In addition attached are two types of evaluation forms the internship supervisor will use to evaluate the student intern. Students must turn in all originals to the Internships & Career Services Center Coordinator.

INTERNSHIP QUARTERLY PLACEMENT AGREEMENT

Student Name: _____

Core Location: _____

Home Phone: _____

E-Mail Address: _____

Rate of Pay (if any): _____

Organization Name: _____

Organization Address: _____

City/State/Zip: _____

Agency Phone Number: _____ Extension: _____

Field Instructor Name: _____

Field Instructor Title: _____

Intern Weekly Work Schedule			
DAY	TIMES	DAY	TIMES
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		TOTAL WEEKLY HOURS:	

RESPONSIBILITIES AGREEMENT

STUDENT INTERN RESPONSIBILITIES

1. Compete designated hours of work each quarter at the internship placement.
2. Work with field instructor and NWIC instructor to develop learning objectives and corresponding activities.
3. Follow policies and procedures guidelines of the agency or organization.
4. Behave ethically and professionally, in accordance with your placement.
5. Reflect & assess the learning experience, as part of your learning objectives.
6. Coordinate field visit and evaluation paperwork.
7. Complete & deliver “Internship Time Sheet” every 2 weeks, to the Internship & Career Services Coordinator.

Student Signature

Date

FIELD INSTRUCTOR RESPONSIBILITIES

1. Share knowledge and experience to enhance a positive learning environment for the student
2. Provide a job description outlining the student’s responsibilities.
3. Provide work experience that includes training and supervision appropriate for the intern and the position.
4. Clarify the philosophy, vision, mission, and goals of the organization.
5. Brief the student on organization policy and procedure guidelines.
6. Inform intern of the ethics & professional requirements.
7. Meet with the student weekly to discuss student progress and related issues.
8. Confer with the NWIC instructor at least once a quarter.
9. Work with the student and NWIC Instructor to develop and complete the learning objectives and supporting activities each quarter.
10. Evaluate the student twice a quarter by using one of the two evaluation approaches in the appendix of the Internship Manual.

Field Instructor Signature

Date

NWIC INSTRUCTOR RESPONSIBILITIES

1. Initiate communication with the student and field instructor regarding student’s performance and other matters.
2. Work with student and field instructor to develop learning objectives and activities and review and approve the student’s learning contract.
3. Assist the student and field instructor with concerns as appropriate.
4. Meet with field instructor and student at least once a quarter.

NWIC Instructor Signature

Date

HOW TO DEVELOP A LEARNING CONTRACT

The LEARNING CONTRACT is the written agreement between the students and the Northwest Indian College regarding what the students will learn as a result of their internship.

The Field Instructor and NWIC Instructor will work collaboratively with the student intern in developing the learning objectives and supporting activities, but the intern is responsible for the development and completion of these sections of the learning contract. The intern's NWIC instructor assesses the student's academic progress from the student self-assessment, the field instructor's evaluation, and the site visit.

Step I: Writing a Learning Objective

A LEARNING OBJECTIVE is a clear and concise statement that defines specifically what the student interns want to learn. Learning objectives describe what they will learn, not what they will do.

The students' ideas and needs can be translated into learning objectives. Clear and specific learning objectives help students focus on the learning they gain from their field placement experience. Examples of both vague statements and precise learning objectives follow.

Learning Objective #1

Vague: I want to know about the career resources in the Career Center.

Specific: Identify the purpose of all the career resources available in the Career Center.

Learning Objective #2

Vague: I want to learn about DSHS eligibility.

Specific: Describe and demonstrate how to interview clients to determine eligibility for DSHS services.

Step II: Identifying Learning Activities for a Learning Objective

A LEARNING ACTIVITY describes how and what students will do. For each learning objective, students will identify learning activities for accomplishing that learning. They should describe the activities, strategies, and resources they will use to help them acquire the desired learning. The student and their field instructor will negotiate the number of learning activities. Listed below are some examples.

Attend meetings, training sessions, and workshops.

Consult with professionals and experts.

Observe someone doing what you want to learn.

Journal about opportunities that come available in your daily work at the internship

If your learning objective is skill oriented, practice the skill and obtain feedback.

Read material recommended by your field instructor.

LEARNING OBJECTIVES & LEARNING ACTIVITIES

SAMPLE:

Learning Objective

Identify the purpose of all the career resources available in the Career Center.

