

JUDSON COLLEGE
DIRECTED WORK EXPERIENCE
(INTERNSHIP)

GENERAL INFORMATION

An internship is to be an educational experience in which the student is exposed, through actual observations and participation, to the various aspects of a work situation. Internships should be related to the student's major, minor, or career objective. The internship is neither to be a routine task nor to be confined to a narrow specialty. It is to be an experience that allows the student to gain an overview of the system in which she is working and one in which the student gains valuable insight for career objectives.

GUIDELINES

The following guidelines shall govern ALL internships/directed work experiences:

1. The student must have completed a minimum of 30 semester hours at Judson College and a minimum of nine (9) hours in the subject area of the internship; i.e. nine (9) hours in business or psychology.
2. The student must have a minimum cumulative 2.5 GPA.
3. The internship must be related to the student's major, minor or career objective.
4. The student must complete the Internship Application at least one month prior to registration for the internship period. (Departmental requirements may differ. See Catalog.) No application will be approved for work started **prior** to the approval of the application.
5. The credit hour formula shall be 45 hours of work per credit hour and shall be apportioned equally throughout the internship period.
6. The College reserves the right to terminate the internship should the student not perform according to expectations of the College or should the work supervisor request termination.
7. Should the student be terminated from the assigned work for reasons **other** than those beyond her control, she will automatically fail the course.

JUDSON COLLEGE
INTERNSHIP/DIRECTED WORK
APPLICATION

INSTRUCTIONS: Complete the following information and return to your internship advisor for approval.
After all signatures are obtained, forward to the Vice President and Academic Dean for final approval.

PERSONS INVOLVED IN THE INTERNSHIP

Name of Student _____ GPA _____

School Address _____

School Phone Number _____

Address During Internship _____

Name of Business _____

Address _____

Telephone _____

Name of Work supervisor _____

Name of Faculty Advisor _____

COURSE INFORMATION

Semester/Term work is to be completed _____

Course Number _____ Credit Hours _____

Dates the work will take place _____

Internship is related to Major, Minor, Career Objectives

Prospectus for internship is attached (See #4 of Student Responsibilities).

Recommendation: Department Chairman _____

Division Chairman _____

Student Signature _____

Date _____

Faculty Advisor _____

Date _____

Internship Supervisor _____

Approval _____

Vice President and Academic Dean

INTERNSHIP AGREEMENT

RESPONSIBILITIES OF THE STUDENT: You are required to complete all of the following in a satisfactory manner in order to receive course credit for your internship/directed work experience.

1. In order to be eligible to register for internship, the student must have completed a minimum of 30 hours at Judson and a minimum of 9 hours in the subject area of the internship.
2. The student must have a minimum cumulative 2.5 grade point average.
3. The student must meet with her advisor to discuss requirements, work journal, final paper, project or presentation.
4. The student must prepare a written prospectus showing the relationship of the internship to the major, minor, or career objective; learning objectives of the internship; specific activities; and plans for the final project/presentation. The prospectus must be attached to the application and submitted to the Vice President and Academic Dean at least **one month** prior to registration.
5. The student must work for the business the specified time stated on the application portion of this agreement. In order to receive credit for the internship, the student must work 135 hours apportioned equally during the time period of no less than four weeks.
6. The student must perform all duties in a professional manner, present an attitude of cooperation and must represent Judson College with a manner of integrity.
7. The student must complete weekly time sheets, signed by the work supervisor and submitted to the faculty advisor at a date established by the advisor.
8. The student must complete and submit required periodic reports by the deadline established by the faculty advisor.
9. The student must prepare a final report evaluating the extent to which objectives were achieved. This final report will be submitted to the Vice president and Academic Dean by the faculty advisor. Credit will not be awarded for the internship until the report has been received and approved.
10. The student must complete a portfolio, prepare a formal paper or make a presentation to students and faculty at a time designated by the faculty advisor.

INSTRUCTOR'S/ADVISOR'S RESPONSIBILITIES:

1. The faculty advisor may assist and offer suggestions to the student in acquiring a position, but it is not the faculty's responsibility to find a job for the student intern.
2. The advisor should see that the student has the proper forms needed for compliance with Judson College and department requirements.
3. The advisor must assist the student in outlining internship expectations and set deadlines for completion of required information such as resume, cover letter, contact with business, submission of application, time sheets, projects and/or presentation.
4. The advisor must determine the number of reports necessary, the format for those reports, and set deadlines for the student.
5. The advisor must maintain contact with the student and business supervisor so that the student may be advised when needed and so that her work may be evaluated properly.
6. The advisor must assign and report to the registrar's office the grade earned by the student based on her work, completion of all assignments, and the supervisor's recommendation

NOTE: This page should be retained by the Advisor for the student's file.

