

**LAKE ERIE**

**COLLEGE**

OFFICE OF CAREER SERVICES

# **Lake Erie College Internship Guide**

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## Program Overview

The internship program at Lake Erie College is an experiential education opportunity that provides the link between the classroom and the workplace. It enables the student to increase the relevance of coursework and enhance learning by providing the opportunity to apply classroom theory to practical experience.

### I. Definition

The internship experience involves an **academic relationship** between the student, faculty sponsor, office of Career Services and Internships, and the employer. It is an opportunity for the student to augment coursework and on-the-job assignments related to her/his academic interests (major). It is a carefully monitored work or service experience in which the student has intentional learning goals and reflects actively on what she/he is learning throughout the experience. An internship is a single-semester or finite time period that may be paid or unpaid, and when registered, is **an academic course for credit**.

### II. Benefits

In today's competitive job market, employers are looking for experience coupled with a college education. Internships allow the student to gain work experience through an academic relationship with the college and the employer, allowing them to explore different career opportunities. It is a win-win situation where both the student and the employer have the opportunity to determine if they are a good fit. **While not all majors are required to do an internship, it is strongly encouraged that all students do at least one internship during their academic career.**

### III. Academic Policy

- Internships are available to sophomores, juniors and seniors with a 2.0 G.P.A. or better and should be in the student's area of academic study.
- One academic credit hour is earned for every fifty hours worked at the internship site. An internship can be assigned 2 to 5 semester hour credits. In addition, the interning student is required to put in whatever hours are necessary to complete the academic component of the internship: i.e., meeting with the faculty sponsor, and completing all academic activities required by the faculty sponsor.

- A second internship at the same site may be completed only if the responsibilities are distinctly different.
- Internships follow Lake Erie College's academic schedule. **Students must be registered for the internship during the semester in which the internship will be completed** (i.e., To receive credit for a summer internship, a student must be registered for the internship during the summer semester). Students may participate in an internship during the fall, spring or summer semesters.
- Internships are required for the following majors: Environmental Science, Equestrian Facilities Management, Equestrian Teacher/Trainer, Legal Studies, Social Science: Criminal Justice concentration, and International Business.

#### **IV. Tuition for Credits**

Internships are academic courses for credit. Thus, tuition for internship credits is the same as for other credits earned at the college.

## Student Responsibilities

### Internship Search Procedures

All students can be successful in their search for an internship; however the success rate improves dramatically when they do the following:

- Meet with a faculty advisor and/or faculty sponsor early in their school career and plan which semester will be best for an internship.
- The student should be aware of what types of collegiate leadership activities and potential professions interest her/him as she/he proceeds in academic learning. These need to be considered when selecting an internship site.
- All students interested in internships must meet with the office of Career Services & Internships to discuss opportunities and begin resume preparation prior to the start of the internship search. It is best to begin this a minimum of two semesters prior to the intended internship semester.
- **The student is responsible for submitting a completed, professional resume to the office of Career Services & Internships.** Resumes will be posted on ecampusrecruiter.com (Storm Career Network) for employer viewing.
- Students interested in an internship should begin the search for a work site before the semester the internship is desired. **Some internship sites have their own application deadline, which can be up to one year in advance.**
- Students will be contacted by employers for interviews and screening. **The student must respond to all calls and/or e-mails received from the employer.** Even if the student is not interested in the position, it is important to make a professional impression of themselves and Lake Erie College. Opportunities the student is not presently interested in can become attractive opportunities in the future. In other words, don't burn your bridges.
- Students must report all offers, and subsequent acceptance of internships to the office of Career Services & Internships within one week of receiving the offer. This is important in preventing the student's resume from being sent to other employers.

### Internship Registration Procedures

- **Students must register for all academic internships prior to the start of the work opportunity by the course registration deadline for the semester in which they are doing their internship.** This includes:
  1. creation of learning objectives (Appendix C) with the faculty sponsor,
  2. submission of professional resume and learning objectives (Appendix C) to the office of Career Services & Internships, and
  3. obtaining and completing the Internship Application and Agreement form with necessary approvals (Appendix B).

The student must obtain signatures from the faculty advisor, the faculty sponsor, the internship site supervisor, and the office of Career Services & Internships, prior to submitting the Internship Application and Agreement form to the Registrar's Office.

