Office Hours:
Monday – Friday
8:00 am – 4:30 pm

Walk-In Hours:
Mon, Tues, & Wed
2-4pm

or call 319-399-8581 or email o-career@coe.edu for an appointment
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INTRODUCTION
Ask any recruiter or Human Resources professional and they will tell you that an internship is an important item to have on your resume as you search for jobs. The experience that comes with putting your classroom learning into action is instrumental for you and eye-catching for an employer. While completing an internship does not guarantee you an amazing job right after college, it affords you the opportunity to determine if an industry or career path is right for you, allows you to put the skills and knowledge gained on campus to work in a professional setting, and makes you a stronger candidate as you compete for positions after graduation.

WHAT IS AN INTERNSHIP?
An internship is an opportunity for a student to work in an organization in order to gain experience or satisfy requirements for certification or licensure. At Coe, the one-credit internship includes a minimum of 140 hours of on-site experience and a journal and a paper which may include research or readings concerning the organization and its field or industry. The details of the academic component are determined by prior arrangement with the faculty internship advisor. Ordinarily internships are completed during the academic year or over the summer of the junior or senior year. Most internships are one-credit or summer non-credit bearing. In rare circumstances, an internship may be significant enough with regards to the education component to warrant 2 credits. A maximum of 2.0 course credits may be counted toward the 32 credits required for graduation through Internships, Career Related Career Investigations, or Community-Based Project. In extraordinary circumstances, a student may apply to the Committee on Petitions to enroll for a 3.0 course credit internship to maintain full-time status, although in no case will more than two of those credits count toward the 32 required for graduation. Please speak with your Faculty Advisor or the Center for Creativity and Careers if a 2 or 3 credit option may be an option.

ACADEMIC PRACTICUM REQUIREMENT
An internship will also satisfy Coe College’s Academic Practicum Requirement. This requirement (as per the course catalog) states:

A practicum experience is required of all students for all undergraduate degrees, except those earning second degrees. Typically completed in the student’s junior or senior year, all practica are experiences that integrate academic components with career or other life goals and are significant educational exercises outside the classroom. A practicum experience can consist of an internship, off-campus study, community-based project, honors project, or some other kind of independent activity.

Depending upon the type selected, some practica are graded A-F, while others are S/U. Some practica are credit bearing, while others are not. In some instances, the practicum must be approved by the student’s major department.

1. Full-Term (15-week) Off-Campus Study
2. Wilderness Field Station Summer Courses
3. Honors Thesis or Honors Project, etc. as stated
4. Independent Project (requires department approval for practicum credit)
5. Internship*
6. Community-Based Project*
* A maximum of two course credits earned through any combination of Internships and Community-Based Projects may be included in the 32 course credits required for graduation.

THE BENEFITS OF AN INTERNSHIP
#FOMO – Fear of Missing Out. Each year hundreds of your classmates are completing internships. They are gaining skills employers value, developing a network of professionals within various industries and, most importantly, they are laying the foundation for a successful transition from college to the “real world”. Students participating in some form of experiential learning (internship, research, etc) are actively engaged and will be able to demonstrate to future employers they possess the skills, knowledge, and abilities to be successful across a variety of settings. While a liberal arts education will always benefit you, a college degree alone may not be enough for you to achieve your goals. If you miss out on the benefits of completing an internship during your time at Coe, you risk missing out on an engaging experience that can help shape your future.

The Experience Factor
With each internship you complete, you are gaining experiences that will make a difference when you start looking for a job or applying for post-secondary study. Competition for jobs is always fierce and those that can demonstrate they have the ability to add value to a company or organization from day one are those that are going to most likely receive a job offer quickly.

Exploration
Internships are also an opportunity for you to discover if your career interests align with your goals and values. While we hope that you enjoy your time spent doing an internship in your intended career path, an internship may also help you decide what you don’t want to do with your future. Don’t be discouraged if your dream internship becomes a nightmare. Reflect on what you didn’t enjoy and assess if a new career path may be a possibility.

Skills
Employers won’t expect you to know everything necessary to complete your job and they will provide training to assist you. However, there are certain skills that ALL employers want and an internship is a great way to develop these skills. Communication, customer service, teamwork, and reliability are skills that you can focus on during your internship that will help you be successful regardless of your career.

