



Student Application for Internship

Name: _____ Date: _____
Last First M.I.

Social Security Number (optional): _____

School Address: _____ Telephone: (____) _____

School Email Address: _____

Home Address: _____ Telephone: (____) _____

Home E-mail Address: _____

Citizenship Status (check one): U.S. Permanent Resident Student Visa

Emergency Contact Information: _____

Relationship: _____

Address: _____

University or College: _____

Major: _____ Minor: _____

Year in School: _____ GPA: _____ Expected Date of Graduation: _____

Present and Past Work Experience (include paid and volunteer)

From/To

Employer

Description of Duties

From/To	Employer	Description of Duties

Computer Skills: _____



Student Application for Internship (continued)

Other Skills/Abilities/Interests: _____

What foreign language do you speak fluently and understand? _____

When are you available to start a work-study/internship? _____

Approximate hours per week: _____

Geographic limitations/preference for internship: _____

What are your objectives for participating in an internship program? _____

What kinds of work would you like to do during your internship? _____

Internship preference: _____ Generalist: _____ Specialist: area of interest _____

If a stipend is not offered, would you be able to accept an internship on a volunteer basis? _____

What, if any, physical limitations do you have that may have a bearing on your placement? _____

Do you have a valid driver's license and access to a motor vehicle? ____ Yes ____ No

License only: _____



Student Letter of Reference

STUDENT

INTERNSHIP COORDINATOR

Name: _____ Name: _____

Address: _____ Company: _____

_____ Address: _____

Degree: _____

Major: _____

The student noted above has requested that you provide a letter of reference to the abovementioned internship coordinator as part of the requirements for obtaining an internship during the next semester. You may complete a sign this form or attach a personal letter of reference, if you prefer. This letter of reference should be completed and returned by

1. How well did you know the student? (please circle on)

Very well

Limited knowledge

Not very well

2. In what capacity did you know the student? (check all that apply)

___ Served as student's instructor

___ Served as the student's faculty advisor

___ Worked together on a project

___ Know personally outside of class

3. Please rate the student on the following factors on a scale from 1 to 5. (1 = poor; 5 = excellent)

Scholarship	1	2	3	4	5
Initiative	1	2	3	4	5
Leadership	1	2	3	4	5
Dependability	1	2	3	4	5
Judgment	1	2	3	4	5
Verbal communication skills	1	2	3	4	5
Written communication skills	1	2	3	4	5
Potential for development	1	2	3	4	5

EVALUATOR

Name _____ Position _____

Address: _____



Organization Position Requirement Form

Organization: _____

Address: _____ Zip Code: _____

Contact Person

Name: _____ Title: _____

Address: _____

Telephone: (____) _____ Extension: _____

Email Address: _____

Number of students you would to have for internships: _____

(Please fill out a separate position description for each different job)

List titles of interns: _____

Description of Organization (Attach annual report if available):

Benefits available to Interns (Attach description booklet if available):

How do you want to select your candidate?: Organization interview University decision

If employer interview is selected, list date you would like to begin: _____

Who will notify student of acceptance? Organization University



Internship Position Description Form

Company Name: _____

Position title: _____

Supervisor: _____ Title: _____

Address: _____

Telephone: (____) _____ Extension: _____

Email address: _____

Position Description (List duties, responsibilities, etc.):

Qualification/Requirements (i.e., education, technical skills):

Starting date: _____ Anticipate duration: _____

Intern status: Full time Part time Hours per week: _____

Pay status: Nonpaid/volunteer Paid \$ _____ per _____

Work schedule: Varied based on student schedule

Fixed as follows: _____



Internship Agreement of Responsibilities

Student Intern: As the student enters the company, he or she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

1. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his or her actions and activities.
4. Maintaining professional relationships with company employees, customers and so forth.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing self-awareness in regard to attitudes, values, behavior patterns and so forth that influence work.
8. Preparing for and utilizing conferences and other opportunities of learning afforded in the company.
9. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
10. Providing the faculty coordinator with periodic progress reports.

AGREED: _____

Student Signature

Organization: It is the responsibility of the employer to provide direct on-the-job supervision of the student intern that includes the following:

1. Orienting the student intern to company's structure and operation.
2. Orienting the student intern to the company's policies and procedures regarding appropriate dress, office hours and applicable leave policies.
3. Introducing the student intern to the appropriate professional and clerical staff.
4. Providing the student intern with adequate resources necessary to accomplish job objectives.
5. Orienting the student intern to the policies and procedures of the personnel department.
6. Affording the student intern the opportunity to identify with the supervisor as a professional staff person by jointly participating in office interviews, meetings, conferences, projects, and other personnel and management functions.
7. Assigning and supervising the completion of tasks and responsibilities that consistent with the student intern's role in the company.
8. Consulting the faculty coordinator in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
9. Providing regularly scheduled supervisory conferences with the student intern.
10. Participating in joint and individual conferences with the student intern and faculty coordinator regarding the student intern's performance.
11. Submitting an evaluation on the student intern's job performance.
12. Submitting a job description for the student inter by _____

Date

AGREED: _____

Supervisor Signature



Internship Agreement of Responsibilities (continued)

Faculty Coordinator: The faculty coordinator assumes overall responsibility for consultation with the company and interns on objectives, agreements and other job-related tasks. The faculty coordinator is available to the student in an advisory capacity with respect to assisting the student intern to achieve the state objective of the internship. The role of the faculty coordinator involves:

1. Conducting an individual preplacement orientation and introducing the student intern to the nature and purpose of the internship.
2. Orienting and introducing the company supervisor to the purpose and objectives of the internship.
3. Consulting with the company supervisor and student intern on a regular basis regarding the student intern's performance.
4. Assuming responsibility for the removal of a student intern from the internship setting, whenever necessary.

