

## Internship Application Form

<b>PERSONAL DETAILS</b>	Name:	Phone:	
	Email:	Address:	
<b>EDUCATION</b>	University	Degree	Duration
<b>ADDITIONAL TRAINING</b>	Institute	Degree	Duration
<b>WORK EXPERIENCE</b>	Company	Tasks	Duration
<b>LANGUAGE KNOWLEDGE</b>	Language	Written	Spoken
<b>SKILLS &amp; ATTRIBUTES</b>			
<b>REFERENCE</b>	Name:	Position:	
	Phone:	Email:	
<b>INTERNSHIP DETAILS</b>	Company	Position	City

## Cooperative Contract

This internship agreement is between.....Student Name.....from.....University Name.....  
and.....Company Name.....

This agreement provides a basis for mutual understanding between the above parties in matters relating to Internship students who are enrolled in bachelor degree programs.

### PURPOSE OF THE AGREEMENT

The anticipated result of this agreement is that each party will assist the other in the accomplishment of its program objectives by adhering to its responsibilities as outlined in the Program Handbook. For the institution it is recognized that such objectives are primarily educational in nature. While concerned with the enrichment of curriculum and student learning, the organization (company) must also be primarily concerned with utilizing the Internship Program to meet its short-term and long-term staffing needs. Mutual support between the parties of these primary objectives may be expected to result in many other benefits, not only to the parties of the agreement, but also to each participating student.

### REQUIRED SIGNATURES

Student.....

Sign.....Date.....

Company Representative.....

Sign.....Date.....

University Representative.....

Sign.....Date.....

## Time Sheet & Daily Log

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

**Company:** \_\_\_\_\_

<b>Date</b>	<b>Arrival Time</b>	<b>Departure Time</b>	<b>No. of Hours</b>	<b>Activity</b>

I certify that I have worked the hours indicated above.

## Student Evaluation of Internship Mid-way Assessment

**Student Name:**

**Supervisor Name:**

Please complete the evaluation for your internship experience. This will be used as one of the elements of assessing how this internship contributed to your education. Also, this evaluation will provide valuable feedback to the program and your academic department on what and how you have learned. In the left column provide a rating of your experience by ticking the appropriate field mid-way at the internship placement.

Criteria	Poor	Fair	Good	Very Good	Excellent
Opportunity for learning					
Realizing my own strengths					
Realizing my own weaknesses					
Gaining practical experience					
Developing professional skills					
Gaining self confidence					
Developing oral communication skills					
Developing written communication skills					
Developing problem solving skills					
Learning to work with others (team work)					
Learning about leadership					
Learning to work with people from diverse backgrounds					
Practicing ethical behavior					
Ability to integrate academic theory with workplace practice					
Gaining field experience relating to academic course work					
Learning new skills and practices					
Motivating me to continue to learn					
Gaining clarity about career goals					
Overall work experience					
Offer comments or suggestions you feel would be appropriate					
<b>Signature:</b>			<b>Date:</b>		

## Student Evaluation of Internship Final Assessment

**Student Name:**

**Supervisor Name:**

Please complete the evaluation for your internship experience. This will be used as one of the elements of assessing how this internship contributed to your education. Also, this evaluation will provide valuable feedback to the program and your academic department on what and how you have learned. In the left column provide a rating of your experience by ticking the appropriate field at the end of your internship placement.

Criteria	Poor	Fair	Good	Very Good	Excellent
Opportunity for learning					
Realizing my own strengths					
Realizing my own weaknesses					
Gaining practical experience					
Developing professional skills					
Gaining self confidence					
Developing oral communication skills					
Developing written communication skills					
Developing problem solving skills					
Learning to work with others (team work)					
Learning about leadership					
Learning to work with people from diverse backgrounds					
Practicing ethical behavior					
Ability to integrate academic theory with workplace practice					
Gaining field experience relating to academic course work					
Learning new skills and practices					
Motivating me to continue to learn					
Gaining clarity about career goals					
Overall work experience					
Offer comments or suggestions you feel would be appropriate					
<b>Signature:</b>			<b>Date:</b>		

## Employer Evaluation of Student Intern Mid-way Assessment

**Student Name:**

**Supervisor Name:**

Please complete the evaluation for the student intern at your organization. It is important to return the evaluation as it will be used as one of the tools for grading. In the right column provide a rating for the interns work by ticking the appropriate field mid-way at the internship placement.

Criteria	Poor	Fair	Good	Very Good	Excellent
Knowledge of subject, procedures and equipment					
Performance					
Written communication skills					
Oral communication					
Organizational skills					
Cooperation with others					
Flexibility					
Judgment					
Responsibility					
Initiative					
Reaction to supervision					
Attitude towards job & organization					
Self-confidence					
Maturity					
Quantity of work accomplished					
Quality of work accomplished					
Application of academic material to work					
Analytical ability					
Effectively communicated expertise					
Acquired new knowledge					
Overall work performance					
Attendance: Regular	Irregular				
Punctuality: Regular	Irregular				
Given the right circumstance, would you hire this student as an employee?					
Please suggest any particular strengths or weaknesses this student may have exhibited and offer comments, suggestions you feel would be appropriate.					
<b>Signature:</b>			<b>Date:</b>		

## Employer Evaluation of Student Intern Final Assessment

**Student Name:**

**Supervisor Name:**

Please complete the evaluation for the student intern at your organization. It is important to return the evaluation as it will be used as one of the tools for grading. In the right column provide a rating for the interns work by ticking the appropriate field at the end of the internship placement.