Networking
Imagine landing an amazing job because someone who has seen your performance has recommended you for an open position. Or you get a message on LinkedIn from a contact who knows of a job that would be perfect for you and she is connected to the hiring manager. The
relationships you establish during your internship can pay dividends long after the internship has ended.

**PREPARATION**
From time to time, we hear a student say that they’ll take any internship they can get. This is a sure fire way to land an internship that you will most likely not enjoy and probably not perform up to your abilities. The idea of “taking what you can get” is often a result of poor planning. There are a lot of ways to prepare for an internship and working through these items will improve the chances that you’ll get the internship you want rather than an internship you’ll take.

**Personality and Skills Inventories**
There are a host of surveys that can help identify your skills, interests, and values. These are great ways to gain some insight about what careers or industries may align best with you. Your career satisfaction, overall well-being, and level of happiness with your life are all connected. As the saying goes, find something you love to do and you’ll never work a day in your life.

**Strong Skills Inventory:** Coe College utilizes this assessment for our students and it is highly recommended that you complete this. The Learning Commons and the Center for Creativity and Careers can provide you with the information to complete this and we will meet with you to discuss the results.

**Mynextmove.org:** In addition to being a great resource to search for opportunities, it also provides an online assessment designed to help identify what your interests are and what kinds of careers may be good fits for you.

**Explore, Engage, Employ**
If you fail to examine the possibilities, you run the risk of finding a job and not a career. When you think about your future, do you envision dragging yourself out of bed each morning, enduring a nightmare commute, and then spending 8+ hours performing tasks that you really don’t enjoy? Or do you envision owning your own business or receiving accolades for major advances in your field or simply being thrilled that you get to spend the day doing something you love.

Your ability to explore may never be greater than it is while you are a college student. Join a club (or three or four), volunteer at with a local organization or agency you believe aligns with your values, find a professor or staff member on campus who may be in a field you’re curious about and meet for lunch. Engaging in some capacity with your areas of interest will enable you to make informed decisions about a potential career.

Be sure to visit with the Coe Office of Engagement to learn about ways to engage in the community, pay attention to emails about clubs or activities and check out a meeting or two, and, for your own benefit, think critically about how you can leverage your passions and values into a career and not just a job.

As you prepare for your internship, this checklist can be a great way to keep track of the items you need to be aware of: (Next page)
DO YOU NEED A RESUME?
Yes. You need to have a resume. While writing may seem like a difficult task, there are strategies that you can implement to help your resume stand out. One simple way to start this process is to review the Resume and Cover Letter Booklet on the Center for Creativity and Careers website to get some ideas about styles, content, and formatting. Opening up a blank Word document and writing down anything and everything you think might be necessary to have on a resume is a simple and worthwhile endeavor.
Establishing a solid base resume early in your college career will make it easier for you quickly apply to jobs and internships as you learn of them, make it easier to update your resume as you gain experience, and allow you to develop career preparedness skills that will serve you well throughout your life. Although we can’t write your resume for you, we can help at every step of the way.

FINDING YOUR INTERNSHIP IS AN INTERNSHIP
Searching for an internship shouldn’t be an overwhelming experience but it will take effort. However, the energy you put forth and the skills you develop while searching for an internship will benefit you with future job or internship searches.

Job Boards
There are hundreds of online job boards out there and while you don’t have to review them all to find what you’re looking for, there are a few simple steps you can take to help make this process easier.
Setting up automatic alerts on a job board is possible with just about every site. You’re encouraged to set up multiple alerts on multiple sites to capture a wide range of potential internships. A handful of job boards are listed on the Center for Creativity and Careers website for you to utilize.
Your Network
It should come as no surprise that all the people you know are somehow connected to people in a range of work settings and industries. Some of those people may know about a great internship that would be perfect for you, but they didn’t know you were looking so it was filled by someone else. Your ability to be connected to others is unparalleled and you should leverage social media sites like LinkedIn (and Facebook to a certain extent) to help spread the word about who you are, what skills you can bring to an organization, and that you’d be happy to connect with others who may know of opportunities.