- The registrar will not accept student registration for any internship courses without the proper paperwork signed by the student's faculty advisor, faculty sponsor, internship site supervisor and the office of Career Services & Internships.

## **Out of State Internships/Out of Country**

Students may receive internship opportunities requiring that they live away from home or their residence hall. In these instances, it is essential that the office of Career Services & Internships and the faculty sponsor maintain communication with the student and the employer via phone and/or e-mail. While a site visit may not be possible, a virtual site visit may be arranged via conference call. Out of state/out of country internships do not preclude any other internship procedures.

## **Internship On-Site Requirements (during the internship)**

The student is responsible for representing Lake Erie College in a professional manner. This can be accomplished when the student adopts the following guidelines:

- Report to the workplace on time and when scheduled;
- Dress professionally. (If unsure what this means, ask);
- Be polite, professional and cooperative with all team members;
- Show initiative; set goals and prioritize;
- Observe confidentiality;
- Be aware of office politics and avoid office gossip; and
- Learn everything possible about the position and the worksite.

## **Academic Requirements**

- The student will meet with her/his faculty sponsor prior to beginning the internship to set learning goals and determine the content and timing of academic activities, and determine means for academic assessment. Academic activities are used to measure the student's worksite performance and synthesis of academic learning with workplace activities. These activities are used as determining factors for the final internship grade. They may include employer assessments, journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty sponsor.
- The student will contact her/his faculty sponsor throughout the internship to discuss progress toward attaining learning goals and completion of academic activities.
- The student will communicate all problems that arise during the internship to their faculty sponsor and/or the office of Career Services & Internships.
- The student will submit the internship evaluation form (Appendix H) to the office of Career Services & Internships by published deadlines.

## **Involuntary Termination from the Internship Site**

Any student who is terminated from (see "Employer Responsibilities-Dismissal Procedures" page 11) the internship site during the course of the semester and prior to completing the required hours, **must** have the situation evaluated by the Academic Standards Committee to determine the academic disposition and/or resolution of the case.

## **Voluntary Termination Without College Approval**

As stated in the internship definition found at the beginning of this guide, the internship experience is an academic relationship between the student, faculty sponsor, office of Career Services & Internships and the employer. Because of this fact, students are **prohibited** from severing the relationship with the employer prior to the completion of the required hours. Students with concerns about their internships must address them immediately with the faculty sponsor and the office of Career Services & Internships.

## Faculty Sponsor Responsibilities

The faculty sponsor is the first link in the chain for the student. They should begin the discussion about the importance of experiential education in the early years of the students' educational career and help to plan their course load to include at least one internship experience in the sophomore, junior or senior year. The faculty sponsor can work one-on-one with the student to help them determine what type of opportunities best fit their interests and abilities. It is the role of the faculty sponsor to insure that all academic goals are set and reached in the process of the internship. This can be accomplished by following these procedures:

- The faculty sponsor must meet with the student, prior to the start of the internship, to complete the **learning objectives** (Appendix C), **academic activities, and methods of assessment** for the final internship grade. The faculty sponsor must complete and sign the Internship Application and Agreement form (Appendix B).
- Academic activities are used to measure the student's worksite performance and synthesis of academic learning with workplace activities. These activities are used as determining factors for the final internship grade. They may include employer assessments, journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty sponsor.
- Near the midpoint of the internship period, the faculty sponsor will conduct a site visit. The site visit ensures that the student is having a good learning experience, and allows the faculty sponsor to gather supporting information needed to assign the final grade. Tips for a successful site visit are outlined in Appendix E. A site visit checklist has been provided (Appendix F).

## Employer Responsibilities

Lake Erie College values its relationship with all employers of internship students. We see this as a true partnership in the education of our students. Because of this, it is important that our students have meaningful work assignments, closely related to their chosen field. The ultimate success of this program occurs when the student makes the connection between the classroom and the workplace, and the employer develops a pool of qualified graduates ready to accept positions of responsibility.