AGREED: _____

Faculty Coordinator Signature



Model Internship Program

Internship Agreement

Student Intern	Organization's Supervisor	Faculty Coordinator
Name		
Address		
Phone		

This letter of agreement confirms the responsibilities of the organization, the student intern and the faculty coordinator in the internship, the beginning and ending dates of the internship, and the due dates for the performance evaluations. This agreement will be provided to the company prior to the student reporting to the organization.

The variety in the size of the organization participating in the internship may, in some cases, require slight modifications of the procedures contained in the guidelines. Significant modification of these procedures should be mutually approved and signed by all of the parties who are part of the original agreement.

Beginning date of internship: _____

Completion date of internship: _____

Will the intern be paid? ___ Yes ___ No

If yes, how much? \$ _____ Per _____

Will the intern receive college credit for internship? ___ Yes ___ No

If yes, how many credits? _____

Interns weekly work schedule: _____

Position: _____

Location of organization work assignment: _____

The organization is under no obligation to offer full-time employment to student prior or after graduation. Likewise, the student is under no obligation to the organization after completion of the prescribed work period(s) for an internship.



Organization Evaluation Form

Students may use this form to evaluate their internship experience.

Internship Evaluation Form

Student: _____ Date: _____

Organization (Name and address): _____

A. Rating of Organization Characteristics

Rate the employer based on the characteristics listed below. Check the appropriate space.

Characteristics	Excellent	Above Average	Average	Below Average	Poor	Not Applicable
Ability to teach						
Ability to supervise and mentor						
Willingness to provide guidance						
Relationship with other employees						
Courtesy/respect						
Leadership skills						
Interpersonal skills						
Communication skills						
Technical competence						
Business skills						

1. Did you feel the work was a valuable experience in relation to your academic studies?
2. Were you given responsibilities that enabled you to apply knowledge and skills?
3. Were you allowed to take initiative to work beyond the basic requirements of the job?
4. Did the organization and/or supervisor work with you regularly? Were they available to answer questions when necessary?



Organization Evaluation Form (continued)

5. Briefly note new skills, techniques and knowledge gained in this position.

6. Discuss the weak points of your internship experience and ways they may be improved.

7. Discuss the strong points of your internship experience

8. Is there anything that was not covered that should have been covered in the internship training program?

9. Do you think your academic program adequately prepared you for this internship?

10. If you have any aspect of your internship to do over, what changes would you make?

11. Would you recommend this internship to other students? Explain.

12. Note any comments about your particular job not covered above.



Intern Evaluation Form

Student: _____ Date: _____

A. Rating of Intern Characteristics

Rate the intern based on the characteristics listed below by checking the appropriate space. Record instances in which the student made noticeable improvements on any characteristic during the program. For longer internship placements (six months to a year), it may be advisable to do a midterm evaluation and an end-of-term final evaluation in order to track the intern's improvement.

Characteristics	Excellent	Above Average	Average	Below Average	Poor
Punctuality					
Willingness to learn					
Creativity (problem solving)					
Ethical behavior					
Dependability					
Thoroughness (attention to detail)					
Teamwork					
Work speed					
Ability to supervise					
Interpersonal skills					
Communication skills (oral)					
Communication skills (written)					
Technical competence					
Managerial potential					
Judgment					
Adaptable to variety of jobs					
Accepts constructive criticism					
Ability to work independently					
Accepts responsibility					
Professionalism					
Overall skills for industry					

B. Performance Assessment

1. How well was the intern prepared for this internship?
2. Can you suggest instructional areas which would benefit this intern?
3. What professional characteristics did you like most about this intern?
4. What professional characteristics did you think the intern lack?



Intern Evaluation Form (continued)

5. Please provide examples in which the intern applied good judgment and had a technical competence for the assigned tasks.

6. How would you rate the intern's sense of duty or responsibility toward his or her assignment(s)?

7. Please provide some examples in which the intern worked quickly, thoroughly, and/or efficiently?

8. What are the intern's strengths and weaknesses when interacting with others?

9. What are the intern's strengths and weaknesses in oral and written communication?

10. What are the intern's strengths and weaknesses when it comes to leadership skills?

11. In what areas does the intern need improvement?

12. Discuss areas where the intern has made significant improvement.

13. What kind of training or orientation did you provide before the student began working?

14. Would you recommend this intern for future employment in the human resource profession? Why or why not?

15. Are there any other areas involving the internship program and/or the intern on which you wish to comment?

Signature: _____ Date: _____

Company Name and Address: _____