Networking isn’t just “who can help me find an internship”. It is a way to build relationships with others that may share similar career interest. If you have a specific career interest, odds are that you can network to connect with someone in the field who may be able to answer questions about careers in the field or know of opportunities that they can share with you. Sometimes it really is about who you know. Also, don’t forget that Coe Alums are a great network that you are already a part of and staff in The Center for Creativity and Careers and Coe’s Alumni Office can help identify alums and assist in connecting you. Remember, Kohawks fly together!

The Internship Ask
You’ve got a great resume, your job alerts are set up and you’ve let your network know a bit about what you’re looking for but you’re still searching. If the internship search process is not yielding the type of responses you’re looking for, consider asking for an internship. The process of securing an internship through an “ask” instead of through the more common approach of finding an advertised internship may require some special attention. If seeking an internship through this method, please contact the Center for Creativity and Careers so we can help you formulate a plan.

THE ROLE OF THE FACULTY ADVISOR
Your Faculty Advisor will be an invaluable and necessary resource for you as you navigate the internship process. It is required that any internship completed for credit or to fulfill the academic practicum requirement include academic oversight from an approved faculty member. Your faculty advisor will, at a minimum, work with you to develop and finalize learning goals/objectives, review required coursework (often a journal and final paper/project) and, provide assistance navigating the internship process or directing the student to the appropriate resources on campus. At times, a faculty advisor can also provide advice or possible networking opportunities to assist you as you search for internships. Engaging with your Faculty Advisor early and often during the internship process is highly recommended and will make the process easier to navigate and result in better outcomes.

Internship Goals and Objectives
Developing goals and objectives once you have been offered an internship is important to ensure you are focusing on certain skills or abilities that will benefit you going forward. This process will include your Faculty Advisor (who can assist you in determining appropriate and realistic goals as well as approving your goals) and the Site Supervisor (to confirm the goals and
objectives are attainable during the course of the internship). Review the forms section at the end of this handbook if you need some initial direction.

**INTERNSHIP REGISTRATION PROCESS**

All internships that are completed for credit or to fulfill the academic practicum MUST go through a registration process to ensure the class/requirement is noted on your transcript. As internships cannot be added to your transcript in retrospect, it is essential that you complete the registration process as per the current policies and procedures.

Once you have been offered and have accepted an internship, please follow the steps below:

1. **Complete the Internship Information Form**
   This form will provide the basics of the internship including information on the employer, site supervisor, and dates of the internship. The duties of the internship should also be included (a job description or informational email from the employer would suffice). This form should be provided to your **Faculty Advisor and the Center for Creativity and Careers**.

2. **Complete the Learning Contract and Legal Agreement.**
   As discussed above, the student will formulate goals/objectives for their internship and receive final approval from the **Faculty Advisor and Site Supervisor**. The student and Faculty Advisor should also discuss coursework (journal entries, final paper/project) and the appropriate format/due dates for these items. The student must also sign the legal agreement before officially registering for an internship. **Please provide a copy of the legal agreement to the Center for Creativity and Careers.**

3. **Obtain, complete and return the registration from the Registrar’s Office**
   In order to register for the internship, the student must submit a completed registration form. Internships **CANNOT** be registered using the online registration process as they must receive Faculty approval. This form **MUST** be signed by the Faculty Advisor and returned to the Registrar’s Office in order for the internship to be recorded and credit received. Again, internships cannot be added to your transcript retroactively.

4. **Complete the coursework**
   As agreed upon with your Faculty Advisor, complete all academic requirements and submit as necessary. In addition to the coursework, the student must complete an evaluation on the experience and submit this to the Faculty Advisor and the Center for Creativity and Careers. The site supervisor must complete an evaluation on the student’s performance and submit it to the Faculty Advisor at the conclusion of the internship.

**ON THE JOB PERFORMANCE**

Your employer isn’t going to expect you to know everything about the duties you’ll be given and every solid employer will provide training so you can complete the tasks at hand. However,
there are skills and abilities that your employer can reasonably expect you to possess. Pay special attention to these areas as they’ll serve you well throughout your lifetime.

1. **Reliability/Attendance** – Be where you are supposed to be 5 minutes before you are supposed to be there. Employers will understand that life happens (car problems, family emergencies, illness, etc.) but what they will have a hard time understanding is why they didn’t know about these things until after you’ve shown up late or not at all. Make sure you have all the contact info you need in your phone so you can call or email if something comes up.