Learning Activities:

1. Scan through all items or resources on the bookshelves in the Career Center to become familiar with them and their appropriate use.
2. Take computerized career search and assessment programs using the hard copy references that accompany them.
3. Categorize according to Holland Type Career Instrument all the academic majors, both technical and transfer, offered at Get Smart Community College and create a handout for students of this categorization.
4. Review and discuss with field instructor the purpose and use of the Career Center resources.
5. Shadow Career Center counselor assisting students using career resources.

LEARNING CONTRACT

Student Name: _____

Student ID #: _____ Quarter/Year: _____

Course Name & Number: _____ Credits: _____

Learning Objective 1:

Learning Objective 2:

Follow the same format for any additional learning objectives and their corresponding activities.

The following signatures indicate that these individuals have these learning objectives and their learning activities and approve them as an appropriate academic learning experience.

Student Signature

Date

Field Instructor Signature

Date

NWIC Instructor Signature

Date

FIELD LEARNING CONTRACT

STUDENT/INTERNSHIP EVALUATION FORM # 1

Field Instructor: *This form may be used to evaluate your intern if you so choose. Please complete the following evaluation and discuss it with your intern. The intern will submit it to the NWIC instructor to receive credit.*

Student Name: _____

Quarter/Year: _____

Field Instructor: _____

Agency or Organization: _____

1) What strengths does this student/intern demonstrate as a developing professional in your agency or organization?

Field Instructor's initials _____

2) What recommendations do you have for this student/intern to enhance his/her learning and professional development in your agency?

3) What progress did you see the student/intern making on his/her objectives?

Field Instructor's initials_____

4) Describe how the student demonstrates knowledge and behavior of accepted standards of ethical conduct, especially professional relations with clients and staff.

5) What recommendations do you have for the student/intern for continued learning?

Field Instructor's initials_____

6) What additional comments, insights and /or information would you like to share with this student/intern?

Field Instructor's Signature

Date

STUDENT EVALUATION FORM # 1

STUDENT EVALUATION FORM # 2

Field Instructor: *Please complete the following evaluation discuss it with your intern. The intern will submit it to the NWIC Instructor to receive credit.*

Student Name: _____

Quarter/Year: _____

Field Instructor: _____

Agency or Organization: _____

Quarter/Year: _____

Rating Scale: 4 - Excellent 3 - Good 2 - Fair 1 - Poor 0 - N/A

1) Accomplishes tasks with a minimum of supervision.

Rating _____

Please explain student's rating.

2) Is confident in internship role.

Rating _____

Please explain student's rating.

Field Instructor's initials_____

STUDENT EVALUATION FORM # 2

- 3) Is well organized and efficient in accomplishing assigned duties.

Rating _____

Please explain student's rating.

- 4) Demonstrates problem solving by obtaining necessary information and asking for help when needed

Rating _____

Please explain student's rating.

- 5) Demonstrates initiative in areas of program other than what is assigned.

Rating _____

Please explain student's rating.

- 6) Is professional in relationships with clients and staff.

Rating _____

Please explain student's rating.

- 7) Practices confidentiality.

Rating _____

Please explain student's rating.

Field Instructor's initials_____

- 8) Shows knowledge of agency structure, function, policy, and procedures.

Rating _____

Please explain student's rating.

- 9) Punctual reporting to work and meetings.

Rating _____

Please explain student's rating.

- 10) Accepts constructive criticism and positive feedback concerning performance.

Rating _____

Please explain student's rating.

- 11) Demonstrates the ability to collaborate with others.

Rating _____

Please explain student's rating.

Field Instructor's initials_____

12) Demonstrates awareness of and respect for cultural differences.

Rating _____

Please explain student's rating.

13) Demonstrates knowledge of accepted standards of ethical conduct.

Rating _____

Please explain student's rating.

14) Demonstrates accuracy and clarity in written and verbal communication.

Rating _____

Please explain student's rating.

15) Shows progress on Learning Objectives and Supporting Activities.

Rating _____

Please explain student's rating.

Field Instructor's Signature

Date

INTERNSHIP TIME SHEET

Student Name: _____

Core Class Location: _____

Organization: _____

Field Instructor: _____

Quarter/Year: _____

I supervised this student as an intern for _____ hours as of _____
(date)

I anticipate that the student will have
completed the required 160 hours for _____ quarter by _____
(date)

Field Instructor Signature

Date

Student Signature

Date

Northwest Indian College Instructor Signature

Date