



Beyond Campus Application for Internship

1. Name of Student Applicant: _____
2. Mailing Address During Internship: _____
_____ Phone #: _____
3. Permanent Home Address: _____
_____ Phone #: _____
4. Name and Address of Firm Employing Student Intern:

_____ Phone #: _____
5. Job Supervisor and Title: _____

6. College Faculty Advisor: _____
7. Semester Hours of Credit Requested (45 clock hours minimum per credit): _____
8. This internship will be completed during which term and year? _____
9. Student Intern's Job Title and Description: _____

10. Previous courses related to the job: _____

11. Work schedule (dates of employment and hours): _____



INTERNSHIP GUIDELINES

I. INTRODUCTION

The internship program is designed to help students bridge the gap between the classroom and the world of experience. This program opens students to possibilities for career development and personal growth and challenges them to creative participation in their own learning.

II. EXAMPLES OF INTERNSHIP CATEGORIES

- A. Pre-professional Training. A student serves in assigned responsibilities under the supervision of a professional in the field of law, medicine, social work, nursing, or ministry, putting the theory learned in the classroom into practice, gaining skills in the profession, and being evaluated by his/her supervisor.
- B. Service-learning Internship. This is the integration of the accomplishment of a task which meets human need with conscious educational growth. A service learning internship is designed to provide students responsibility to meet a public need and a significant learning experience within a public institution.
- C. Field Research/Participation in the Arts. The student undertakes an independent or group research project in the field under the supervision of a faculty member, applying the concepts and methodology of some academic discipline. The student participated in the performing or graphic arts under the guidance of a professional. The student is evaluated within the particular setting and activity.
- D. Social/Political Action. A student secures placement, with a faculty sponsorship, which provides an opportunity to be directly engaged in working for social change either through community organizing, political activity, research/action projects, or work with organizations seeking to be effective in social change. Evaluation may be conducted on the basis of some specific learning contract.
- E. Career Exploration. The student secures a supervised placement in business, government, industry, a service organization, or a profession in order to perform a useful service, to analyze the career possibilities of this particular placement, and to develop employment-related skills. The University, through the faculty, seeks

to provide means of secured reflection, analysis, and self-evaluation. The on-site supervisor provides some evaluation of the student's work and career potential.

- F. **Personal Growth and Development.** A student undertakes a program that is designed to further his or her personal growth and development, such as a wilderness experience, an apprenticeship to a local craftsman, residence in a religious order house for the development of spiritual life, or participation in an established counseling program. A growth contract is established between the student and a faculty member and an on-site supervisor.
- G. **Cross-Cultural Experiences.** The student involves himself/herself in another culture or subculture of his or her own society or some other society in some deep and significant way. The student may become a temporary member of a commune, a worker in some society or subculture, or a volunteer in a social agency. During the time of participation, the student serves as an observer, learning as much as possible about the culture and his or her own culture.

NOTE: These are examples. A range of pedagogical and learning styles can be used in this experience.

III. PROCEDURES

A. Selection

1. The student must be of junior or senior standing and have a GPA of 2.5 or above, unless the internship is required by the major.
2. The student may use an internship established by the University or develop an internship on his or her own initiative. Nevertheless, entrance will not be granted approval without **prior approval** of the advisor, supervising professor, Division Chairperson, and Academic Dean.
3. The internship position must not be a continuation of a previous position unless different duties and responsibilities are documented prior to beginning the internship.
4. Learning outcomes are to be established and submitted with this completed application to the office of the Academic Dean prior to the drop/add date of the term in which the internship is to take place.

B. Credit.

1. Students may select two internships, but the maximum credit toward graduation allowable will be a combined maximum of 12 semester hours (excluding state requirements for teacher education) at a rate of 45 clock hours of internship work per semester hour of credit received.
2. Each student will provide supporting documents to establish the completion of the requirement. Documentation will consist of:

- a. A time log, to be signed by the site supervisor
 - b. A daily journal in which activities and assignments are recorded
 - c. A written final report or portfolio outlining accomplishments
3. Criteria for Receipt of Credit.
- a. Completion of the learning outcomes assigned to the particular internship and agreed to by the student prior to the internship. Use the **Learning Outcomes** form that is provided with the Internship Application. (Note: This form is to be submitted prior to the approval of the internship to the office of the Academic Dean).
 - b. Completion of a self-study report and/or portfolio following the completion of the internship to the Academic Dean.
 - c. Time log with appropriate signatures to the Academic Dean
 - d. Positive evaluations by the faculty and site supervisors.
- C. Supervising Faculty Responsibility:
1. There will be a minimum of three contacts per semester by the Bethel College professor and the internship site supervisor.
 2. If the internship site is within 50 miles of Bethel's campus, the supervising professor will visit the work site.
- D. Evaluation will be on the basis of Pass/Fail. This evaluation grade will be assigned by supervising professor upon review of all above described Criteria for Receipt of Credit.

Supervisor Evaluation Form

TO THE SUPERVISOR:

Please complete this evaluation form for the student intern under your direction:

Name of Student: _____

Date of Employment: _____

Total Hours Worked (Since beginning date above): _____

Evaluation of Work Performance
(Circle one for each category, using the scale below.)

1	2	3	4	5	6	7
Rarely		About 50% of the time			Almost Always	NA

The intern . . .

- | | | | | | | |
|------------|---|---|---|---|---|---|
| 1. | arrived for work on time. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 2. | dressed appropriately. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 3. | followed directions. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 4. | completed assignments on time. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 5. | demonstrated knowledge of skills required by the position. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 6. | demonstrated problem solving skills. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 7. | required close supervision. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 8. | applied previously acquired skills to new situations. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 9. | was able to communicate ideas or describe situations orally. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 10. | wrote at the level necessary for the tasks assigned. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 11. | was cooperative with the other employees. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

- 12. requested assistance when necessary.**
 1 2 3 4 5 6 7
- 13. used free or unscheduled time to learn more about the workplace/tasks/etc.**
 1 2 3 4 5 6 7
- 14. missed scheduled work sessions.**
 1 2 3 4 5 6 7
- 15. followed the rules established for other employees (example: no smoking).**
 1 2 3 4 5 6 7
- 16. demonstrated correct English grammar usage.**
 1 2 3 4 5 6 7
- 17. functioned well as a member of a team.**
 1 2 3 4 5 6 7
- 18. displayed adequate inter-personal skills with other employees.**
 1 2 3 4 5 6 7
- 19. displayed adequate inter-personal skills with non-employees (clients, customers, etc.).**
 1 2 3 4 5 6 7
- 20. Additional comments may be added below.**

 Supervisor Signature

 Supervisor Title

 Date

Thank you for your participation in the Internship Program. Please return this form to: Office of the Academic Dean
 Bethel University

