



WSSU

Winston-Salem State University
Internship

Student Learning Contract

A. PERSONAL DATA

1. Student Information (To be completed by the student)

Completing section A1 is necessary for credit and non-credit internships.

Name: _____ Graduation year: _____

Student ID Number: _____ Major: _____

Permanent phone: _____ Internship phone: _____

Address during internship: _____

Description of student's goals and objectives (attach documents if necessary):

2. Employer Information (To be completed by the employer)

Completing section A2 is necessary for credit and non-credit internships.

Employer: _____ Phone: _____

Supervisor: _____ Fax: _____

Title: _____ E-mail: _____

Street address: _____ Student's job title: _____

City: _____ Hours per week: _____

State: _____ Zip _____ Salary (kept confidential): _____

Dates of internship: From _____ / _____ / _____ To: _____ / _____ / _____
month day year month day year

Description of duties (attach documents if necessary): _____

3. Faculty Intern Advisor (To be completed by the faculty intern advisor)

Completing section A3 is necessary for credit and non-credit internships.

Name: _____

Department internship should be registered under:_____ Course number:_____

Number of credits approved: _____ Other:_____ Number of hours to be completed _____

Grading (please circle one): P/F scale or A-F scale

Term: Fall Spring Summer

Learning components/Assignments (reports, journal, portfolio)

(attach documents if necessary): _____

B. AGREEMENT: *The undersigned have agreed to complete and satisfy all terms of this contract.*

Completing section B is necessary for credit and non-credit internships.

Check one: Non-credit <input type="checkbox"/> Credit <input type="checkbox"/>
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Signature of Student **Date**

Signature of Employer *Date*

C. APPROVALS *Completing section C is necessary for credit and non-credit internships.*

Signature of Faculty Intern Advisor **Date**

Signature of Department Internship Coordinator (if applicable) **Date**

Signature of Career Services Internship Coordinator **Date**

PLEASE NOTE: INCOMPLETE STUDENT LEARNING CONTRACTS WILL NOT BE ACCEPTED.

CAREER DEVELOPMENT AND INTERNSHIP OBJECTIVES

(To be completed by student and faculty mentor)

Because an internship is intended to be an academic learning experience as well as a professional one, it is important that tangible objectives be listed. These objectives should be specific and measurable. They will be part of the evaluation at the end of the term.

Objectives:

A. _____

B. _____

C. _____

Evaluation will be based on (To be completed by faculty). Please check all that apply

- **The student’s reports, supervisor evaluation**
- **The student’s portfolio**
- **Updated Resume**
- **Learning Outcome**
- **Other (Please Describe)**

Signature of Student

Date

Signature of Faculty Intern Advisor

Date



Internship Responsibilities

For an internship to be successful, all participants (Intern, Faculty Advisor, Internship Coordinator and Site Supervisor) must fulfill their responsibilities.

Intern's Responsibilities

- Prepare appropriate Learning Objectives
- Register for the internship course (if applicable)
- Complete Learning Contract
- Be punctual, and work the required number of hours, at times agreed to by you and your supervisor
- Notify the workplace if you are unable to attend as planned
- Behave and dress appropriately to the particular workplace
- Respect the confidentiality of the workplace, its clients and its workers
- Check out responsibilities at the work site with the supervisor, and make sure you know what you are expected to do, and how you should behave
- Be positive and enthusiastic about the internship; if things are slow, take the initiative, and volunteer for different tasks or other work.
- Discuss any problems with your supervisor and, if necessary, with the faculty advisor and Internship Coordinator
- Remember that you are both a guest of the organization, and a representative of the University, and behave appropriately

Faculty Advisor's Responsibilities

- Help the student identify what it is that can be learned from a particular internship at this particular stage of the student's academic program
- Assist the student formulate individual learning objectives and outcomes
- Complete Learning Contract
- Register student for Internship Course (if applicable)
- Monitor the progress of the internship throughout the internship
- Using the knowledge gained throughout the internship, together with the evaluation completed by the site supervisor, to arrive at a final grade for the student's performance

Internship Coordinator's Responsibilities

- General University clearing-house for information about internships
- Maintains information about available internships
- Help the student identify what it is that can be learned from a particular internship at this particular stage of the student's academic program
- Assist students with application process
- Collect Learning Contract
- Monitor Progress of internship
- Collects evaluations forms and reports, forward information to faculty advisor

Site Supervisor's Responsibilities

- Complete Intern's Learning Contract
- Be aware of the learning objectives of the intern
- Plan projects and allow the time for completion
- Provide intern with contact information if there are any questions or problems
- Make sure the Intern is oriented to the organization and any particular policies and practices (dress code)
- Ensure the Intern has meaningful work that will help reach learning objectives
- Oversee job performance
- Forward Midterm and Final evaluations by the due date

Signature of Intern **Date**

Signature of Faculty Advisor **Date**

Signature of Department Internship Coordinator **Date**

Signature of Site Supervisor **Date**

Signature of Career Services Internship Coordinator **Date**

MID-TERM REPORT

The mid-term report is to be in essay format that addresses the following questions in well-developed and cohesive paragraphs. (2 – 3 pgs.) Questions are not to be answered individually but are to be blended into a narrative description that summarizes your experiences in the internship.

