

**School of Family and Consumer Sciences
Eastern Illinois University**

**Graduate
Internship**

Student Packet

FCS 5980

Updated February, 2012

SCHOOL OF FAMILY AND CONSUMER SCIENCES
EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS 61920

Graduate Internship Overview

An internship is a pre-professional work experience with a business, agency, or institution which is completed by a graduate student and for which academic credit is received. For each three semester hours of credit a student must complete a minimum of 150 clock hours on the job and complete all of the School of Family and Consumer Sciences internship assignments and activities, including a weekly log. Internship, FCS 5980, may be taken for 3 or 6 semester hour's credit.

The purpose of the internship is twofold:

- (1) To acquire a relevant professional experience in specific interest areas
- (2) To learn about employment opportunities

Activities should be realistic and characteristic of the area for which the student is training. Students are expected to participate in a variety of experiences in order to gain a comprehensive overview of what a professional does in that field. Some students may need to be assigned to work in a number of areas of the cooperating business/agency/institution to gain a comprehensive overview while other students may find that concentrated activity in one area may meet their needs to develop specific knowledge and skills.

The internship should enable the student to synthesize and apply knowledge and skills gained in course work. The internship may not be a continuation of a previously held position. The student may receive financial compensation for the work experience or may participate on a voluntary basis. The cooperating employer will determine any compensation.

The student, the University internship supervisor, and the agency supervisor are expected to plan the internship to provide an appropriate learning experience. The supervisor of the internship at the cooperating agency, institution, or organization must have expertise in the relevant family and consumer sciences area, based on academic preparation and/or work experience, and must be involved primarily in related activities at his/her place of employment.

Graduate Intern Responsibilities

1. Complete the Graduate Internship Application Form and obtain approval of the persons listed on the Application Form in the first four weeks of the term prior to the term in which you plan to register for Internship.

2. Meet with the faculty member who will supervise the internship to discuss possible internship sites and the internship experience.
3. Select an internship site which will provide new learning.
4. Prepare a typed resume to present to the prospective employer.
5. Make an appointment for an interview with the potential employer at the agency, organization, or institution.
6. Interview the potential employer discussing:
 - a. the objectives of the work experience
 - b. possible learning experiences for you
 - c. your work schedule and hours
 - d. your responsibilities as an intern
 - e. the evaluation process
7. Write a letter of appreciation for the interviews.
8. Obtain placement with the employer; provide the necessary information pertaining to the internship.
9. Return signed Internship Agreement Form to the University supervisor and provide a copy to the site supervisor.
10. Register and pay tuition and fees.
11. Housing, transportation, and living expenses incurred during the semester of the internship are the responsibility of the intern.
12. In coordination with the site supervisor, develop specific work objectives and a specific job description.
13. Participate a minimum of 150 hours for each three semester hours credit.
14. Maintain the work schedule as agreed upon by the employer, the student, and the supervisor.
15. Maintain contact with University supervisor during the internship.

16. Complete all tasks, all written assignments, the weekly log of activities, the final evaluation, and other requirements in a professional manner.
17. In the event of illness, notify both the employer and the supervisor.
18. Write a letter of appreciation to the supervisor at the end of the internship.

University Internship Supervisor Responsibilities:

1. Meet with the student to identify potential internship sites.
2. Discuss internship requirements with the student.
3. Sign student's Internship Agreement Form after placement has been obtained.
4. Supervise the experience through written correspondence, by telephone, or personal visit.
5. Review and evaluate all course requirements and determine a grade for the student in consultation with site supervisor.
6. Confer with site supervisor during the internship as needed.
7. Send a letter of appreciation at the completion of the experience.

Cooperating Employer Responsibilities:

1. Provide for a conference with or interview the prospective intern.
2. Offer the intern placement verbally or in writing if preparation by the business, agency, or institution is desired.
3. Assign one middle management or above employee as the intern's site supervisor for the work experience. That person will direct the work experience of the intern for the duration of the internship.
4. Provide the physical facility and space for the intern.
5. Reimburse the intern at the agreed upon stipend, if applicable.

