

2017 RPTR 491

Professional Field Experience/Internship

Please read through this entire handout. You will be required to complete and deliver pages 20, 21, 22 and a letter with your job description on agency letter head to Robin Strader at the Off-Campus Summer Program Office (4100, Agricultural Sciences Building) before you can be registered.

INTERNSHIP HANDBOOK
RECREATION, PARKS AND TOURISM RESOURCES
PROGRAM

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2017

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SECTION II

INTERNSHIP FORMS

16-28

- Internship Eligibility and Approval
- Student Agreement Form
- Agency Acceptance Form
- Internship Site/Agency Evaluation
- Performance Evaluation Form (Mid-Term and Final)
- Log Sheets (work hour documentation)

Section I: OVERVIEW

“Nothing is truly learned until it is experienced fully.” – J. Keats

The Internship Experience is designed to provide all eligible students in the Recreation, Parks and Tourism Resources Program at West Virginia University with the opportunity to apply learned theory to a practical field experience in a professional setting. It is the hope of the faculty and staff, that this direct, hands-on experience will help you to gain a greater appreciation for the highly competitive, professionally demanding career that you have chosen. This manual will provide you with information regarding eligibility, application specifications, responsibilities, assignments, evaluation criteria, agency selection, and on-campus post-internship requirements.

Your faculty advisor in cooperation the Professional Development Course Instructor (RPTR 485) will offer guidance that can assist you in creating the most productive and rewarding internship experience possible. However, it is your responsibility to seek out all information required for the Internship Experience. Approval is **REQUIRED IN ADVANCE** to enroll in RPTR 485 and prior to enrollment in the internship course, RPTR 491.

A. INTERNSHIP CRITERIA

The Internship Experience must include:

- A full semester/summer, hands-on, full-time position with a WVU approved agency;
- Offer the student the opportunity to gain knowledge of the scope of the agency through direct learning;
- Provide an available agency supervisor to mentor the student who will assist the student in completing all assignments.

B. GOALS

The goals of the Internship Field Experience are varied and broad, but include the following:

- To provide educational work experiences by learning roles, duties and responsibilities of the position;
- To integrate classroom knowledge into the professional field environment;
- To assist the student in professional growth and in determining a future career track;
- To help the student to identify personal strengths and weaknesses;
- To gain a thorough understanding of the internship site chosen (policies, finances, history, etc.).

C. INTERNSHIP PROTOCOL

This internship experience coursework is available *only* to students majoring (or minoring) in Recreation, Parks and Tourism Resources who:

- a. ***Maintain good academic standing*** (students must have maintained a **2.5 grade point average based** on a 4.0 scale) in the RPTR program;
- b. Have achieved a minimum ***JUNIOR STATUS (59-88 hrs.)***, including all indicated ***professional coursework***.
 - i. All students must complete **all** RPTR 100, 200, and 300 requirements; and some additional 400 level courses;
 - ii. Successful completion of RPTR 485 with a grade of “C” or higher;

***There will be no exceptions to these requirements.**

Additional Considerations:

- Eligibility will be determined, **in advance to a student's enrollment in RPTR 485**, by the student's academic advisor.
- Interns must receive approval from their advisor and the RPTR 485 Course Instructor, **PRIOR** to their actual field experience.
- Internship must be full-time, (8 to 10 weeks in summer; 13-15 weeks in fall/spring) and not less than the period of time specified by the Agency.
- Internship must include a total minimum of 400 hours.
- Internship should be compatible with the student's chosen career specialization within the major.

D. AGENCY SELECTION

During your RPTR 485 course, you will explore a list of options and learn about new internship opportunities. We also recommend that you talk to faculty and fellow students to help determine which agency will serve as the best possible host for your internship. Choosing an agency that is compatible with your career goals will allow your experience to be more beneficial, and more fun!

E. GRADING AND EVALUATION

Your grade will be a direct reflection of the amount of time and energy you put into your experience and the given assignments. Each assignment is allotted a certain number of points. Assignment point values can be found in this manual.

F. INSURANCE: LIABILITY AND HEALTH

Each intern is responsible for his/her own personal liability and health insurance. It is recommended that you check with your parents or the agency regarding personal liability insurance. If your position is not in close proximity of campus, you may not be able to take advantage of student health services. Plan accordingly.