### **Employers will be successful in their use of internships if they adhere to the following procedures:**

- Each employer interested in participating in Lake Erie College's internship program must submit a detailed job description. This can be completed online at <http://www.lec.edu/career> by clicking on "Storm Career Network."
- To assist the office of Career Services & Internships (CS&I) in preparing students for interviews, any materials providing company history and information are welcome. The information will be shared with students in preparation for interviews with the organization.
- Once employers receive resumes from the CS&I, interviews should be scheduled as soon as possible. The office of CS&I can assist in this process by providing accommodations for on-campus interviewing.
- It is important that the employer provide feedback to the office of CS&I on students' response to calls and interview performance. The office of Career Services & Internships does not condone lack of response or inappropriate preparation for interviews from students.
- **Students may not begin their internship until all parties have signed the Internship Application & Agreement Form (Appendix B).** In the event that the employer prefers a different form, or has additional agreements for the student to complete, they should contact the office of Career Services & Internships.
- Negotiation of salary and benefits is left solely to the employer and the student. Lake Erie College will, in no way, attempt to influence negotiations.

Once the student begins his/her internship experience, it is the employer's responsibility to:

- Provide an orientation for the student covering the following areas:
  - Facility tour
  - Worksite policies and procedures
  - The organizational structure
  - The corporate culture
  - Introduction to coworkers
- Provide the student with adequate workspace including a desk, chair, telephone, office supplies, and a computer (where appropriate).

- Keep an eye on the intern. The employer should watch for signs that the intern is confused or bored. As often as silence means that an intern is busy, it could also mean that she/he is confused and shy about telling the employer. Paying attention early helps to head off problems and bad habits early on in the internship.
- Make sure the intern has a mentor or supervisor to provide guidance. Make it someone who truly likes to teach, and the experience will be even better for everyone.
- Be aware of the number of hours the student must complete at the job site to receive academic credit. **The employer is responsible for verifying the accuracy of all hours worked by the student.**
- Insure that the student is not required to work more hours than is stipulated in the intern agreement.
- Complete a **midterm evaluation** (Appendix D) at the midpoint of the academic semester and submit to the office of Career Services & Internships.
- Communication is the most important aspect of the partnership between the employer, the student and the college. The office of Career Services & Internships requests immediate notification from the employer should the following situations occur:
  - Failure of a student to report for the assignment
  - Excessive absenteeism
  - Unexplained or continual tardiness
  - Improper dress
  - Uncooperative attitude
  - Insubordination or any other disciplinary issues

**Upon completion of the internship period, communication on the following topics is requested of the employer:**

- A **complete final evaluation** (Appendix G) of the student's performance. It is asked that this form be completed and submitted to the office of Career Services & Internships in a timely manner, as it affects the awarding of the student's final grade.
- Students may request a letter of recommendation. If it is within the company's policy to provide one, please do so.
- If the employer intends to make the student an offer for a permanent position, it should be communicated to the student at the earliest possible date. This will prevent uncertainty on the part of the student that may lead her/him to solicit other positions.

## Dismissal Procedures

While we hope there is never a need to sever the business relationship prior to the scheduled ending date, it is always a possibility. Prior to dismissing a student from her/his assignment, we ask that the following procedure be observed (The employer may feel free to supply us with a copy of the company procedure):

- Notify the office of Career Services & Internships of the difficulties surrounding the student assignment well in advance of the decision to dismiss.
- The director (and if appropriate the faculty sponsor) will meet with the employer and the student separately, then together if necessary.
- The employer should provide documentation of the student's actions leading to the dismissal. This is important in order to facilitate communication with the faculty sponsor in terms of the student's grade.
- If it is determined that the relationship cannot be saved, and this was not a good match, efforts will be made to provide the employer with another student.

We want all Lake Erie College students to represent themselves and the college well, in addition to providing the employer with much needed skills and a willingness to learn. This can only occur successfully if every member of the partnership works together.

## Non-compete/Nondisclosure Agreements

Organizations that want interns to sign **non-compete** or **non-disclosure** agreements should:

- Advise the office of Career Services & Internships, prior to posting the position announcement, that the internship is conditional upon signing a non-compete or non-disclosure agreement, and explain the purposes, intent and critical provisions of the agreement.
- Ensure that the non-compete agreement precisely defines the competitive activity that is to be restricted. It should be limited to the activity that would have a direct impact on the organization's business and provide the student with other options for employment. If there are no other options for employment during the non-compete period, the company should agree to pay the student a salary for the length of time it does not want the student to work for the competitor.

If the College finds the agreement to be acceptable, it is the responsibility of the employer to give the intern a reasonable period of time to review the documents, alone or with an attorney.

## **Legal Issues**

### **Do you have to pay interns?**

The U.S. Fair Labor Standards Act (FLSA), which applies to all companies that have at least two employees directly engaged in interstate commerce and annual sales of at least \$500,000, severely restricts an employer's ability to use unpaid interns or trainees. It does not limit an employer's ability to hire paid interns.

