KENTUCKY WESLEYAN COLLEGE
1858

Application for Internship/Externship/Practicum

Instructions: Prior to arranging your internship, please meet with your faculty advisor to discuss the kind of internship you will be pursuing and how it will fit in your academic program. The faculty advisor must approve the internship before it will be added to your course schedule.

DEADLINE is the last day of drop/add period of the semester of the internship. Submit to the Registrar Office.

Part A – Setting up the course (Completed by the Student)

Student Name _____ ID# _____

Address and telephone number of student during internships:

_____

_____

Internship Semester (Check the appropriate box)

[ ] Spring I 20_ [ ] Spring II 20_ [ ] Summer I 20_ [ ] Summer II 20_ [ ] Fall I 20_

[ ] Fall II 20__ [ ] Internship [ ] Practicum Credits to be Earned [1] [2] [3] (Circle one)

Student Learning Outcomes - What do you want to learn through your internship?

_____

_____

_____

_____

I understand that I am responsible for finding and acquiring an internship. I understand that I am responsible for successfully completing the internship. I understand that if I run into difficulty with my internship, I will contact my academic supervisor immediately via phone and or email providing details about the difficulty and requesting assistance. I understand that failing to complete any of the required activities such as weekly journal entries/emails, a final critical reflection paper, as well as my internship, that I will not receive a passing grade for this experience.

_____ _____

Student Name Date

For each credit to be earned, the student must work 40 hours.
Part B Internship Information (complete by the Internship Supervisor and the Student)

Student Name_____Major: _____

Company/Department_____ Name

of Work Supervisor _____

Work Supervisor's Email_____ Phone# _____

Hours/Week_____ Total Hours for Internship _____

Beginning Date_____(Must be during the semester the internship is to occur for credit)

End Date _____

Intern's Job Responsibilities

_____

_____

_____

_____

If these job responsibilities change, please notify the faculty advisor in charge of this internship at Kentucky Wesleyan College

Academic Internship Supervisor Name _____

Contact Information (Email & Telephone #) _____

I agree to supervise the student named above in the internship described and provide a final evaluation using the form emailed to me by the academic supervisor.

_____ _____
Work Supervisor/Organization Representative Date

_____ _____
Student Date

Completed after forms are filled out by student and Internship Work Supervisor:

_____ _____
Academic Advisor Approval Date

Course Number for Credit: _____ Notes:

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Expectations for Supervisors Conducting Internships

The goal of any internship at Kentucky Wesleyan College is to provide undergraduate students with relevant work experience. Thank you for offering to accept one of our students as an intern.

Aside from the policies and procedures you will have to follow in your organization, this handout provides you with a few guidelines for conducting the internship and subsequent evaluation of our student.

First, your rules about punctuality, dress and behavior apply to your intern. Feel free to express your expectations clearly and completely. Your intern may not understand your work culture immediately, may not understand professionalism, and may not know how quickly business operates. The student will look to you for advice, assignments, and support.

Your intern can do more than filing, word processing, answering phones and running errands. As the work supervisor you know this, but others in your organization may not. Please make sure that your peers understand what your intern can and should do, and what your intern can't and shouldn't do. In addition, the work competencies that our student can learn by shadowing you or being given a project to work on will enhance the student's classroom experience.

Your intern will be expected to either keep a journal, or maintain contact with their academic supervisor over the course of this internship experience via email. Matters that should remain confidential need to be identified for the student's benefit.

You can and should call the academic supervisor with any issues that arise for your intern. We would be very happy to visit your place of work to observe the intern in action with you. However, if your intern is not performing in a manner you expected, the academic advisor needs to know immediately.

Kentucky Wesleyan College students involved in internships are assessed by their academic supervisor in terms of how they have met the learning objectives you both have agreed to prior to the initiation of the internship. Your assessment of the student's achievement of learning objectives, quality of work, ability to learn, initiative and creativity, character traits, dependability, attendance and punctuality, organizational fit and response to you as the supervisor will affect the student's grade for the internship. Please consider your intern to be a temporary employee. As you evaluate the student's performance consider whether you would hire this student if a position were to open in your company. If you would, great! If not, why not? This is important information for both the student and the academic supervisor.