2. **Communication** – Remember that office communication is different than how you communicate with your friends. Punctuation and grammar matter when it comes to emails and reflect on your ability to clearly present ideas in a written format. How you speak and interact with others (intonation, word choice, eye contact, posture, etc.) can go a long way to conveying a sense of confidence and may lead to the employer viewing you as a future employee and not just an intern.

3. **Engagement/Enthusiasm** – Remember that the internship has been designed as an opportunity for you to gain skills and develop connections that will benefit you later. If you do the bare minimum, the employer will notice. Think critically about the work you’re doing and ask questions to learn how the tasks you’re completing relate to the overall mission or to the work other departments may be doing. If you want to learn more about another area, talk to your supervisor about reaching out to other departments or supervisors to set up a time to meet or have lunch. If you actively engage with your internship, you’ll significantly increase the probability that you will get out of it what you put into it.

**FINAL ITEMS**

As your internship comes to a close there a few key items that you’ll want to make sure you cross off your list. Even though the internship has ended, some of the benefits gained from the experience are going to become tangible. These last few to-do’s are a must at the end of any internship.

**Letters (Thank you and Recommendations)**
The people who helped you complete an internship did so as a benefit to you. While the company may have realized some gains with you around, the time and effort spent on your internship came directly from your supervisor and possibly other staff as well. You should take a few moments to send out a thank you notes to relevant staff. It doesn’t have to be elaborate but a sincere 2-3 sentence note will make an impact.

Now is also a good time to ask about a letter of recommendation and/or asking about serving as a reference. If you performed well, a letter from your supervisor can benefit you as you seek to land your next internship or job. A signed recommendation letter (saved as a PDF document) is the preferred format to send to future employers. If you’re planning on using your supervisor as a reference, make sure you confirm this and give them a heads up if you know another company may be calling for a reference.
LinkedIn
If you weren’t doing this throughout your internship, now is a great time to connect with everyone you’ve interacted with on LinkedIn. It’s easy enough to ask someone if they’re on LinkedIn and if so, if it’d be okay to connect. Also, as a student looking to position yourself in the best light possible for other jobs or internships, it’s fine to ask if they’d be willing to endorse some of your skills or write a quick recommendation on your page. Remember, you never know how your network can impact your career so maintaining relationships you’ve established may lead to your dream job.

Updates
While the experience is fresh in your mind, take some time to update your resume and LinkedIn profile. This is a great way to practice adding new experiences to a resume and with LinkedIn, your network will be able to see what you’ve done and where you’ve done it.

Final Evaluations
As discussed earlier, you must complete an evaluation on your internship experience. Once completed, please forward to your Faculty Advisor and the Center for Creativity and Careers. Your employer will also need to completion on your performance during the internship. This evaluation should only be sent to your Faculty Advisor.

MAY TERM/SUMMER INTERNSHIPS
There are some differences for students completing an internship during May term or over the summer.

Registration: A separate registration form May Term or summer internships is used to completed this part of the process. This form, sent from the Provost’s office during the Spring Term, may also include information related to summer housing.

Timeframe: Most internships completed during May Term require a higher number of hours per week in order to meet the 140-hour requirement in a short amount of time. If all hours are not completed by the end of May term, the student should continue with the internship until all hours have been completed.

Academic Practicum Requirement: If a student is completing an internship to fulfill this requirement only, the summer registration must still be completed. Also, a fee of $250 shall be paid to the Registrar’s Office in order to complete the process

Summer Internship for Credit: Should a student need to complete a summer internship AND needs to receive a full credit for the experience, the full tuition amount for that course must be paid.

Faculty Advisor: Students completing an internship for a full credit or to fulfill the academic practicum requirement must still secure a Faculty Advisor to oversee the internship. Students completing a summer internship for experience only do not need to obtain a Faculty Advisor but do need to report the internship via the Internship Reporting Form located on the Center for Creativity and Careers website.
What is an internship?
An internship is pre-professional work experience that helps you in exploring your career goals. Some students will be required to complete an internship to fulfill the requirements of a major (verify with FACULTY ADVISOR in regard to your ‘major’ requirements). An internship enables you to connect your education with the skills you have gained while in college to a ‘new’ world opportunity. While ‘trying out’ a possible career, you gain insights into the dynamics of the field in which you are working. In addition, you foster the development of professional skills and learn the value of networking effectively. Internships can occur at any type of organization such as non-profit, corporations or government. An internship can also provide you with the answer to the often-asked question: "What can I do with a major in_____?"