You don't have to pay interns who qualify as trainees. The U.S. Department of Labor has outlined six criteria for determining trainee status:

1. Interns cannot displace regular employees.
2. Interns are not guaranteed a job at the end of the internship (though you may choose to hire them at the end of the experience).
3. Interns are not entitled to wages during the internship.
4. Interns must receive training from your organization, even if it somewhat impedes the work process.
5. Interns must get hands-on experience with equipment and processes used in the industry in which they intern.
6. Interns' training must primarily benefit them, not the organization.

### **Workers' and Unemployment Compensation**

Workers' compensation boards have found that interns contribute enough to a company to make them employees. It is wise to cover interns under your workers' compensation policy even though it is not required. Student interns are not generally eligible for unemployment compensation at the end of the internship.

### **Keep in Mind**

Even if a student is working through a school program for which he or she is being "paid" in college credits, the student still has the right, under the FLSA, to be paid unless the employer is not deriving any immediate advantage by using him/her.

Paid interns make ideal workers—hungry to learn, eager to make a good impression and willing to perform a multitude of tasks. The relatively small amount of money employers spend on intern wages and benefits is a good investment, because it often produces future, long-term employees.

The employer should identify the specific terms and conditions of employment (e.g., dates of employment as an intern, including internship end date; compensation; organizational and/or reporting relationships; principle duties, tasks or responsibilities; working conditions; and any other expectations), and should discuss these with the prospective intern, so that there is no misunderstanding regarding the relationship.

## Office of Career Services & Internships Responsibilities

The office of Career Services & Internships will act as a liaison between all parties: the student, employer/on-site supervisor, and faculty sponsor.

### Student Communication

The office of Career Services & Internships will be the key contact in the student's search for her/his internship by assisting the student with:

- Internship opportunity search and selection;
- Resume preparation;
- Communication with employers: distribution of resumes if necessary, receipt of job description;
- Ensures the student has submitted a current professional resume and learning objectives prior to approving the internship;
- **A representative of the office of Career Services & Internships is the last person to sign off on all paperwork**, ensuring that all affected parties approved it before the student submits the paperwork to the Registrar's Office.

Once the student begins the internship, the office of Career Services & Internships is responsible for keeping the lines of communication open between all parties. Any concerns faced by the student should be communicated to the office of Career Services & Internships and/or faculty sponsor, for guidance as to a further course of action. **The office of Career Services & Internships' communications with the student are considered confidential unless otherwise stipulated by the student.**

The office of Career Services & Internships **cannot guarantee internship placement**, but will assist in developing the skills necessary for the student to be successful in her/his internship search.

### Faculty Communication

The office of Career Services & Internships will act as a support person to the faculty sponsor in the student's internship. Although it is the faculty sponsor's responsibility to aid the student in determining which direction should be taken with her/his internship opportunity, it is the office of Career Services & Internships responsibility to assist the student in developing the skills necessary to be successful in her/his search.

## **Employer Communication**

The office of Career Services & Internships is responsible for communicating Lake Erie College's requirements for internships to all employers, making sure that the employer understands academic expectations.

The process begins with the attainment of the job description for the internship position and communication of this position's availability to the faculty sponsor and students. All interested students will contact the office of Career Services & Internships and the following course of action will begin.

The office of CS&I will:

- Forward resumes of all interested students and/or provide employer contact information to the student.
- Act as liaison between student and employer, during the interview process.
- Ensure that the Internship Application & Agreement form is approved and signed by all parties prior to the start of the work.
- Ensure receipt of the midterm evaluation.
- Act as a liaison between the faculty sponsor, student, and employer; assuring that all interests are addressed and needs are met.
- Ensure receipt of final student evaluation forms.

## **Harassment and Discrimination Policy**

Federal and state law prohibits discrimination or harassment on the basis of sex, race, color, religion, disability, age, citizenship, veteran status, or national origin. Lake Erie College supports the principle of equal employment and wishes to place internship students in work environments free from harassment and discrimination.

