



Internship Packet Information and Forms

Please follow the directions on how to complete your portion of this packet based on the information under your header below. Thank you.

Student:

- Contact appropriate academic department to discuss internship placement and departmental requirements.
 - Complete *Internship Application and Acknowledgment Form* (page 1) and return to academic department faculty/internship coordinator.
 - Consult with academic department/internship coordinator regarding possible on-site interview or other departmental requirements to establish/set up internship.

- Submit resume to Career Services for review:
 - Send resume as an attachment to careerservices@txwes.edu.
 - Type "Internship Resume Submission" in the subject line of the email.

- Discuss/confirm internship location, employer contact information, and dates of internship period with academic department/internship coordinator.

- Obtain syllabus from academic department/internship coordinator and review syllabus with coordinator.

- Register for appropriate class with appropriate number of credit hours
 - Use "Internship Request" form available on the Registrar's webpage: <http://www.txwes.edu/registrar/documents/InternshipRequest.pdf>

- During the first week of the internship:
 - Have internship site complete the *Learning Guide/Project Outline* (pages 2-3) and return to the Faculty Coordinator.
 - Complete other academic department requirements to establish internship.

- Complete the *Mid-Term Evaluation* (page 5) form and return it to your faculty/internship coordinator.

- At the end of the semester, complete the *Post-Work Evaluation Form* (pages 6-8) and return to Career Services Center (second floor of the West Library, room 202 or 203).

Faculty:

- Advise student on departmental requirements to establish/set up internship and whether scheduling an interview at internship site is needed.

If the student is selected for an internship,

- Obtain a copy of the *Internship Application and Acknowledgement Form* (page 1) that is completed by the student.
- Obtain and review *Internship Site Request for Intern Placement* (pages 9-10) completed by the internship site.
- Advise Career Services Director of internship location, employer contact information, dates of internship period, student participating in internship, and faculty internship sponsor.
- Prepare syllabus and give to and review with student.
- Have student register for appropriate class with appropriate number of credit hours.
 - Student should use “Internship Request” form available on the Registrar’s webpage: <http://www.txwes.edu/registrar/documents/InternshipRequest.pdf>
- Ensure that internship site completes the *Learning Guide/Project Outline* (pages 2-3) and returns it to you (required).
- Visit work site at least once during semester (recommended).
- Have student complete the *Mid-Term Evaluation* (page 5) form and return it to you (optional).
- Have student complete any additional academic requirements according to syllabus.
- By the end of the semester, ensure that the student completes the *Student Post-Work Evaluation Form* (pages 6-8) and returns it to Career Services (required).
- Have internship site complete *Site Evaluation of Intern Form* (pages 11-12) or similar document and return to you (optional).

Internship Site:

- Complete *Internship Site Request for Intern Placement Form* (pages 9-10).
- Complete *Learning Guide/Project Outline* (pages 2-3) and sign *Internship Contract Form* (page 4) that student also signs. Return these to the student.
- At the end of the semester, complete the *Site Evaluation of Intern Form* (pages 11-12) and return to faculty coordinator.



Texas Wesleyan University
Internship Application and Acknowledgment Form

Student Name _____ Student Email _____

Home Phone _____ Major _____

Where would you like to be placed? _____

Which semester do you plan to participate? _____

Acknowledgment of Responsibilities

1. I acknowledge and understand my responsibilities as a student participating in the Internship program as outlined in the *Student Bulletin for Internships*.
2. I understand that it is my responsibility to meet the requirements as established by my academic department coordinator.
3. I will be responsible for completing all of my work assignments and obligations by their respective deadlines.
4. I understand that, upon completion of my experience, I will complete a *Post Work Evaluation* and return it promptly to Career Services.
5. I will adhere to all program regulations and requirements as a student enrolled at Texas Wesleyan University.
6. I will report to work on time and, in the event of illness or emergency, will notify my intern site supervisor(s) promptly.
7. I will report to my academic department coordinator **at once**, any situation which would be detrimental.
8. If, for any reason during this assignment, I am removed from my position, *I will not apply for unemployment benefits*. I understand that this program is an academic program, not an employment program.
9. My signature below indicates my understanding of and adherence to the above requirements.
10. No life credit for internship will be granted at Texas Wesleyan University.

In consideration for being allowed to participate in the internship program, I do hereby release and discharge all employees of Texas Wesleyan University from any and all liabilities, causes of action, costs, charges, claims, expenses, and demands, as well as from damages incurred by me as a result of my participation in the Internship Program.

By signing below, I hereby expressly assume any and all risks which may be incumbent with my internship.

Additionally, I hereby expressly agree forever to refrain from suit or proceeding at law against Texas Wesleyan University and Internship site for any personal injury or property damage incurred because of my participation in the Internship Program,

I have read, understood, and agreed to the terms herein.

Student Signature

Date



LEARNING GUIDE/PROJECT OUTLINE

This internship agreement is only valid for _____, year _____
Internship course number _____ Credits to be earned _____

Student

Name: _____ Major: _____

Course title: _____ Faculty supervisor: _____

Email address: _____ Major: _____

Describe your learning goals during this internship: _____

Internship Site

Internship site: _____

Internship address: _____
Street city state zip

Internship site supervisor: _____ Supervisor's title _____

Phone #: _____ Supervisor's email address: _____

Start date: _____ Completion date: _____ Hours per week: _____

Internship location/department: _____ Student wages: _____
(Per hour/week/semester)

1. Duties and responsibilities of this work assignment (or attach job description): _____

Wesleyan Faculty Internship Coordinator

Faculty supervisor: _____ Department: _____

Phone #: _____ Email address: _____

Indicate the following academic requirements that must be completed:

___ Completion of workbook ___ Term paper ___ Oral presentation ___ Maintain journal

___ Other (please describe) _____

2. General objectives of this assignment (or attach description of internship objectives): _____

3. Specific requirements of this student: _____

Signatures

Student Intern: I accept the responsibilities as stated on this agreement. I agree to complete all work assignments promptly and to the best of my ability. I agree to familiarize myself with and adhere to the relevant organizational policies, procedures, functions, and standards of ethical conduct.

