Building a Successful Internship Program

Columbus State University
Center for Career Development
Schuster Student Success Center, Suite 102
(706) 507-8760 • (706) 507-8767 (Fax)
careercenter@ColumbusState.edu
Table of Contents

Building a Successful Internship Program

Processes .................................................................3
Supervisor’s Guidelines .............................................4
Internship Position Description Form .............................6
Employer Evaluation of Intern ......................................8
Columbus State University
Internship Program

Processes
The Columbus State University Internship Program seeks to partner with area companies and agencies to enhance the education of CSU students by providing relevant field experience prior to graduation. Qualified internships should provide students with learning experiences that are complementary to the academic foundation presented in the classroom while extending beyond the boundaries of the typical scholastic environment.

The CSU Center for Career Development (CCD) is responsible for generating internship opportunities by contacting employers and responding to employer inquiries regarding the CSU Internship Program. These opportunities will be posted on the CougarLink website for students to review and will be forwarded to relevant CSU colleges/departments for posting. Primarily, the CCD will serve as a facilitator of the information.

Students will be responsible for reviewing the opportunities, securing faculty permission based on eligibility within his/her course of study, and contacting the employer for an interview. Because a CSU Internship for course credit is an academic activity, after the internship is secured the management of the relationship and the activities rest with the sponsoring faculty member.

Below are the basic steps to follow to insure a successful internship experience:

1. An inquiring company/supervisor will receive a packet of information from CCD. This packet will include, but is not limited to:
   - Supervisor’s Guidelines
   - Internship Position Description Form (to be returned to the CCD Internship Coordinator)
   - Employer Evaluation Form
2. Upon receiving the completed Internship Position Description Form, the CCD Internship Coordinator is responsible for posting the announcement, and, in selected cases, forwarding a copy to relevant Colleges and/or departments for on-site posting.
3. Interested students will be responsible for reviewing the opportunities, securing from the CCD a copy of the description he/she is interested in along with the Faculty Authorization Form.
4. The inquiring student is required to invite a professor in the discipline related to the internship to be the Sponsoring Faculty Member. After evaluating the student’s eligibility, the professor must sign the Sponsoring Faculty Authorization Form, which the student returns to the CCD Internship Coordinator. At that point additional appropriate paperwork may be given to the student:
   - Student Information and Guidelines
   - Instructions for Written and Oral Reports by Intern
   - Contact information for the company/agency. (The student should not contact the employer until faculty approval has been granted.)
5. After all qualifications are verified, all parties (student, sponsoring faculty member, and employer) may meet to discuss the specifications of the internship and to agree on at least three learning objectives of the internship.
6. During the semester, the sponsoring faculty member will be responsible for the following:
   - Site visit (and completion of the Site Visit Form), if necessary
   - Evaluation of student (both written and oral portions of the internship)
   - Submitting of grade for credit.
Columbus State University Internship program
Supervisor’s Guidelines

General Information Regarding the Internship Experience

Mission Statement of the Internship Program
The Columbus State University Internship Program seeks to partner with area companies to enhance the education of CSU students through providing relevant field experience prior to graduation. Academically-qualified internships should provide students with learning experiences that are complementary to the academic foundation presented in the classroom while extending beyond the boundaries of the typical academic environment.

Relationship of Work to the Student's Career
Internship assignments should relate as much as possible to the student's curriculum and career goals. Routine assignments such as filing are part of the learning experience but should not be the bulk of the student's responsibilities. Clerical/secretarial, counter sales, and similar experiences are unacceptable. Assignments should be varied to keep the student interested in the assignment. Responsibilities should be challenging, stimulating, and provide the student the opportunity to make a contribution to the company.

Responsibility
The student intern is highly motivated to meet the demands of the employer in the development of the tasks assigned. We appreciate your setting a work schedule to fit the student's course schedule, but do not be too lenient. Establish the work requirements and the hours to be worked at the beginning. Insist that students follow all the rules established for regular employees.

Communication
During the work assignment, the student intern most frequently interacts with the immediate supervisor. As a result, the supervisor is in a position to strongly influence the student's perception of the business world. The supervisor may help the student by addressing observable strengths and weaknesses. The supervisor's ability to provide encouragement and offer immediate, constructive feedback is integral to the student's success. Sometimes the student is supervised by one individual while being mentored by another. If this is the case in your organization, the mentor is also encouraged to address the student's observable strengths and weaknesses as well as offer constructive criticism.

Building Professional Attitudes
Since the student is in a stage of life where professional attitudes are being formulated, please maintain contact with the student in order to review performance, improve work habits, character, ethics and judgment. Good grades should be stressed and the need for harder study emphasized.

