

2017-2020

Internship Guidebook

Bernice D. Griffin, MPH, DrPH ( C )

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**Internship Program Overview**

Congratulations on your internship. Applying your classroom knowledge to a work environment

will be valuable on many fronts. This overview will help you get the most out of your internship.

**Five Critical Elements**

These elements frame our internship program and structure the partnerships among students,

community organizations, and faculty and staff.

*Meaningful Work*

Meaningful work benefits both the community and student in that both feel that the service

makes a difference in a measurable way and is a productive use of time and resources.

*Orientation and Training*

Students, staff, and community organizations should be provided with

information that will help them be prepared for the partnership and succeed.

*Reflection*

Reflection is perhaps the most crucial component of experiential learning. It is a means of

processing the experience, and helps students articulate the value they can bring to future

career and community opportunities.

*Evaluation/Continuous Improvement*

Interns need regular feedback and an overall evaluation by their Site Supervisor.

Evaluation measures the impact of the students’ learning experience and continuous

improvement measures give direction for improvement, growth, and change.

*Compliance* with Department of Labor Standards and local, state, and federal laws

According to the Department of Labor, internships in the private sector be training

instead of as employment only when six specific criteria are met, and the employer can show

that the internship is a legitimate learning experience benefitting the student and not simply an

operational work experience that happens to be conducted by a student. For the six criteria

please see the Department of Labor’s fact sheet on internship programs:

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

**Spring/Fall 2017-2020 Internship Course Syllabus**

Bernice Griffin, Instructor

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**Course Description and Objectives**

An educational course providing a reflective framework and instructional support to

maximize student learning in work environments. Through the course, the student will articulate how

the internship experience relates to classroom learning and influences career aspirations.

Processing these connections will help explain the value developed and garnered to future career and

community opportunities. Upon successful completion of the course, student(s) should be able to

• Discuss how classroom learning applies to work experience

• Identify possible learning opportunities they may encounter in the workplace and create

a plan to maximize those opportunities

• Articulate how the internship experience has affected the development of the student(s) as

 an emerging professional and how the course may affect their approach to

academics, work, and career in the future.

**Assignments and Deadlines**

*Learning Agreement, due by the close of business from the start date*

The Learning Agreement is completed by the student in collaboration with the internship

instructor and site supervisor. Describing your duties and identifying what you would like to

learn through the experience and what you will do to learn it will structure your internship and

provide the basis for evaluation of your learning experience. It must be completed and filed

with the internship instructor, no later than one week after the first day of the internship. Credit cannot be awarded retroactively.

*Pre-Internship Survey, one week after start date*

Getting your perspective before and after your internship will enable us to create programs to best serve students.

*Weekly Reflections*

Throughout the term you will be required to complete weekly reflection logs.

In 150-250 words students can record achievements, challenges, or observations they

experienced in the workplace and connect these concrete examples to their learning goals.

*Final Reflection, due first day of finals*

At the end of the term, students will submit a reflection on their overall learning experience in

their work environment. In the Learning Agreement you identified skills you hoped to develop

through this experience. In the final reflection you will articulate how you feel you progressed

in your chosen areas as well as towards life and career goals. You can reference weekly

reflections, feedback from site supervisors, and any literature relevant to your chosen areas of

development. Your response should be 2500-3000 words and written in the first person.

*Post-Internship Survey including Site Evaluation, due first day of finals*

Getting your perspective before and after your internship will enable us to create programs to best serve students.

*Supervisor Evaluations, due last reading day*

Evaluation by your site supervisor will provide insight on how you have progressed in your

chosen areas of development and will give direction for improvement, growth, and change.

**Grading and Credit**

If applicable, you may receive one credit, per 40 hours of work on site. Two credits require 80 hours on site, and three credits requires 120 hours on site. All internships receive a P/F grade, based

on quality of reflections, supervisor evaluations, and timely completion of all coursework. The

following rubric describes the criteria for a passing grade.