Lake Erie College strives to provide an environment, which promotes the worth and dignity of each individual. Sexual harassment demeans both the victim and the harasser and undermines the philosophy and mission of the College. Therefore, Lake Erie College will not tolerate behavior, which amounts to sexual harassment. Sexual harassment may take many forms including, but not limited to, unwelcome sexual attention or advances, requests for sexual favors, and other sexually suggestive remarks or conduct:

1. when such remarks or conduct are intended or have the effect of creating an intimidating or offensive environment; or
2. when acquiescence to such conduct or remarks is, either explicitly or implicitly, or made a term or condition of employment or favorable evaluation.

It is essential that any and all incidents of harassment or discrimination be reported to the Director of Career Services & Internships. If an intern is harassed at the internship work site, and the employer does nothing about it, the employing organization opens itself to risk of lawsuits. The employer should take time to advise the intern of appropriate workplace behavior, and the organization's harassment policy and complaint procedures.

## Non-disclosure/Non-compete Agreements

Some organizations will request that the student/intern sign a non-disclosure or non-compete agreement upon/before starting their internship. A **non-disclosure agreement** prohibits an intern from giving another employer proprietary information. This information can include product or process information; customer lists and profiles; marketing, business, and strategic plans; technological innovations; and any other information that is now publicly known. This agreement does not restrict the intern's ability to work elsewhere, but it places limitations on the information she/he can use in a new position. These type agreements are typically enforceable because they do not limit a person's ability to work.

By signing a **non-compete agreement**, the intern agrees not to compete with the current employer after leaving the company. These agreements prohibit the solicitation of former customers, employment by a competitor, or the establishment of a competing business. These agreements are difficult to enforce when an intern is involved. The enforceability depends on the reasonableness of the restrictions and whether sufficient legal consideration was given to the student in exchange for the promise not to compete.

Organizations that want interns to sign **non-compete** or **non-disclosure** agreements should:

- Advise the office of Career Services & Internships, prior to posting the position announcement, that the internship is conditional upon signing a non-compete or non-disclosure agreement, and explain the purposes, intent and critical provisions of the agreement.
- Ensure that the non-compete agreement precisely defines the competitive activity that is to be restricted. It should be limited to the activity that would have a direct impact on the organization's business and provide the student with other options for employment. If there are no other options for employment during the non-compete period, the company should agree to pay the student a salary for the length of time it does not want the student to work for the competitor.

If the College finds the agreement to be acceptable, it is the responsibility of the employer to give the intern a reasonable period of time to review the documents, alone or with an attorney.

## **Appendix A: Sample Academic Internship Description**

### **Internship Title: Marketing Intern – Knowledge Services (Lubrizol)**

Participate in design and execution of online marketing programs and analysis of the resulting analytics to determine if these activities are meeting business unit marketing and sales goals for education and marketing services.

#### **RESPONSIBILITIES:**

Marketing copywriting of brief articles and announcements for magazines and online promotions

- Copywriting both promotional and informative materials
  - Graphical layout of online materials
  - Conduct market research and subject matter research in Lubrizol's Library, reference materials and on the Internet to develop relevant, topical and informative materials
  - Work with subject matter experts to vet materials in a way which limits the time required by the experts (see previous point)
- Execution of online marketing including working with online email, CRM and web usage tracking tools, Analyze results of online marketing

#### **PROJECTS:**

→ *Develop a series of short information articles on lubrication for online email (4-6 articles will be published over the course of 18 months to improve open rate of monthly emails).*

→ *Publish monthly emails. Write and text layout of promotional announcement within a standard Lubrizol K2M template set.*

→ *Develop a series of internal promotional articles (3-4 paragraphs) of new products/services.*

→ *Phone survey recent customer, identify areas of improvement, barriers to repeat purchases and collect testimonials for the website and catalogs.*

→ *Analyze business unit sales and email/web traffic for trends; and develop automated reports which a) identify improvements that might drive sales or traffic, b) evaluate the return on investment based on message views, visitor traffic..., c) summarize global accounts online activities (email, marketing site and training site) for sales managers. Prepare presentations or brief promotional articles summarizing findings.*

#### **REQUIRED SKILLS:**

- Numerical analysis
- Copywriting both promotional and informative materials
- Graphical layout of online materials
- Highly skilled in the use of Internet sites and Internet based tools
- Experience with online authoring tools, knowledge of HTML and related tools a plus
- Experience with reporting and graphical presentation tools

#### **EDUCATION REQUIREMENTS:**

- Completed college courses pertinent to the skills above
- Pursuing a degree in Business, Marketing, IT, Communications, Journalism or Graphic Design