If your plans include graduate school, an internship can be helpful in making that decision as well. Many graduate schools look for evidence of experience in the field, and an internship can provide that experience.

Note: Most students participate in internships that are not directly related to their majors. Always confirm with your FACULTY ADVISOR whether or not you need to do an internship directly related to your major.

Who can do an internship?
Students complete their internship during their junior or senior year; sophomores can do an internship with permission from their FACULTY ADVISOR. First Year students can complete an internship for experience only, not for college credit (See the current catalog).

Are internships done during the academic year or only summer?
Internships can be completed during the fall or spring semester. To register for this course, you are required to have your FACULTY ADVISOR sign a registration form. You cannot register via my.coe.edu. Another option is to do a Summer Non-Credit Internship (check with Registrar’s Office about the cost) that will meet your practicum requirement.

What is the TIME LINE for planning my internship experience?
Plan at least one semester (4-6 months) in advance of the semester in which you want to do your internship. For example, if you are planning for a spring internship, you should begin the process early in the fall semester. For competitive internships, plan at least one year in advance. Examples include internships in professional sports; TV/radio programming; anything that requires security clearances, such as the FBI, White House, and State Department, to name a few.
How do I get started with this process?
You begin with focus. What do you want to ‘try out’ with regard to a career? Once that has been established, you then develop your targeted resume and submit it to internship sites and then prepare for the interview so you are ready when an employer contacts you. Need assistance with your resume/CV and/or interview skills, then call 319.399.8581 to schedule time with a CAREER COUNSELOR.

An internship is a ‘practice’ professional job experience and students are expected to find their own internship. A CAREER COUNSELOR is available to advise students as are FACULTY within their MAJOR DEPARTMENT. The Center for Creativity and Careers is here to help with additional resources – be sure to visit us!

I am not sure what my INTERNSHIP focus is, now what?
There are many ways a student can explore possible career options before doing an internship, including taking the Strong Interest Inventory or other assessment tools that are available. For assistance, call the Center for Creativity and Careers to schedule an appointment, 319.399.8581.

Where are internships located?
During the academic year, internships are typically located in the Cedar Rapids/ Iowa City area unless they are part of an off-campus experience such as New York or Washington DC Term, ACM program. During the summer, internships can occur anywhere you plan to be. Note: For internships located in a place in which you do not know anyone, you will need to consider living arrangements and budget.

How much time do I spend working at an internship site? How many hours are required?
During the internship, you will work a minimum of 140-160 hours (depending upon the academic department in which you do the internship). This does not include the time you spend preparing for the internship, interviewing, and additional required work.

Are there paid internships available?
There are both paid and unpaid internship opportunities. Coe students can be paid and receive college credit.

How many internships can I do?
You can do one, one-credit internship to meet your practicum requirement. For an extraordinary internship opportunity, a student can do a 2-credit internship as approved by your FACULTY ADVISOR and/or CAREER COUNSELOR (examples would be internships for a New York or Washington DC Term). Note: You can do unlimited internships for experience only which can be listed on your resume/CV.
If an internship is a course, will I have homework? Tests? Do I get a real grade?
The internship is graded S/U for this academic requirement whether it’s a credit or a Summer Non-Credit Internship. Homework will consist of, minimally, learning goals and objectives; keeping a journal or daily log; completing a substantial project and/or writing a final paper; and being evaluated by the employer. *It’s your responsibility to verify with your Faculty Advisor what these requirements are for your department and/or meet with a Career Counselor.*

Can I do my internship at my current job including the family business?
You may do an internship at your current job site if you are taking on a new project or job AND your responsibilities are significantly different. If the internship site is owned by a family member, you cannot be supervised by a relative. **Note:** If possible, it is usually in your best interest to explore other organizations for an internship and make new contacts. Both your workplace Supervisor and Faculty Advisor will need to approve the internship before you register.