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Evidence | Does not meet criteria(F) | Meets criteria (P) |
| Intentionalengagement with thelearning environment | Documentation ofagreed upon hoursparticipating in workenvironment | Supervisor-signedverification page is notreturned; reflectiondoes not referencesufficient time inlearning environment;environment is notintentionally related tolearning; supervisorevaluation does notsuggest intentionalengagement. | Supervisor-signedverification page isreturned; Reflectionreferences agreedupon number of hoursparticipating inactivities that enablelearning; supervisorevaluation doessuggest intentionalengagement |
| Reflection on lessonslearned | Description andsynthesis of lessonslearned fromengagement withlearning environment | Reflection onlysummarizes events oractivities with noreference to lessons learned | Reflection connectsactivities with thoughtand analysis aboutlessons learned |
| New or adaptedperspective | Articulation of howlessons learnedthrough the electiveexperience haschanged or will informoutlook on academiccareer, and/or life | Reflection does notconnect the learningexperience to anyinsight or shift inperspective | Reflection indicatesthat a perspective hasshifted or a newintention has beenadopted; reflectionmay also referencehow the newperspective orintention informs aplan for future action |
| Effective Communication | A clear presentation, including guiding thesis statements supported by concrete examples | Reflection lacks coherent organization of thought or concrete examples | Reflection helps readerunderstand the lessonslearned by organizingthoughts into clearthesis statements andsupporting examples |

**Student Processes**

The student is expected to arrange the experience, but only after consultation with the

Internship Coordinator/course instructor. The student will follow professional courtesy in

making arrangement with the organization, stakeholder, or other setting, by going through proper

channels to seek permission to serve as a trainee in that setting. Once the intern has been

selected by the industry partner for the position, he/she will:

• Work with the Site Supervisor and Internship Coordinator to define duties to be performed

and to develop 4-5 specific learning goals for the internship experience. Complete the

Learning Agreement and return the form to the Internship Coordinator.

• Keep an electronic journal of the duties performed, including: a record of what the student

has accomplished; observations on what the student has learned; and progress being made

toward goal completion.

• Solicit feedback from the on-site supervisor periodically concerning your work, specifically,

have a mid-term and final evaluation with your supervisor

• Submit the end of semester paperwork to the Internship Coordinator to receive a

grade for the course. The only grades that can be awarded are pass/fail. Documents to be

submitted include:

o The final copy of the journal and other written materials produced in the internship

with supervisor signatures.

o Copies of the mid-term and final evaluations conducted between student and site

supervisor.

o Submit a final reflective/summary paper to the Internship Coordinator.

In the case where the start date of the internship falls outside of the standard semester or

summer term, the student will register for the course in the semester immediately following

the start date of the internship.

**Explanation of Terms**

Internship

Behavioral Health Navigators Center (BHNC) allows students to earn credit for work experiences that complement their academic program. To ensure the internship effectively combines work experience with academic learning the Center for Experiential Learning and Career Success (CELCS) preapproves

work experiences that qualify for academic credit or recognition on the academic

transcript. The decision to award academic credit will be based on the educational merits of the

internship experience as determined by Executive Director or staff.

The internship is to be a structured and supervised professional work experience with an

accepted employer in the private, public, or non-profit sector. To be approved the internship

must include specific learning objectives. An internship is typically done by a student who has

attained sufficient preparation in an academic field. The experience will be unpaid.

**Guidelines**

• The standard for awarding credit is at least 8-12 hours of work per week per three hours of academic

credit. (Final work hours flexible)

• A maximum of 6 credit hours per experience is allowed.

• All internships are graded on a pass/fail basis.

**Host Site**

The host site is an organization hosting an intern from BHNC. Internships being performed at these sites are typically 3-credit hours and 8 -12 contact hours per week for a total of 14 weeks.

**Program Affiliate**

An organization that has the completed and necessary forms and agreements on file with the

Center for Experiential Learning and Career Success. Internships being performed at these sites

are 3 credit hours and 8-12 contact hours per week for a total of 14 weeks.

**Practicum Site**

An organization that has agreed to allow students not enrolled in the internship course for

credit the ability to gain experience in the workplace for a period of 6 weeks or less. This is

usually a 1 hour credit and requires 3-5 contact hours per week or approximately 40 hours over

the semester.

**Internship Coordinator**

The Center for Experiential Learning Internship Coordinator – Bernice Griffin (B.griffin@bhnc1.org)

**Site Supervisor**

The intern’s direct supervisor at the Host Site.

**Appendix A**

**Learning Agreement and Learning Objectives**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Available**

Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours AM/PM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration of Internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. Location and Assignment**

Location of Assignment or abroad enrollment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assignment Location

Title or abroad learning program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-Site Supervisor or Program Director

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work with your internship instructor and your on-site supervisor to define duties you will

perform and give a brief description of what you will do for each duty. If available, attach a job

description for your role.