**Appendix B: Internship Application & Agreement**  
**(PLEASE PRINT OR TYPE)**

**Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

LEC Student ID # \_\_\_\_\_ Major \_\_\_\_\_ Circle One: Sophomore Junior  
Senior

Cumulative GPA \_\_\_\_\_ (2.0 GPA required for Internships; 2.8 GPA required for IMAGE LC Internships)

Foreign Language: \_\_\_\_\_ # of Years Foreign Language Taken at College Level \_\_\_\_\_

Telephone Number (Include area code) \_\_\_\_\_ E-mail \_\_\_\_\_

Current Address \_\_\_\_\_  
Street Address City/State Zip

Campus Mailbox # \_\_\_\_\_ Campus Telephone Extension \_\_\_\_\_

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**Employer Information**

Internship Site \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City/State Zip

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**Student Position Information**

Program: Course Code \_\_\_\_\_ Semester/Yr \_\_\_\_\_ Number of Credits \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Faculty Sponsor \_\_\_\_\_

Position Title \_\_\_\_\_ Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Hours per week \_\_\_\_\_ Hourly Wage or Monthly Stipend (if applicable) \_\_\_\_\_

Are you currently employed at this site? \_\_\_\_\_ If yes, please explain how your internship duties will be different from your current duties.

\_\_\_\_\_  
\_\_\_\_\_

Describe the internship site organization and the product/services it produces/provides:

\_\_\_\_\_  
\_\_\_\_\_

What preparation (courses, reading, experience) qualifies you for this position?

\_\_\_\_\_



**Appendix C: Learning Objectives**

**Internship Learning Objectives:** Specifically, what will you learn during your internship?

<b>Learning Objectives</b> What will I learn?	<b>Learning Tasks or Strategies</b> How will I learn and what resources will be necessary?	<b>Evaluation</b> How will I determine if I have accomplished the objective?
<i>Example: To gain experience writing articles for an annual report.</i>	<i>Example: Review previous annual reports, discuss expectations and possible topics with supervisor, submit drafts to supervisor for review.</i>	<i>Example: A complete article that is publishable in an annual report.</i>
1.		
2.		
3.		

This form must be submitted to the office of Career Services & Internships when student obtains signature approval on the Internship Application & Agreement form.

**Appendix D: Mid-Term Evaluation of Student Intern**

Please complete the following evaluation of your intern's performance.

Student \_\_\_\_\_

Organization/Company \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

For the individual student being evaluated, please give each statement a numerical value based on whether you:

- 4 Strongly Agree
- 3 Agree
- 2 Disagree
- 1 Strongly Disagree
- N Statement does not apply or is not appropriate to the position or level of functioning expected of the student.

Student has made every effort to maintain a regular work schedule 4 3 2 1 N

Student makes appropriate arrangements when regular work schedule cannot be adhered to 4 3 2 1 N

Student notifies supervisor of issues that may interfere with the successful completion of projects in a timely fashion 4 3 2 1 N

Student displays enthusiasm and professionalism in work assignments 4 3 2 1 N

Student uses classroom knowledge to complete internship projects 4 3 2 1 N

Quality and quantity of work output is acceptable 4 3 2 1 N

Describe any concerns you may have:

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This form is available on-line at <http://www.lec.edu/internships>. The completed form can be emailed to [career@lec.edu](mailto:career@lec.edu); faxed to 440.375.7514; or mailed to  
Career Services & Internships  
391 W. Washington Street  
Painesville, OH 44077

### **Appendix E: Tips for a Successful Site Visit**

The benefits of visiting a student at her/his internship site are many. It gives you an opportunity to ensure that the student is having a good learning experience and is accomplishing her/his learning goals. It allows you to discuss any problems or issues in the internship. It equips you to better evaluate the site as an appropriate placement for your students, and helps you to advise future students about that internship. And, it is excellent public relations for the college and your department.

So, what do you actually **do** on a site visit? The tips below are designed to help you arrange and carry out a successful site visit.