Education Through Internships
The Columbus State University Internship Program is growing and students value it highly. Please consider expanding your participation by using more than one student. We also hope our students are strongly considered for career positions when they graduate. When administered properly, an internship work experience provides a superior method of education for the student. But, in order to be effective, the University and employers must correctly place students, the employer must offer meaningful work assignments which are consistent with career goals, and students must endeavor to derive everything they can from their academic work and seek to develop themselves in a responsible manner as an employee. When these conditions are fulfilled, an incomparable learning situation is created.
Specific Responsibilities of the Employer Organization/Supervisor

Internship Syllabus
The employer is encouraged to create a syllabus or plan of activities for the semester in one- to two-week increments. Creating a syllabus should benefit the employer, the student, and representatives of the University. First, the company will have a well-developed idea of what it hopes to gain from the student's employment. Pre-planning the semester also helps insure that the student receives a well-rounded, balanced exposure to opportunities in your company and industry, and the student will have a clearer understanding of the learning objectives. Finally, the syllabus will help the Faculty/Coordinator in evaluating the educational value of the proposed experience.

Orientation to the Organization
In acquainting the student with the company, the supervisor should:
- Provide the student with an overview of the organization's purpose, philosophy and structure
- Provide the student with an Internship Syllabus
- Describe the student's position -- daily job functions and expectations
- Discuss administrative details with the student -- hours, record keeping, time sheets, overtime, sick and personal leave, holidays and lunch hours
- Orient the student to the office or department -- conduct a tour, make introductions, discuss office procedures, and office resources
- Answer questions on parking, dress code, and other matters

The Internship
In addition to the daily work responsibilities, the student and supervisor will be challenged to establish a specific tie-in to the academic program. With the aid of the college representatives, the student and supervisor must identify a particular problem(s) or process(es) connected to the job responsibility to study for improvement. At the end of the internship experience, the student will complete a written report and a detailed oral presentation that focuses on the problem(s), which should be reflected in the learning objectives. This presentation may be given in front of a faculty panel and the supervisor is also invited to attend.

Site Visit
The Sponsoring Faculty member may schedule a site visit with the supervisor and the student. If you have any questions or concerns before this visit is scheduled, please feel free to call us.

Supervisor's Evaluation
As the immediate supervisor, you will be asked to evaluate the student in several categories. Please take the time to discuss your evaluation with the student before the work period is complete.

Program Requirements for Students
All student interns must complete at least 135 hours of work during the semester of the internship. For a Fall or Spring semester, this could mean that the student works 9 hours per week for 15 weeks or the equivalent. Students completing an internship in the Summer term will enroll for the June Session which is eight weeks long. Summer interns must also work a minimum of 135 hours – 16.5 hours per week for eight weeks or the equivalent.

The student, along with all parties, must agree to the learning objectives of the internship and at the end of the semester present both an oral and written report to various faculty.

Thank you for your interest and participation!
Internship Position Description Form

Organization Name ________________________________________________________________

Business Description __________________________________________________________________

Contact Person ___________________________________   Title ______________________________

Phone ____________________   Fax ____________________   E-mail ____________________________

Address

___________________________________________________ _________________________________

Street                         City                                                                     State                      Zip

Internship Data

Title ____________________________________________________________

Location of work _________________________________________________________

Key Competencies __________________________________________________________

Special Requirements _______________________________________________________

(language, computer skills, etc.)

Work Period ________________________________________________________________
(Fall, Spring, Summer)

Brief Description ___________________________________________________________
(please attach additional information.)

Compensation (if any) ________________________________________________________

Application Procedure

Which application materials would you like the student to provide?

_____ Special Application (please send us a supply of your applications)

_____ Personal Resume

_____ Transcript (unofficial)

_____ Letter of Interest

_____ Letter(s) of Recommendation (How many? __ )

Where would you like to interview candidates?

_____ Initial interviews will be on campus. _____ Initial interviews will be off campus at office.
Please provide as much detail as possible about the work of the internship in order that students and faculty may evaluate appropriateness for academic course credit.

Describe the work or the project:

What is the expected outcome for the company?

What will this internship contribute to the company?

Please return this form to the CSU Center for Career Development, Attn: Internship Coordinator
4225 University Avenue Columbus, GA 31907 ● Fax (706) 507-8767
careercenter@ColumbusState.edu
Employer Evaluation of Intern

Student's Name _______________________________  Semester _______________  Date _______________

Employer ____________________________________________________________

Supervisor ____________________________________________________________

Please print ___________________________________________  Signature ____________________________

(Employers may attach their own evaluation form or attach an additional page, in addition to this evaluation form.)

Please evaluate the student by marking appropriate box indicating comparison to other similarly assigned students or personnel, or with respect to achievement of objectives.

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2. Briefly relate this student's strong and/or weak work habits.

3. Would you recommend that this student pursue a career related to this experience, and if so, what additional recommendations would you make to better prepare the student for such a career?

4. What special problems affected this student's performance of objectives, such as inappropriate timing of the experience, deficiencies in the student's training, interaction with the college, etc.?

5. Based on my knowledge of this student's performance, I feel this student deserves a grade of (circle one):

   S (Satisfactory)       U (Unsatisfactory)

6. Has this evaluation been discussed with the student?   Yes _____   No _____

7. Additional comments:

   Thank you very much for supervising this student's learning experience!

   Please return at the end of the semester, Attn: Internship Coordinator, Center for Career Development
   4225 University Avenue, Columbus, GA 31907  ●  Fax (706) 507-8767  ●  careercenter@ColumbusState.edu