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**B. Internship Goals and Outcomes**

Learning Objectives

Develop 4-5 specific goals for what you would like to learn during your internship. Goals may be

described as desired knowledge, understanding, skills, attitudes or values. They may include

practicing professional development skills like networking or demonstrating field-specific

knowledge by creating a financial model in Excel. Describe the process for what you will do to

move toward your goals by breaking them down into specific activities.

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Keep an electronic journal of the duties performed, including a record of what you accomplish,

observations on what you learn, and progress you are making toward your learning goals. You

will refer to this journal to write a final guided reflection, which will ask you to discuss your

experience as it relates to the core competencies of experiential learning, so keep in mind how

you can use your elective to:

• Take initiative, make decisions, and be accountable for the results

• Engage intellectually, creatively, emotionally, socially, and/or physically

• Learn from natural consequences, mistakes, and successes

C. Career Connection

In 250-500 words, identify how this elective will help you with career planning or advance your

professional goals.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| SignaturesStudent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_On-Site Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**Appendix B**

**Student Evaluation Forms**

**Student Self Evaluation Pre- Internship**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Below Above

 Poor Average Average Average Excellent

Dependability as student intern 1 2 3 4 5 N/A

Ability to work with others 1 2 3 4 5 N/A

Ability to take directions 1 2 3 4 5 N/A

Ability to work independently 1 2 3 4 5 N/A

Professional attitude 1 2 3 4 5 N/A

Decision-making skills 1 2 3 4 5 N/A

Problem-solving skills 1 2 3 4 5 N/A

Communication skills 1 2 3 4 5 N/A

Organizational skills 1 2 3 4 5 N/A

Timeliness of work 1 2 3 4 5 N/A

Quality of work 1 2 3 4 5 N/A

Belief in overall success of

Internship 1 2 3 4 5 N/A

Time management skills 1 2 3 4 5 N/A

What are you most excited about for your internship experience?

Additional Comments?

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Self Evaluation Post-Internship**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Below Above

 Poor Average Average Average Excellent

Dependability as student intern 1 2 3 4 5 N/A

Ability to work with others 1 2 3 4 5 N/A

Ability to take directions 1 2 3 4 5 N/A

Ability to work independently 1 2 3 4 5 N/A

Professional attitude 1 2 3 4 5 N/A

Decision-making skills 1 2 3 4 5 N/A

Problem-solving skills 1 2 3 4 5 N/A

Communication skills 1 2 3 4 5 N/A

Organizational skills 1 2 3 4 5 N/A

Timeliness of work 1 2 3 4 5 N/A

Quality of work 1 2 3 4 5 N/A

Belief in overall success of

Internship 1 2 3 4 5 N/A

Time management skills 1 2 3 4 5 N/A

If applicable, please give one to two examples of how you affected or added value to your work

environment.

What is your impression of the internship program? Any recommendations?

Additional Comments?

Student Signature:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

**Weekly Journal**

**(Please adjust the document accordingly)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day of Week** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Hours** |  |  |  |  |  |

**Final Internship Reflection**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These reflection questions ask you to connect your learning experience to key competencies of

experiential learning.

• Reflection, Critical Analysis, and Synthesis

• Opportunities for students to take initiative, make decisions, and be accountable for the

results

• Opportunities for students to engage intellectually, creatively, emotionally, socially,

and/or physically

• Designed learning experiences that include the possibility to learn from natural

consequences, mistakes, and successes to support your reflections with concrete examples, refer to your weekly journal and feedback from site supervisors, and feel free to reference achievements, challenges, and observations. Your response to each prompt should be 250-500 words.

**In the project proposal, you identified skills to develop during this experience. Please evaluate**

**ways in which you achieved or struggled with each of the learning goals you set in your**

**proposal.**

**If you were to continue the experience, what learning goals would you set now and what**

**strategies would you use to achieve them?**

**What contributions did you make through this activity? What did you do that seemed to be**

**effective and what personal strengths did you discover?**

**Identify and describe an example of a different decision or action you could have made and**

**discuss the potential impact of such a change. What areas for personal improvement did you**

**find through the experience?**

**How has this experience affected your development as a student and emerging professional?**

**And how might it influence your approach to academics, work, and career in the future?**

Your feedback on your internship site will help us continue to provide interns with high quality

experiences.

**Please describe your experience of the site. In what ways has it been positive or negative?**

**Why?**

**Would you recommend this site for future interns? Why or why not?**