- Schedule the site visit at a time when both the student and the supervisor(s) are working. Ask the supervisor to allocate 30 minutes for the visit (although many visits will last longer than that). Ask the supervisor if there is anything she/he would like you to know before the visit.
- Before the visit, contact the student to review her/his Internship Learning Objectives. Ask the student if there are any specific issues, problems or concerns she/he would like to discuss during the visit. If it is appropriate, ask the student to put together samples of her/his work for you to see during the visit.
- Take the site's Internship Description and a copy of the student's Internship Learning Objectives to the visit. If it is a first time visit, also take along information about your department/program and the college (A little PR never hurts).
- Begin the visit by reminding both the student and the supervisor that this is an informal meeting designed to focus on what the student has been doing and learning and to discuss what will happen during the rest of the internship. It is an opportunity for both the student and the supervisor to be open and candid about the internship experience.
- Each site visit is unique and should be allowed to take on its own "life". In order to move things along, think about these as a few questions to ask the supervisor:
  - In general, how are things going so far?
  - Is the internship going according to the Internship Description, or have there had to be changes?
  - What is in the future of the internship? What new projects or assignments will develop? What would you like to see the student focus on in his or her own development?

Here are a few questions for the student:

- What have you been learning so far? (Don't accept "A lot" as a response!)
- What surprises have you had about the internship, the organization or yourself?

- What skills or tasks would you like to work on more?
  - Are there things you would like to learn or do that you haven't had the opportunity to do yet?
  - Is this experience sending you messages about what you would--and would not—like to do in the future?
- At the end of the visit, ask the supervisor if she/he would be interested in working with another intern in the next semester. If so, be sure they know the planning dates and have the opportunity to review the internship job description they have on file with the college.

This list of tips is certainly not a complete one, and there may be nuances with your department or a particular site that create special issues to work through. If you would like to discuss those nuances or anything else about conducting site visits, please contact Career Services & Internships. On the next page, you will find a checklist to be used on your site visit.

**Appendix F: Site Visit Checklist**

1. Was the student on-site during the visit?
2. Was the student's supervisor on-site during the visit?
3. Does the student have her/his own workspace? Computer? Supplies and tools necessary to perform her/his job?
4. Do the student's work assignments correlate with her/his learning goals?
5. Do the student and the site supervisor have a clear understanding of what's required of the learning goals?
6. Is the internship going according to the job description, or have there been changes? If there have been changes, what are they and why have they occurred?
7. What projects is the student currently working on, and will she/he have the opportunity to see a project through from beginning to end?
8. Is the student utilizing on-site, the skills learned in the classroom?
9. Is the student challenged by the work assignments?
10. Is the site supervisor interested in working with another intern in the next semester?

Please make sure that you give the on-site supervisor a business card and any brochures you have about your program and Lake Erie College. Contact the office of Career Services & Internships with any questions or concerns.

**Appendix G:**  
**Final Assessment of Student's Professional Development**

This assessment is a tool used to measure the student's worksite performance. The information on this document is one of the determining factors for the final internship grade. Other factors may include journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty sponsor.

Student \_\_\_\_\_

Organization/Company \_\_\_\_\_

Supervisor \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

For the individual student being evaluated, please give each statement a numerical value based upon the following:

- 4 Outstanding
- 3 Above Average
- 2 Average
- 1 Needs Improvement
- N Statement does not apply or is not appropriate to the position or level of functioning expected of the student.

**Professional/Personal Development**

1.	Open to learning from supervisor and coworkers.	4 3 2 1 N
2.	Cooperation is shown in working relationships with other staff members.	4 3 2 1 N
3.	Effort is made to be accepted by overall staff.	4 3 2 1 N
4.	Can work effectively with a wide range of people within the organization.	4 3 2 1 N
5.	Takes the initiative to solve problems after seeking input from supervisor/staff.	4 3 2 1 N
6.	Is able to keep supervisor informed of work progress and process.	4 3 2 1 N
7.	Is dependable and reliable in work tasks and level of performance.	4 3 2 1 N
8.	Displays enthusiasm, diligence and interest in work assignments.	4 3 2 1 N
9.	Possesses time management skills.	4 3 2 1 N
10.	Is able to set priorities for work yet respond to departmental needs.	4 3 2 1 N
11.	Can analyze, synthesize, and apply academic learning to work assignments.	4 3 2 1 N
12.	Possesses sufficient technical ability to accomplish work tasks.	4 3 2 1 N
13.	Can process constructive criticism in an objective manner and act upon it.	4 3 2 1 N
14.	Shows initiative in follow-through with work assignments.	4 3 2 1 N
15.	Can assume a leadership role when appropriate.	4 3 2 1 N