Site Supervisor Responsibilities: (The employer may serve in this capacity):

1. In coordination with the intern, develop specific work objectives and a specific job description.
2. Organize and supervise the entire work experience of the intern.
3. Prepare other employees for accepting the intern's participation and encourage their cooperation and support of the intern.
4. Plan and supervise specific work activities of the intern in keeping with the stated job description on the internship agreement and the work objectives developed with the intern.
5. Provide training for the intern in specific job skills.
6. Facilitate interpersonal relationships between the intern and other employees if necessary.
7. Treat the intern as any regular employee whether the intern is paid or volunteer.
8. Complete and return to the campus supervisor both the mid-term and final evaluation forms concerning the intern's performance.
9. Conduct a conference with the intern after completing the mid-term evaluation to share strengths the intern has exhibited and to make any suggestions for improvement.
10. Conduct a conference after the final evaluation to provide feedback for the intern on the internship experience.

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Graduate Internship Application Form

1. This is to request permission to register for an FCS 5980 Internship for the semester indicated below:

Term _____ Year _____ Semester Hours _____

2. Name of Student _____

3. E# _____

4. Campus Address _____

5. Permanent Address _____

6. What types of internship placements are of interest to you?

7. Do you have a valid driver's license, and will you have access to a car during your internship?

Yes _____

No _____

Student

Date

Graduate Faculty Advisor

Date

University Supervisor

Date

Chair

Date

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Graduate Internship Agreement

Part I:

A. Name: _____ E#: _____
Campus Address: _____ Home Address: _____

Street	Street
City State Zip	City State Zip
Telephone	Telephone

Address while on internship: _____

Street
City State Zip
Telephone:

B. Business/Agency/Institution: _____

Address: _____

Street	City	State	Zip
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Telephone: _____

Name of Site Supervisor: _____ Position: _____

Intern's Job Title: _____

C. University Internship Supervisor: _____

Address: _____

Telephone: _____

D. Credits to be awarded: _____

Semester	Year	No. of credits
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E. Schedule of Internship: Beginning Date _____

Ending Date _____

Number of Hours to be Worked Each Week _____

F. Conditions: The intern agrees to carry out assigned work responsibilities as directed by the site supervisor and to complete all assignments and forms as indicated by the requirements of the internship.

Graduate Internship Agreement - Continued

The site supervisor agrees to guide and direct the on-the-job work assignments of the intern and to submit mid-term and final evaluations of the intern's performance.

The University internship supervisor agrees to maintain communication with the cooperating employer and the intern by mail, telephone and/or personal contact whenever possible. The intern's written work will be read and a grade will be assigned upon completion of the internship.

The cooperating employer agrees to provide to the intern a broad work experience to the programs and services offered and, whenever possible, to allow the intern to participate in staff meetings, planning sessions, and special events. The specific job description and/or work responsibilities of the intern can generally be described as follows:

Specific student goals identified by student and supervisor included:

Evaluation criteria to be used to determine a grade are:

Part II. Agreement

This agreement may be terminated or amended by the intern, site supervisor, or internship coordinator at any time upon written notice received and agreed upon by the other two parties.

Intern Signature: _____ Date _____

Site Supervisor Signature: _____ Date _____

University Internship
Supervisor Signature: _____ Date _____

(Copies of this contract will be distributed to all parties.)

Record of Graduate Internship Hours

Name of Intern: _____ Cooperating Employer: _____

Internship Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Business Telephone: _____ Site Supervisor: _____

Home Telephone: _____ Telephone: _____

Week	Hours Completed	Cumulative Hours	Site Supervisor's Initials

Circle total hours needed to complete internship requirements: 150 300

Signature of Intern Date

Signature of Site Supervisor Date

Graduate Internship Weekly Reports

Name _____ For Week Beginning _____

Weekly Hours _____ Cumulative Hours _____

Cooperating Employer _____

Site Supervisor _____

1. Summarize the activities in which you have participated this week. Indicate areas where you assumed major responsibilities for the task being performed. In what ways did your work contribute to the goals of the organization?
2. What personal /professional goals have you set for yourself next week?
3. Discuss the satisfactions or successes gained from your experiences this past week. In what ways did your college course work contribute to your understanding of and participation in these activities?
4. Indicate any challenges/problems you have encountered this week. Were you able to resolve them? If so, how?