G. ON CAMPUS COURSE ACTIVITY

Prior to the internship experience (RPTR 491), students are required to take RPTR 485 during the spring semester. This course, taught as a professional development course, will allow you to develop a set of internship options, letters of application, resume, and explore other career development issues.

Section II: ASSIGNMENTS AND PAPERWORK

A. PRIOR TO YOUR INTERNSHIP EXPERIENCE...*

- Resume and Cover Letter (in RPTR 485)
- Formal Application Process Paperwork (given to Robin Strader)
- Job description on Agency letterhead (given to Robin Strader &/or Dave Smaldone)

*There will be additional assignments as required in RPTR 485.

B. DURING YOUR INTERNSHIP EXPERIENCE...

Week 1

- Student Goals and Objectives
- Report I (Include Weekly Log of hours and duties)

Week 3

- Report II (Include Weekly Log of hours and duties)

Week 4 (or 5)

- Report III (Include Weekly Log of hours and duties)
- Mid-Term Performance Evaluation (by Agency Supervisor)

Week 8 (or 10)

- Final Performance Evaluation (by Agency Supervisor)
- Report IV (Include Weekly Log of hours and duties)
- Site/Agency Evaluation (by Student)

POST Internship (if needed)

3 Weeks later from end date of your internship (max)

1. Final Project

C. EXPLANATION OF ASSIGNMENTS

Each student will be assigned a faculty internship supervisor before they go on their internship experience. All correspondence will be with that faculty member. All assignments are to be turned in by the agreed upon due-dates. Work these out with your faculty internship supervisor. This may require finishing projects ahead of time if you are relying on the postal service. Consult with your faculty internship supervisor for those assignments that will be accepted via email or fax (304) 293-2441. All forms are available in this manual and on-line.

Points for Assignments

Item	Points
Goals & objectives	10
Report 1 & log sheet	20
Report 2 & log sheet	20
Report 3 & log sheet	20
Report 4 & log sheet	20
Midterm Evaluation	25
Final Evaluation	25
Final Project	<u>60</u>
TOTAL	200

D. APPLICATION

All forms must be filled out in their entirety, and submitted by set dates.

- Resume and Cover Letter (during RPTR 485, on file when completed with your faculty internship faculty supervisor)
- Eligibility and Approval Form (during RPTR 485, 4 weeks prior to internship start)
- Job description on Agency Letterhead (during RPTR 485, 2-4 weeks prior to internship start)
- Agency Acceptance Form (during RPTR 485, 2-4 weeks prior to internship start)
- Student Agreement Form (during RPTR 485, 2-4 weeks prior internship start)

E. RESUME AND COVER LETTER

A professionally acceptable resume and cover letter must be submitted in RPTR 485 for approval, prior to submission to any agency. This will go on into your file with each individual internship faculty supervisor.

F. REPORTS AND EVALUATIONS

All reports should be professionally prepared and submitted to your faculty internship supervisor. Reports should be typed using double spacing with one-inch margins. Please proofread your reports before submitting to the Agency Supervisor. Reports are due ***in the office*** of the Internship Faculty Supervisor ***on the agreed upon due date***.

Weekly log sheets (signed by the agency supervisor) accurately reporting hours worked and duties performed should be sent via regular mail or faxed. (Note: If the supervisor is not available to sign, find an assistant who is familiar with you and the internship to sign for them, and make a note of this). Reports may be sent via email/fax, but it is the student's responsibility to assure that the reports are completed.

REPORT I (Initial Report)

NOTE: Remember to submit your WEEKLY LOG SHEETS, signed by your Agency Supervisor, with each report!

This report is an overview of the Agency, include your goals and objectives, initial perspectives and responsibilities. The Initial Report should include:

- Your personal contact information, including a phone # where you can be reached, & typical schedule.
- brief description of the agency, including:
 - history
 - purpose/mission
 - philosophy
 - important developments or events.
- brief description of your responsibilities.
- update/status report on goals and objectives.
- problem areas and future predictions.