Criteria	Poor	Fair	Good	Very Good	Excellent
Knowledge of subject, procedures and equipment					
Performance					
Written communication skills					
Oral Communication					
Organizational skills					
Cooperation with others					
Flexibility					
Judgment					
Responsibility					
Initiative					
Reaction to supervision					
Attitude towards job & organization					
Self-confidence					
Maturity					
Quantity of work accomplished					
Quality of work accomplished					
Application of academic material to work					
Analytical ability					
Effectively communicated expertise					
Acquired new knowledge					
Overall work performance					
Attendance: Regular	Irregular				
Punctuality: Regular	Irregular				
Given the right circumstance, would you hire this student as an employee?					
Please suggest any particular strengths or weaknesses this student may have exhibited and offer comments, suggestions you feel would be appropriate.					
<b>Signature:</b>			<b>Date:</b>		

## Faculty Site Visit

<b>Questions to ask the Supervisor</b>	In general how are things going so far?
	What projects or tasks has the student completed?
	What would you like to see the student focus on in his or her own development?
<b>Questions to ask the Student</b>	What have you been learning so far?
	What skills or tasks would you like to work more on?
	Is this experience helping you learn what you do or don't want to do in the future?



# Internship Work Report

## Questions and Answers

### **Why do I have to do a work report?**

The Internship Program is designed to provide students the opportunity to integrate their studies at University with educationally-related work experiences in a variety of employment settings. As such, experiential education becomes a part of the overall academic experience and an integral part of a student's education. The required work report is one way that the faculty can monitor and evaluate this experience. Therefore, the work report is used as the primary means of determining a student's award of credit.

The work report in any form should be considered as a formal academic assignment. It will be evaluated by a faculty member of your department in this manner. It should be prepared with the same level of serious attention and scholarship that would be given to any other academic assignment. Inadequate or late reports will result in inferior or incomplete grades.

### **How Long does the report have to be?**

The paper should be neatly prepared, generally about 3-5 pages in length, and written in the formal style expected of a professional report. Be as specific and complete as possible. The reader should be able to determine what type and amount of technically related learning has been accomplished. The emphasis should be on your specialization and technical aspects of your position and how it relates to the organization, its products, and services.

### **When is the report due?**

The report is due on the last day of your internship placement.

All reports should be submitted to the university supervisor/ coordinator or company supervisor depending upon the agreed arrangements.

**HAND WRITTEN REPORTS WILL NOT BE ACCEPTED**

### **How should I begin to organize the report?**

Review all materials and documents that relate to your assignment; including job descriptions, written reports, organizational charts, and any evaluative comments you may have received. Your log of your activities will help you recall things you wish to address in your report.

### **What else should I keep in mind?**

You may wish to have someone such as your coordinator, supervisor, mentor, or other individual review your report. They may be able to provide meaningful comments and suggestions to improve your effort. In addition, a well-developed written report can be an excellent way to promote your interests and abilities within the organization.

### **Any other helpful hints?**

You should keep a copy of the final version of your work report, in case any issues arise.

## **Report Guidelines**

The attached guidelines are intended to serve as a broad outline to develop your thoughts.

### **Cover Page**

- Full name
- Year & Major
- University
- Company Name
- City of Company
- Starting & End date of Internship

## **Report Body**

### **I. Introduction**

Provide a one-paragraph summary of your work report. Try to inform the reader of the scope of your assignment. Indicate the nature of your assignment and a statement of your responsibilities. This will help the reader focus on the direction of your comments.

### **II. Nature of the Work Setting**

What are the functions, products or services of your employing organization? What is the organizational structure of your employer? What is the relationship of your unit or department to the overall structure? What are the objectives of your position? Why does it exist? How does your position fit with other operations, both intra- and inter-departmental? Does your position utilize your technical background?

### **III. Duties and Responsibilities**

This section should comprise at least 50% of your total report. It should be written in the formal style expected of a technical report. Be specific and complete as possible.

Provide a detailed account of your major activities to date, with an emphasis on the specific technical functions of your position. Indicate any additional responsibilities you anticipate before the completion of your internship. Discuss your assignments and their relationship to your field of study. What have you learned? What have you accomplished that will make you more competent at your specialization?

Have you and your supervisor discussed future trainings and their relationship to your overall experience? What types of work assignments would be beneficial to your career development?

#### **IV. Relationship to Career Goals and Study**

In what ways have your career goals been reinforced or modified during your internship experience? Have you changed your plans for future coursework? Has the experience enabled you to better focus on potential career options?

#### **V. Overall Evaluation and Conclusion**

Has your employment experience met your expectations? In what ways has it differed from your objectives? In what ways could your placement be improved by your employer? by you? Have your assignments provided a broad, developmental experience? and/or Has your internship given you a progressive, in-depth learning experience? Have you been satisfied with the level and nature of the supervision you have received? What would you want your professors to know about your experience, your educational enrichment, your technical accomplishments and your overall development?