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Mid-Term Self Evaluation
(To be completed by the intern)

 Name of Intern

 Name of Supervisor

 Signature of Intern

 Name of Business/Agency/Institution

 Date

 Address

Instruction:

This evaluation is to be conducted immediately after completing one-half of the total number of hours required. The completed form is to be sent to the campus supervisor.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not Applicable

Performance	4	3	2	1	0	NA	Comments:
Exhibits knowledge of subject matter							
Effective in verbal communication							
Effective in written communication							
Interacts or deals effectively and appropriately with customers or clients							
Works well with co-workers (patience, courtesy, tact)							
Displays a positive attitude							
Allocates time well							
Completes assignments on time							
Uses practical judgment and common sense							

Mid-Term Self Evaluation

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not Applicable

Performance	4	3	2	1	0	NA	Comments:
Displays the ability to make decisions							
Brings an adequate amount of training to the internship							
Accepts and follows directions							
Follows through with tasks on own initiative							
Solves problems							
Adapts readily to new situations and responsibilities							

Professionalism	4	3	2	1	0	NA	Comments:
Projects a professional image							
Reports to work on time							
Maintains a satisfactory attendance report							Days absent
							Days present
Accepts and implements constructive criticism							
Adapts to physical demands of the job							
Exhibits dedication to profession							
Overall Evaluation							

Suggest activities which the intern might undertake to strengthen his/her performance.

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Final Self Evaluation
(To be completed by the intern)

Name of Intern	Name of Supervisor
Signature of Intern	Name of Business/Agency/Institution
Date	Address

Instruction:

This evaluation is to be conducted immediately after completing one-half of the total number of hours required. The completed form is to be sent to the campus supervisor.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not Applicable

Performance	4	3	2	1	0	NA	Comments:
Exhibits knowledge of subject matter							
Effective in verbal communication							
Effective in written communication							
Interacts or deals effectively and appropriately with customers or clients							
Works well with co-workers (patience, courtesy, tact)							
Displays a positive attitude							
Allocates time well							
Completes assignments on time							
Uses practical judgment and common sense							

Final Self Evaluation

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not Applicable

Performance	4	3	2	1	0	NA	Comments:
Displays the ability to make decisions							
Brings an adequate amount of training to the internship							
Accepts and follows directions							
Follows through with tasks on own initiative							
Solves problems							
Adapts readily to new situations and responsibilities							

Professionalism	4	3	2	1	0	NA	Comments:
Projects a professional image							
Reports to work on time							
Maintains a satisfactory attendance report							Days absent
							Days present
Accepts and implements constructive criticism							
Adapts to physical demands of the job							
Exhibits dedication to profession							
Overall Evaluation							

Suggest activities which the intern might undertake to strengthen his/her performance.

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Final Self Evaluation
(To be completed by intern)

Name _____ Date _____

Briefly describe the learning experiences during the internship program.

Briefly discuss the impact the internship experience has had on your career direction.

What additional assistance could the employer and/or site supervisor offer to the internship?

Other Comments:

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Release for Placement File

You may wish to include copies of your internship site supervisor's mid-term and/or final evaluations in your placement file. The evaluations will be available from the University internship supervisor for the following semester. To include the evaluation form(s) in your placement file, complete the release forms below and return them to the internship supervisor. Copies will be sent by the School of Family and Consumer Sciences to the Placement Center at the time you indicate your file will be established.

I am requesting that the School of Family and Consumer Sciences send copies of the evaluation(s) completed by my internship site supervisor to the Eastern Illinois University Placement Center. Please send the copy(ies) marked below.

_____ Mid-term Evaluation
_____ Final Evaluation

Date

Signature of Student

E#

Semester of Internship

Semester Placement File will be established

Date _____

To: Placement Center

From: School of Family and Consumer Sciences

Attached is a copy of the mid-term and/or final evaluation forms completed by the internship site supervisor of the family and consumer sciences student indicated below. Please place the copy(ies) in the student's placement file. Thank you.

Date

E#