REPORT II

Please include the following information about the agency:

- brief overview of the general administration
- overview of staff, responsibilities and training
- organizational chart, including: personnel, services and clientele
- legal status, liability problems and insurance requirements
- overview of fiscal budget information (e.g., funding, fiscal year, steps in planning, tax structure policies, payroll, etc.)
- professional relationships maintained by the agency (partnerships, etc.)
- public relations
- volunteer programs
- facilities, maintenance planning and programming
- membership information (if applicable)

REPORT III (Mid-term report)

Mail/email a copy of the Mid-term evaluation form from your agency supervisor with this report!

This report should consist of a brief self-evaluation including the following:

- status/update on your goals and objectives
- personal strengths and weaknesses you have discovered thus far
- issues or problems encountered and the techniques employed to address them
- overall impression and reflection of the experience so far
- suggestions for changes or improvements

REPORT IV (Final Report)

The Final report is a summary of your internship experience. Your summary **should be comprehensive**, and include the following:

- summary of work responsibilities, skills and knowledge acquired;
- analysis of achievement of goals and objectives and lessons learned;
- analysis of the entire experience, opportunities provided you through the experience in leadership, supervision, program planning etc.;
- your impression and reflection of your performance during the experience;
- self-analysis highlighting your strengths in personal and professional development, areas of needed development and improvement, emerging attitudes and values, and ability to deal with interpersonal relationships;
- recommendation for changes in the internship program, agency programs and services, and evaluation process;
- things you liked best/least about your internship experience.

Mail/email a copy of the signed Final Evaluation form from your agency supervisor with this report.

SPECIAL PROJECT

Each Intern, *in cooperation with his or her agency supervisor*, is expected to design and complete a special project of significance and lasting value to the agency. In order for this project to produce maximum benefits to the intern, the nature and scope of the project should be consistent with the student's educational background and career goals. A brief description of the proposed project *must be submitted to the Faculty internship supervisor within **the first three weeks** of the internship.*

Projects may be designed for promotional or administrative purposes. The intern will have the opportunity to share the project in the RPTR 485 (Professional Development Seminar) class in the semester following the internship, therefore use of audio-visual aids and other forms of technology is appropriate and recommended. ***This project is substantial and comprehensive as it is worth 30% of your final grade.***

Examples of projects or topics include:

- Agency intern program manual

- A marketing plan
- A promotional video
- Interpretive or educational products (i.e., sign, brochure)
- A program evaluation
- A risk management plan

Please Note:

Final Projects are due no later than three weeks after the last day of the internship experience or before. Grades will be submitted once the final project is completed.

G. INTERNSHIP RESPONSIBILITIES

STUDENT RESPONSIBILITIES:

To the University:

1. To enroll in RPTR 485 prior to being enrolled in the internship (RPTR 491).
2. To obtain a copy of the Internship Handbook and be knowledgeable of all material therein.
3. To turn in the signed Eligibility and Approval Form, Student Agreement Form, and Agency Acceptance Form by the prescribed deadline to Robin Strader at 4100 Agricultural Sciences Building for registration.
4. To finalize goals and objectives with the Agency Supervisor during the first week of the service.
5. To keep track of and record the hours worked at the field experience site on the log sheets, include total hours for the report period.
6. To complete designated log sheets and submit one copy of each along with narrative report to faculty internship supervisor.
7. All log sheets, goals and objectives, and evaluations **must** be signed by the Agency supervisor or their representative, before being submitted to the faculty internship supervisor.
8. To complete and submit a final report and site (agency) evaluation and submit it to faculty internship supervisor within seven days of the completion of the experience.
9. To complete the appropriate final project and submit it on or before the indicated due date.

STUDENT RESPONSIBILITIES CONTINUED:

To the Agency:

1. To understand the field experience assignment is a professional experience, and to perform accordingly.
2. To conform to the regulations and policies of the agency.
3. To be a vital member of the agency, ask questions, provide input, make evaluations as requested.
4. To be well groomed and appropriately dressed for all field experience assignments.
5. To notify agency supervisor, in advance when possible, of any absences or tardiness from scheduled work hours.
6. To accept the agency's philosophy, methods, leadership, and programs. To provide suggestions if requested by the agency supervisor.
7. To consult with the agency supervisor in the event of any problems or concerns related to field experience.
8. To complete all assignments and responsibilities as requested by the faculty internship supervisor.
9. ***To provide the agency supervisor with all necessary paper work and forms at least one week in advance of the due dates so evaluations and other responsibilities may be completed. It is the student's responsibility to see that paper work is completed on time.***
10. To provide the agency supervisor with a letter of resignation (if appropriate) and appreciation for the experience upon completion of the field experience. A signed copy of this letter is to be turned in to the faculty internship supervisor upon completion of the experience.
11. To provide the Agency with a copy of the final project upon completion of the field experience.