JUDSON COLLEGE INTERNSHIP AGREEMENT

EXAMPLE MEMO

TO: Business Employing Student Intern

FROM: Sara Kiser
Vice President and Academic Dean
Judson College

NAME OF STUDENT INTERN _____

Thank you for allowing the above named student the opportunity to explore the many facets of the work world through your place of business. We feel that she will be an asset to your establishment during her stay with you.

We ask that you provide a beneficial internship experience for the student through instruction and supervision. Because we expect our students to present themselves in a professional manner, we would like your assistance in keeping us informed should a problem arise.

The student will wish to explore different areas of the business while she works. If there are any topics that are considered confidential please do not hesitate to inform the student that these are matters about which you are unable to comment. Assignments that the student may have to complete for her faculty advisor should be done on her own time and not during her work time. At the completion of the internship, we will ask you to evaluate the student's work and submit a written report to the College.

In the event that you need to contact the faculty advisor at Judson College, you may do so at the following address:

Faculty Advisor Name
Department
Judson College
302 Bibb Street
Marion, AL 36756
334-683-extension

NOTE: This page of the internship agreement may be retained for your records. Thank you for your cooperation.

JUDSON COLLEGE INTERNSHIP

DAILY HOUR REPORT

Name _____ Business _____

Report for month of _____, 20__

Day of Week	Day of Month	Hours Worked	Duties	Supervisor
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
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	18			
	19			
	20			
	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	30			
	31			

Total hours worked this month _____

Total hours worked this semester _____

Comments:

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EMPLOYER'S FINAL EVALUATION FOR STUDENT INTERN

Student's Name _____ Date _____

Please check the statements under each item that would best describe the student.

Attitude Toward Work

- _____ Positive approach, wants to succeed
- _____ Enjoys work and shows promise
- _____ "I don't care" attitude prevails at times
- _____ Negative approach, appears bored with job

Attitude Toward Criticism

- _____ Asks for constructive criticism
- _____ Accepts criticism, profits by suggestions
- _____ Accepts criticism, does nothing about it
- _____ Unwilling to cooperate with others

Cooperation

- _____ Cooperates willingly at all times
- _____ Usually cooperates with others
- _____ Often indicates resentment toward cooperating with others
- _____ Unwilling to cooperate with others

Courtesy

- _____ Always considerate and courteous
- _____ Usually is considerate and polite
- _____ Polite to customer/client but inconsiderate of fellow workers
- _____ Inconsiderate to others, rude to others

Initiative

- _____ Energetic, capable and willing to go beyond assigned duties
- _____ Performs routine work accurately
- _____ Needs occasional prodding to complete routine duties
- _____ Fails to complete expected work

Judgment

- _____ Exceptionally mature in making decisions
- _____ Usually makes the right decision
- _____ Often uses poor judgment
- _____ Consistently uses bad judgment

Knowledge of Job

- _____ Understands job thoroughly
- _____ Is interested and desires to learn more about job
- _____ Listens to instructions but does not seem to understand
- _____ Has little understanding of the job, does not try to learn

Performance on Job

- Performs duties with high degree of accuracy
- Usually performs skillfully and with relative ease
- Listens to instructions but fails to follow through
- Extremely careless and inaccurate in job performance

Personal Appearance

- Attractive, neat, and appropriately groomed at all times
- Usually is neat and attractive
- Frequently neglects personal appearance
- Must improve personal appearance to maintain a job

Reliability

- Can always be depended upon and extremely conscientious
- Can usually be depended upon, conscientious
- Completes job but requires close supervision
- Unreliable

Work Habits

- Efficient, manages time and energy well
- Industrious but not always efficient
- Frequently wastes time and energy
- Fails to manage time and energy well, lazy

What do you consider to be the student's outstanding abilities and/or qualifications?

In what areas do you feel the student needs more guidance?

Additional Comments:

Has this report been discussed with the student? Yes _____ No _____

Suggested Grade _____ Date _____

Signature _____
Immediate Supervisor