I. DESCRIPTION OF THE BUSINESS OR EMPLOYMENT STATION:

- A. History of the firm
- B. Organization of the firm
 - Structure
 - Size or volume of business
 - Number of employees
 - Physical plant description
- C. Lines of authority
 - What is the relationship of your duties to your immediate supervisor?
- D. Business services performed (detail)

II. DESCRIPTION OF DUTIES:

- A. What are your duties and responsibilities?
- B. What type of jobs do you perform?
- C. How well have you been able to perform assigned tasks?
- D. What problems have you encountered in handling tasks or jobs assigned?
- E. What have you learned about the total business operation thus far?
- F. How is your employer allowing you to learn about the business?
- G. What type of work responsibility has been assigned to you?
- H. What decisions have you been asked to make or have helped to make?

III. CHALLENGES / OPPORTUNITY:

- A. What are some of the challenges of this business?
 - Detail work challenges

IV. SELF-EVALUATION:

- A. Outline your own virtues and faults as they apply to your job.
- B. What effects might failure on your part have upon the efficiency of the business? Why?
- C. What ways or means have you used to improve the execution of your duties?
- D. Do you consider your attitude toward the firm to be satisfactory? Elaborate.
- E. *Are you careful about your promptness, pleasantness, work habits, and attention to your job responsibilities? Elaborate.*
- F. How do you rate yourself with regard to attitude toward customers of the business for which you are working?

FINAL REPORT

The final report is to be in essay format that addresses the following questions in well-developed and cohesive paragraphs. Questions are not to be answered individually but are to be blended into a narrative description that summarizes your experiences in the internship.

- A. Discuss the degree to which you believe you accomplished your objectives.
- B. How did your internship contribute to your professional goals? Did your career goals change as a result of the internship?
- C. Did what you learned in your internship parallel what you learned at WSSU.
- D. Have you acquired any special skills in the internship that you did not already have?
- E. What are some of the most important management skills you think are a must to be successful in your chosen profession?
- F. What are some personal characteristics that you believe are necessary for your chosen profession?
- G. What are the most important learning experiences you had during your internship?
- H. From your experience and observations of the (major) industry thus far, what changes can we make in the curriculum at WSSU which would better prepare you for an entry level management position?
- I. Would you recommend this internship site to another student in the (major) program?

PORTFOLIO

The report should be comprehensive in nature and contain several sections, as identified below.

Section 1: Introduction

This section should include a brief overview of the report, as well as a formal job description. The job description should include position responsibilities, as well as identify qualifications needed by someone who might assume the position in the future.

Section 2: Organizational Analysis

At a minimum, this section should provide specific information on the operation of the organization, including a brief history of the organization, the organization's mission statement, philosophy and/or objectives, an organizational chart (draw one, if necessary) and a list of facilities operated by the organization and who has responsibility for each (for jointly-operated facilities, please indicate the cooperating organization for each).

Section 3: Analysis of the Experience

This section is, by far, the most important and should be given much thought. It includes a brief record of significant activities.

- Discuss concepts learned in class and how they applied to your experience.
- Discuss the reality of the experience and how it differed from your expectations and classroom theory.
- Reflect on how this work experience has affected or modified your career decisions.
- Did the internship reinforce or help develop your career goals or did it convince you that this career path was not what you want to pursue upon graduation?
- What skills are most beneficial for an entry-level position? Did the internship highlight any additional academic preparation or other skills and abilities--perhaps from a non-university training source--needed to pursue a successful career?
- What would normally be the priorities of an entry-level position? What are the major frustrations or difficulties with a career in this area? What are the advancement opportunities? What is the procedure?
- Did the internship help you identify professional organizations of which you may consider becoming a member?

Section 4: Evaluations

This section should include the mid-internship evaluation and the final evaluation along with your self-evaluations. Should your supervisor write a letter of recommendation, a copy should also be included.

Section 5: Appendices

This section should contain materials brought from your internship, i.e. brochures, flyers, programs, organizational forms, etc. that you wish to include in your report. It is optional to include this information but it would work to your advantage to do so.