H. AGENCY RESPONSIBILITIES:

To the student:

1. To complete and sign the Agency Acceptance Form by the due date.
2. To confer with and assist the student in the development of measurable goals and objectives within the first week of the internship experience.
3. To complete and submit a midterm and a final performance evaluation of the student on the provided forms, by the published due dates.
4. To read and sign all student reports and projects before they are submitted to the University. Signing these papers indicates that you have read them and that you acknowledge student hours worked as indicated.
5. To be available or have agency personnel available to meet with the field experience student as needed. Student-Supervisor meetings are vital for students to broaden their understanding of leisure services. (The university strongly recommends the scheduling of weekly meetings between agency supervisor and the student throughout the field experience.)
6. To make available to the student access to agency policy statements, handbooks, and manuals and to provide a work area (e.g., computer, desk or copier) adequate for completing the tasks assigned.

To the University:

1. To designate as agency supervisor the staff member responsible for planning, coordinating and implementing the internship experience. This supervisor must meet the criteria of WVU, the Agency, and any appropriate certifying Board.
2. To advise WVU of any changes in policy, staff, or operations that may affect the field experience student.
3. To provide WVU with current materials pertaining to the internship setting.
4. To notify the University of any problems regarding the field experience student or the conduct of the experience that may adversely affect the student, the Agency, or the University.
5. To terminate any field experience of a student, whose health or performance poses a significant danger to the Agency, its employees, participants, or other with whom the student comes in contact. The Agency agrees to promptly notify WVU of any such terminations.

6. To review, evaluate, and recommend a grade for mid-term and final performance appraisal of student.

I. UNIVERSITY RESPONSIBILITIES:

To the student:

1. To provide assistance in the search of an appropriate internship experience site.
2. To cooperate with the student in finalizing placement arrangements.
3. To evaluate periodic reports and all paperwork/projects related to the conduct of the internship experience.
4. To talk with the Agency Supervisor at least once during the semester.
5. To provide feedback to the student regarding the internship experience upon completion of all student assignments and receipt of the agency's evaluation of the student.

To the Agency:

1. To establish and maintain communication with the agency supervisor.
2. To provide necessary student information to the agency supervisor.
3. To provide, through the Internship Handbook, all necessary forms and paperwork for completion of agency responsibilities.
4. To designate a faculty member who will help plan, coordinate, and implement the internship experience.
5. To terminate any internship experience of a student whose health or performance poses a significant danger to the Agency, its employees, participants, or others with whom the student comes in contact. WVU agrees to promptly notify the Agency of any such terminations.

J. HANDLING CONFLICTS

Even though the faculty completes a selective process in approving an internship site and an agency supervisor, conflicts may arise. Some conflicts develop because of a misunderstanding regarding expectations, scheduling, philosophies, etc. Generally, most conflicts can be resolved quickly between student and the agency supervisor. On occasion, a more serious conflict may develop (e.g. ethics, professionalism). It is very

important that you let your faculty internship supervisor know when a major problem develops so that you and subsequent students at the agency are able to have a position learning experience. If this happens, these guidelines should help you resolve the conflict.