Student Signature

Date

Wesleyan Faculty/Internship Coordinator: I have discussed the internship and this Learning Agreement with the student. I agree to make myself available to talk with the student and/or supervisor about the internship experience, and to conduct an on-site visit and/or conference call with the student and supervisor.

Dept. Coordinator/Chair

Date

Internship Site Supervisor: I have discussed the internship and this Learning Agreement with the student. I agree to provide the student with an orientation concerning the organizational policies, procedures, functions, and standards of ethical conduct as well as meet regularly with the student. I agree to conduct an evaluation of the student and to participate in a site visit and/or conference call with the student and Wesleyan's Faculty/Internship Coordinator.

Internship Site Supervisor

Date



Internship Contract

Internship Site: _____

In consideration for being allowed to participate in the internship program, I do hereby release and discharge all employees of Texas Wesleyan University from any and all liabilities, causes of action, costs, charges, claims, expenses, and demands, as well as from damages incurred by me as a result of my participation in the Internship Program.

By signing below, I hereby expressly assume any and all risks which may be incumbent with my internship.

Additionally, I hereby expressly agree forever to refrain from suit or proceeding at law against Texas Wesleyan University and Internship site for any personal injury or property damage incurred because of my participation in the Internship Program,

I have read, understood, and agreed to the terms herein.

Student Signature

Date

Coordinator of the Internship Program

Date



STUDENT MID-SEMESTER EVALUATION

Semester: _____ Dates: _____

Name: _____ Major: _____

Course: _____ Credit Hours: _____ Faculty Coordinator: _____

Internship Site: _____

Supervisor: _____

Phone #: _____

1. Are your work responsibilities similar to those outlined on you Learning Guide? If not, please explain.

2. Is this experience contributing to your understanding of your major? How?

3. In general, what are your observations about this experience?

4. Any problems of which we need to be aware?

Student

Date



STUDENT POST-WORK EVALUATION

Name: _____ Internship Site: _____
(Please Print) Agency

Major: _____ Course: _____

Faculty advisor: _____ Term: _____
Course Coordinator

1. Indicate your overall impression of your intern site supervisor:

Strengths: _____

Weaknesses: _____

2. How has participation in this experience benefited you?

3. Please rate your experience by checking the appropriate box: As a result of this internship, my...

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
problem solving skills increased					
ability to creatively manage tasks increased					
academic knowledge and skills increased					
classroom learning was enhanced					
appearance and attitude became more professional					
networking skills increased					
focus on career development increased					

4. How could this experience be improved?

5. In your opinion, how well did your supervisor (co-workers) interact with you on the following scales?

		Poor	Marginal	Average	Good	Excellent	
Interpersonal relations	Not well accepted						Very cooperative
Adequate directions	Slow						Careful/complete
Variety of training opportunities	Very few						Many/varied
Expected assignments vs. actual assignments	Expectations were not met						Assignments were more than my expectations
Amount of supervision	Little contact						Generally available
Overall satisfaction with experience	Unsatisfactory						Outstanding

6. Total Semester Earnings (if applicable): \$ _____

7. Following the internship were you offered continued employment? ___yes ___no
If yes, did you accept? ___yes ___no

8. How did you find your internship?

___ Faculty ___ Career Services ___ Self-initiated contact
___ Friend/Relative ___ Interned with current employer ___ Other

9. Please list job responsibilities and tasks. _____

10. Would you recommend this internship to another student? (Why or why not?) _____

11. Regarding you supervisor, he or she served as a professional role model. ___yes ___no

12. Supervisor's contact information: Name: _____

Phone #: _____

Email: _____

13. Regarding your Wesleyan/faculty supervisor, please respond to the following

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
Helpful in explaining internship process and requirements					
Available and easily accessible					
Assisted in placement efforts					
Maintained professional demeanor					
Provided support during the internship					

Student Signature

Date



INTERNSHIP SITE REQUEST FOR INTERN PLACEMENT

DATE: _____

COMPANY/AGENCY: _____

MAILING ADDRESS: _____

PHONE #: _____

CONTACT NAME: _____

DEPARTMENT: _____

I. Proposed duties and responsibilities of student while on work assignment:
(Attach additional sheet(s) if desired or attach a job description).

|

II. Learning objectives of work assignment:

III. Academic or special skills required of student:

IV. Wage or stipend available (if applicable): _____

V. Number of hours required per week: _____

VI. Preferred major/GPA of student: _____

Please forward completed request by email, fax, or U.S. mail to:
Texas Wesleyan University
Career Services
1201 Wesleyan Street, Fort Worth, TX 76105
Fax/Phone (817) 531-4980
careerservices@txwes.edu



SITE EVALUATION OF INTERN

Semester: _____ Dates: _____

Name: _____ Major: _____

Course: _____ Credit Hours: _____ Coordinator: _____

Internship Site: _____

Supervisor: _____ Phone #: _____

ACADEMIC EVALUATION: Please circle the appropriate response

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
The student was well-prepared for this experience:					
a. Overall academic training	1	2	3	4	5
b. Preparation in academic major	1	2	3	4	5
c. Verbal communication skills	1	2	3	4	5
d. Written communication skills	1	2	3	4	5

.....

If this student was available for hire and if you had an opening would you hire him/her? Yes ___ No ___

Briefly relate the student's strong and/or weak work habits: _____

Would you make any recommendation that would help to prepare this student for his/her chosen career?