Failing to tell an intern where they need to improve will prevent that student from changing behaviors and learning skills sufficient for an initial career. While this can be a difficult conversation to have with a student, it is necessary to that person's career growth. If you need to have the academic supervisor on hand when you have this conversation, do not hesitate to ask.

For your final evaluation of the student, we ask that you complete the Final Evaluation Form for Internships. This form is online. You will receive the link in an email from Jay Helmer at Kentucky Wesleyan College. If you are unable to complete the form online, we have attached the form at the end of the document. Once you complete the form and meet with your intern at the end of their internship, please forward the completed form to the academic supervisor. Additional comments about the intern's performance will be greatly appreciated. In addition, if you want to write a letter of recommendation for the intern, once they have completed their time with you that would be appreciated too.

Thank you for partnering with Kentucky Wesleyan College.

Supervisor Evaluation of Student

IMPORTANT – this form is for your information ONLY. The actual evaluation will be completed online. You will receive the link in an email from Jay Helmer at Kentucky Wesleyan College.

Supervisor Name: _____
Title: _____
Organization: _____
Phone/Email Address: _____
Student Name: _____
Dates of placement: _____

I supervised this student for: ☐ Internship ☐ Service-Learning ☐ Wesleyan Fellow ☐ Bonner Describe

the student's primary work responsibilities:

Estimate the total number of hours of work/service performed by the student this semester: _____

Rate the student using the following criteria:
(5) Not applicable (4) Exceeds expectations (3) Meets expectations (2) Approaches expectations
(1) Needs improvement (0) Unacceptable

Attendance	Reported to work as scheduled, never absent, always on time, sometimes remained after assigned work time, took only assigned breaks.
Dependability	Consistently reliable in completing work assignments. Followed instructions and procedures well. Careful and attentive to detail. Required little or minimum supervision.
Knowledge	Knowledgeable about the work and organization or was willing to seek additional knowledge. Quickly understood new concepts, ideas, and work assignments. Worked within appropriate authority and decision-making channels.
Performance	Work or tasks achieved or submitted on time, work was complete and of excellent quality. Accepted responsibility for mistakes and learned from experiences.
Initiative and Motivation	Self-motivated, able to work independently with little direct supervision, sought out additional tasks or work. Recognized problems and sought solutions.
Ability to Make Contributions	Proposed ideas, options or solutions.
Problem-Solving	Approached and solved problems independently or sought assistance.
Writing Skills	Presented clear, concise, and thorough written work. Grammar and spelling were appropriate.
Spoken Communication	Articulate and communicated to others in an easily understandable fashion. Oral communication was clear and effective. Used appropriate language.
Computer and Technical Skills	Demonstrated appropriate application of or development of technical skills.
Interaction with Others	Respectful, courteous, and cooperative. Got along well with others. Contributed positively to team. Worked effectively with supervisor.

Attitude	Demonstrated a positive attitude. Successfully adapted to organization norms and culture. Receptive to constructive criticism and advice. Willing to explore personal strengths and areas for improvement.
Time Management	Demonstrated desirable work habits (e.g., consistently on time, reliable, completed assignments in an efficient manner). Established priorities and followed through.
Professionalism	Dressed appropriately, used technology appropriately (e.g.. was not on cell phone or computers inappropriately). Demonstrated a confident and positive attitude, exhibited honesty and integrity on the job, and behaved in an ethical and professional manner.
Overall Quality of Work	Thoroughly and accurately performed work requirements. Submitted work assignments on time.

Comments:

What suggestions would you offer the student for the future?

If you were able, would you hire this student?_____Yes _____Maybe _____No

Please assign a grade based on the student's work performance _____
Outstanding=A Superior=B Acceptable=C Minimal=D Unacceptable=F

Thank you!