1. Put the incident into focus by clarifying in writing what you see the conflict to be. Be objective and look at the issue from all sides. Acknowledge your contribution to the problem. This self-evaluating may in fact resolves any issue.
2. Ask for a meeting with your supervisor, if necessary to discuss your concerns. When you meet, utilize your written notes, which indicate you are seeking a constructive resolution. It is usually to your advantage to ask your supervisor for help with a problem you rare experiencing. Even if you perceive your supervisor to be the cause of the conflict, do not verbally attack or accuse your supervisor of being the source of that problem. Remain objective and do not become defensive even if your supervisor becomes accusatory toward you.
3. The meeting may be sufficient to resolve the problem. If so, discuss the problem and its resolution in your periodic report. If the conflict is not resolved or escalates, contact your faculty internship supervisor. Depending on the situation, several options for dealing with the conflict are available.
4. You and the agency supervisor meet again to attempt to resolve the conflict.
5. You, the agency supervisor and your faculty internship supervisor meet to attempt to resolve the conflict.
6. The agency supervisor and your faculty internship supervisor meet to attempt to resolve the conflict.
7. Rarely, but it has happened, a student will terminate the experience because of an impasse in resolving the problem. If so, each case such as this will be handled on an individual basis and subsequent arrangements will be worked out. **This is a last resort option.**
8. Your faculty internship supervisor will not meet with the agency supervisor unless you agree to the meeting. You will not be placed in the middle between faculty and agency supervisors.

Section III: INTERNSHIP FORMS

INTERNSHIP ELIGIBILITY AND APPROVAL FORM

NAME _____

The internship experience is intended to provide the student with full time, “hands-on” exposure with the day-to-day responsibilities commensurate with the objectives being pursued in college and the professional employment objectives to be pursued upon graduation.

This internship experience should take place during the summer, fall, or spring semester following the completion of course requirements through the junior year, including the RPTR courses. Participation is restricted to students who have met all general requirements.

Eligibility for enrollment in RPTR 485/491 must be demonstrated. The internship position description must be presented for approval, in advance. This must be presented in the form of a letter, ***on agency letterhead***, from the internship agency, along with the Agency Acceptance Form. This material must contain a job description, conditions and duration of employment, name and title of immediate supervisor, and a statement from the employer indicating: (1) that they understand the scope of the internship experience, and (2) are willing to participate in the advancement of your academic training.

Agreement

_____ is eligible for the internship portion of the academic program, and to enroll in the internship course during the coming semester. In my opinion, the proposed internship position is compatible with the student’s career objective and academic option.

_____ Date _____ Advisor’s Signature

_____ Date _____ WVU Internship Coordinator’s Signature

_____ Date _____ Student’s Signature

STUDENT CONTACT INFORMATION

Name: _____

Local Address: _____

Local Phone: _____

E-mail: _____

Parent(s) Name & Phone: _____

STUDENT AGREEMENT FORM

READ THE ENTIRE FORM. After reading the form, place your INITIALS in the space provided in front of each statement. This initialing indicates that you have read and understood those terms.

- _____ I have read and understood the WVU Internship Handbook.
- _____ I will turn in all paperwork and assignments in to the appropriate faculty Supervisor on or before the due dates provided to me at the beginning of each semester.
- _____ In the event that work and/or assignments are turned in late I understand that I will be penalized a cumulative 10%, per day late, for that work.
- _____ Failure to submit an assignment within 7 days of the due date may result in a grade of "0" (no points) for that particular assignment.
- _____ I realize that there is the possibility of losing points if work is done poorly. (Students should type assignments, proofread for typos, misspelled words and grammatical errors).
- _____ I am responsible for keeping track of my completed work hours.
- _____ In order to pass the internship experience I must complete BOTH the academic and workplace requirements.
- _____ I understand that it is my responsibility to see that I fulfill all internship requirements during the semester in which I am enrolled.

Student name (please print) _____

Student signature _____ Date _____

AGENCY ACCEPTANCE FORM

Having read the Student, Agency, and University responsibilities of the internship experience this agency hereby accepts the following student for the time period and under the specifications below. As a condition of having field experience students at my agency, the agency supervisor will provide the following conditions to ensure that the students receive an experience that will further their professional development.

- 1) Schedule a minimum of 30-60 minutes per week to meet individually with the student to discuss concerns, goals and objectives, performance, and any other pertinent information.
- 2) Make available to the student access to a work area (e.g., computer, desk or copier) adequate for completing the tasks assigned.

Please attach a copy of the job description, on Agency Letterhead, to this form or Fax (304) 293-2441.