16.	Is appropriate in dress and grooming.	4 3 2 1 N
17.	Is conscientious in maintaining work schedule, hours and starting time.	4 3 2 1 N
18.	Is able to collaborate within a group effort.	4 3 2 1 N

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Professional Transition**

1.	Knows and respects organizational structure and protocol.	4 3 2 1 N
2.	Has awareness and interest in organizational objectives, goals and policies.	4 3 2 1 N
3.	Is comfortable within the corporate/organizational culture.	4 3 2 1 N
4.	Can adjust self-interest to organizational interest.	4 3 2 1 N
5.	Represents the organization with positive enthusiasm and attitude.	4 3 2 1 N

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

It is recommended that the employer review this assessment with the student. If this is not possible, it is the responsibility of the faculty sponsor to review the assessment with the student prior to the issuance of a grade.

This assessment has been discussed with the student: Yes \_\_\_\_\_ No \_\_\_\_\_

Student Signature \_\_\_\_\_

Employer Signature \_\_\_\_\_

This form is available on-line at <http://www.lec.edu/internships>. The completed form can be emailed to [career@lec.edu](mailto:career@lec.edu); faxed to 440.375.7514; or mailed to  
 Career Services & Internships  
 391 W. Washington Street  
 Painesville, OH 44077

**Confidentiality of Information:**

This evaluation constitutes a confidential assessment that will become part of the student's confidential permanent record. In the event the college is contacted by prospective employers for the purpose of obtaining personal or professional references for a student based upon their internship assessment, they can be told ONLY the location and dates of the student's assignment.

**Appendix H - Student's Evaluation of Internship Experience**

This tool is used to measure if the internship met Lake Erie College's requirements for academic and professional development. The office of Career Services & Internships will use this information to evaluate the employer and the student's experiences.

Student \_\_\_\_\_

Organization/Company \_\_\_\_\_

Supervisor \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

For each statement below please circle a numerical value based upon whether you:

- 4 Strongly Agree
- 3 Agree
- 2 Disagree
- 1 Strongly Disagree

**Academic Development**

- |     |  |         |
|-----|--|---------|
| 1.  | Activities involved in the internship were more understandable due to your previous coursework               | 4 3 2 1 |
| 2.  | Activities were challenging yet appropriate for your knowledge level   | 4 3 2 1 |
| 3.  | Your skill level in your field has increased due to this internship  | 4 3 2 1 |
| 4.  | Connections between your academic work and your internship work were apparent to you                         | 4 3 2 1 |
| 5.  | Your ability to synthesize information from various sources has increased                                    | 4 3 2 1 |
| 6.  | Your ability to apply your previous knowledge to current problems has increased                              | 4 3 2 1 |
| 7.  | Your internship learning goals have been met   | 4 3 2 1 |
| 8.  | Faculty sponsor provided academic guidance for internship activities as needed                               | 4 3 2 1 |
| 9.  | On-site supervisor provided academic guidance as needed  | 4 3 2 1 |
| 10. | Office of Career Services & Internships provided guidance as needed  | 4 3 2 1 |
| 11. | The procedures required by Lake Erie to officially complete the internship experience were clearly explained | 4 3 2 1 |

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professional Development**

- 1. Supervisor's direction was clear and understandable 4 3 2 1
- 2. Supervisor was available and receptive when approached for help or clarification 4 3 2 1
- 3. You developed an understanding of, and ability to adjust to, your supervisor's management style 4 3 2 1
- 4. Understanding of the organizational structure has increased 4 3 2 1
- 5. Understanding of the process to accomplish complex tasks in this organization has increased 4 3 2 1
- 6. The knowledge you have gained at this organization is applicable to other organizations in the same field 4 3 2 1
- 7. This internship has provided you with experiences that will help you in your future job search 4 3 2 1
- 8. Confidence in your ability to succeed in this field has increased 4 3 2 1
- 9. Confidence to take on more responsibility in future endeavors has increased 4 3 2 1
- 10. Understanding of employer expectations regarding punctuality and work ethic has increased 4 3 2 1
- 11. Ability to set priorities and accomplish assigned tasks has increased 4 3 2 1

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Would you recommend this internship to other students?      YES      NO**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

This form is available on-line at <http://www.lec.edu/internships>. The completed form can be emailed to [career@lec.edu](mailto:career@lec.edu); faxed to 440.375.7514; or mailed to  
Career Services & Internships  
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