AGENCY INFORMATION:

Name of student _____

Starting date _____ Ending date _____ Number of hrs/wk _____

Agency supervisor _____

Title/ position _____

Agency name _____

Agency address _____

_____ Zip code _____

Agency/Supervisor phone number () _____

Supervisor's Signature _____ Date _____

STUDENT CONTACT INFORMATION:

Name: _____

Local Address: _____

Local Phone: () _____ Home Phone: () _____

Parent(s) Name & Phone: _____

Home Address: _____

Phone/ Contact while participating in the Internship: () _____

INTERNSHIP SITE/AGENCY EVALUATION (Completed at the end of the internship experience)

Circle one: Fall Spring Summer 20__

STUDENT _____

AGENCY SUPERVISOR _____

AGENCY _____

Rate the internship site from 1 to 5 with 1 being unacceptable and 5 being superior.

_____ 1. Acceptance of you as a functional member of the agency.

Comments:

_____ 2. Provision of opportunities for relevant experience (leadership, programming, supervision, and administration).

Comments:

_____ 3. Cooperation of agency staff to provide professional growth through training sessions, conferences, and similar activities.

Comments:

_____ 4. Assistance in helping you meet your goals and objectives.

Comments:

_____ 5. Availability of needed materials (reference books, equipment, supplies, etc.)

Comments:

_____ 6. Supervisor's Interactions (written, oral, & non-verbal communications)

Comments:

_____ 7. Student/Agency supervisor meetings (quality, quantity, timeliness)

Comments

_____ 8. Willingness to listen to your suggestions.

Comments:

9. List two strengths and two weaknesses of this site.

10. What was the best part of this experience?

INTERNSHIP FACULTY SUPERVISOR EVALUATION
(Completed at the end of the internship experience)

Circle one: Fall Spring Summer 20__

STUDENT _____

FACULTY SUPERVISOR _____

Please provide comments below on the support you received from your faculty internship supervisor.

1. Describe the strengths/benefits/what you liked about the faculty supervision you received during your internship experience.

2. Describe what improvements you feel could be made by our program/faculty internship supervisor in the future.

Please return all forms to your faculty supervisor with your final report and project. Thank you for your cooperation!

MID-TERM STUDENT PERFORMANCE EVALUATION

Intern's Name _____
Last First Initial
Position/Title _____ Time in Position _____

Agency Supervisor (Agency) Time under my Supervision

Evaluation Instructions

Please complete the attached evaluation form in its entirety. Share it with the student along with in-depth discussion as to how the student may improve his/her performance. Then send the evaluation from promptly to the faculty internship supervisor. (Please include comments when necessary and you may want to attach your agency evaluation to this form.)

Part 1: Briefly Describe Present Assignment:

Was there any basic orientation given to the student prior to the assignment?

Yes _____ No _____

Did the student have a clear understanding of the job and a working knowledge of agency(s) practices and policies?

Very definitely Good Average Somewhat below standard
 Unsatisfactory Not applicable or lack of information to judge

Was there any special training given to the student to develop competencies/skills needed for the assignment? Yes _____ No _____

Comments on prior or extra training:

How many times did you meet with the trainee to discuss performance and assignments:

twice a week daily (at least 30 minutes)
 once a week every two weeks
 other (please explain)

Please use the ranking below to assess the items on the following pages.

(Circle the appropriate number)

(NA) = Inadequate information or does not apply to job

(4) = Excellent, meets top expectation of criteria

(3) = Good, consistently better than satisfactory in criteria

(2) = Average, adequate but not more than satisfactory

(1) = Below average, not consistently satisfactory in criteria

(0) = Unsatisfactory, a completely unsatisfactory performance in criteria

PERSONAL CHARACTER

Attendance and Punctuality: On time and always present	0	1	2	3	4	NA
---	---	---	---	---	---	----

Personal Appearance: Neat, clean and appropriately dressed.	0	1	2	3	4	NA
--	---	---	---	---	---	----

Resourcefulness: Uses resources well, looks for many approaches.	0	1	2	3	4	NA
---	---	---	---	---	---	----

Judgment: Handles emergency situations; Anticipates possible problem areas.	0	1	2	3	4	NA
---	---	---	---	---	---	----

Motivational skills: Enthusiastic; generates interest; gets program rolling	0	1	2	3	4	NA
--	---	---	---	---	---	----

Responsibility; Considerable willingness to assume responsibility when situations call for it.	0	1	2	3	4	NA
--	---	---	---	---	---	----

Initiative, Creativity: Looks for additional work, originates ideas.	0	1	2	3	4	NA
---	---	---	---	---	---	----

Tact: Knows what to say and when to say it.	0	1	2	3	4	NA
--	---	---	---	---	---	----

Comments on personal character:

PROFESSIONAL RELATIONS

Personable, Positive influence: Friendly, sense of humor; relaxes the group.	0	1	2	3	4	NA
Public Relations Skill: Tactful, diplomatic, courteous behavior.	0	1	2	3	4	NA
Work Attitude: Industrious, willing to assist others.	0	1	2	3	4	NA
Rapport with Staff: Works harmoniously with others, cooperative, helpful.	0	1	2	3	4	NA
Relates to clients: Shows respect and concern for clients.	0	1	2	3	4	NA
Understands special needs of clients: Aware of individual differences; plans appropriately.	0	1	2	3	4	NA
Adaptability: Can adjust plans and actions according to developing situations and changing moods of group.	0	1	2	3	4	NA

Comments on professional relations:

Agency Supervisor

Student Signature

Date

Interpersonal relations with other employee and supervisors:

Acceptance of criticism:

Initiative, judgment, and versatility:

Summary

Intern's strong points:

What areas intern has improved upon or still needs to work on:

General comments to support your total appraisal:

Considering the following criteria in addition to any evaluative information particularly relative to your agency, what is your overall rating of this student's performance. Please

attack any additional evaluation forms. It is understood that each agency will weight the criteria to its own particular job needs.

<u>RATING SCALE</u>	<u>CRITERIA</u>
1. Excellent (Grade of "A")	Top rating – the very best "Outstanding"; does not necessarily mean just the best of your present employees. It means just the very best you might reasonably hope for in a junior worker on the job concerned. Be a bit cautious in giving this rating - it should go only to a "top flight" person, one whom you would <u>hire unreservedly with enthusiasm</u> .
2. Above Average (Grade of "B")	"Average" means just satisfactory, or what you would from an employee. "Above Average" is a very good rating and indicates an all-round efficient performance on the student's part. This is a person that you would <u>hire without reservation</u> .
3. Average (Grade of "C")	This has been explained above – and "Average" performance is one without special strength or weakness. Performance is adequate and no more This is a person that you would <u>hire with some reservation</u> .
4. Below Average (Grade of "D")	This student is not satisfactory in the performance at present However the student is capable of improvement through training, experience, or a different placement. This would be a person that you would <u>not consider for employment</u> .
5. Unsatisfactory	An "Unsatisfactory" job is poor. Is showing that the student is not suited to the job or appears not to be capable of doing better. This would be a person you would <u>definitely reject</u> .

Based on total performance, I assign _____ the grade of (please check one):

(intern's name)
 A B C D F

Agency Supervisor

Student Signature

Date

STUDENT LOG SHEET

To help you remember what was accomplished when; you should fill in this log sheet as you complete hours at your agency. Copy as needed. This completed form will be turned in along with the narrative portion of each periodic report to your faculty internship supervisor with each report. **NOTE TO SUPERVISORS:** Do not sign unless form is completely filled out and please initial the additional sheets.

Report number: _____ Dates of work: From _____ To _____

Student name: _____

Hours worked: _____

Signature and Date of Agency Supervisor—**REQUIRED**

	Brief description of tasks
Monday/Date _____ Hours _____	
Tuesday/Date _____ Hours _____	
Wednesday/Date _____ Hours _____	
Thursday/Date _____ Hours _____	
Friday/Date _____ Hours _____	
Saturday/Sunday Dates _____ Hours _____	
Monday/Date _____ Hours _____	
Tuesday/Date _____ Hours _____	
Wednesday/Date _____ Hours _____	

Thursday/Date _____
Hours _____

Friday/Date _____
Hours _____

Saturday/Sunday/Dates _____
Hours _____

Monday/Date _____
Hours _____

Tuesday/Date _____
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Wednesday/Date _____
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Friday/Date _____
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Saturday/Sunday/Dates _____
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Wednesday/Date _____
Hours _____

Thursday/Date _____
Hours _____

Friday/Date _____
Hours _____