How do I officially register for the internship?
When you have your internship confirmed with the employer and approved (form signed by your Faculty Advisor), you can register for the internship through the Registrar’s Office. Be sure to confirm which catalog number you should use when registering.

I did an internship last summer; however, I didn’t tell anyone. Can I still get credit?
No. Retroactive credit is not awarded for a past experience that is not registered with the college.

I still have questions about the academic practicum requirement. Where do I go now?
You can start with your Faculty Advisor, review the college catalog or schedule an appointment with a Career Counselor by calling **319.399.8581.**
Internship Registration Process Flowchart

Have you been offered an internship?

Yes

Do you need a credit or to fulfill the academic practicum requirement?

Yes

Inform your Faculty Advisor – is it academically worthy?

Yes

Complete the following paperwork:
1. Internship Information Form*
2. Legal Agreement*
3. Learning Contract (Goals/Objectives)**

No

Complete the internship for experience

No

Work with the Center for Creativity and Careers to create a plan

Yes

Inform your Faculty Advisor – is it academically worthy?

Yes

Complete the following paperwork:
1. Internship Information Form*
2. Legal Agreement*
3. Learning Contract (Goals/Objectives)**

No

Keep looking, speak with your network, or consider possible changes to improve academic worthiness

Yes

Did your goals and objectives receive approval from your Faculty Advisor and Internship Supervisor?

Yes

Visit the Registrar’s Office to obtain a hard copy course registration form

No

Revise goals and work towards approval

In conjunction with your Faculty Advisor, determine the appropriate course to register for, complete form (with Faculty Advisor’s initials) and return to the Registrar’s Office

Complete all necessary coursework including the student and supervisor evaluations.

PLEASE NOTE:
You should work through this process as quickly as possible after being offered and accepting an internship if seeking academic credit or to fulfill the academic practicum requirement. Please contact Joe Demarest, Internship Specialist, at jdemarest@coe.edu should you need assistance

*Forms must be returned to your Faculty Advisor AND Internship Specialist
**Forms returned to Faculty Advisor ONLY
INTERNSHIP INFORMATION FORM
PLEASE SUBMIT THIS FORM TO YOUR FACULTY ADVISOR AND THE CENTER FOR CREATIVITY AND CAREERS

**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Year Graduating:</th>
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<tbody>
<tr>
<td>Major:</td>
<td>Advisor:</td>
</tr>
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**Current Address:**

<table>
<thead>
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<th>Street:</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Business Email:</td>
</tr>
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</table>

**INTERNSHIP SPONSOR INFORMATION**

**ORGANIZATION**

<table>
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<th>Name:</th>
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<tbody>
<tr>
<td>Street:</td>
<td>Title:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Required - Phone:</td>
</tr>
<tr>
<td>Country:</td>
<td>Required - E-mail:</td>
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</table>

**COE INFORMATION**

<table>
<thead>
<tr>
<th>Term:</th>
<th>Fall</th>
<th>Spring</th>
<th>May</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
<td>___ INT- 895 Internship</td>
<td>___ 895 (Dept Internship)</td>
<td>___ INT- 895 May Term</td>
<td>___ 875 (Work related Investigation)</td>
</tr>
</tbody>
</table>

I will begin my internship (date) __________ and end it (date) ______________

Brief description of duties (or attached job description/employer email):
INTERNETIONAL LEGAL AGREEMENT

I have read through all the materials concerning the Coe College Internship program, which were provided by The Center for Creativity and Careers staff or Faculty Advisor. I understand and accept the fact that Coe College, its personnel and others working with the Internship Program accept no legal responsibility for me. I assume any risks involved with this off-campus experience.

My signature confirms that I am aware of what is expected of me in regard to the Internship Program. I agree to abide by them and the above legal statement. My signature also confirms that I have discussed information about this program with those helping to pay the costs (parents/guardians, trust officers etc.) and they are aware of my participation in it and of this legal agreement.

I also understand that if my internship is terminated either by me or by the work site supervisor (or designated person), I will not receive any Coe College credit for the internship; any refunds will be based on the college refund policy as stated in the current Coe College Catalog.

This document can be signed electronically or in person.

Name: __________________________________________________________

Print

Signature: _______________________________________________________

Date: ___________________

*THIS FORM MUST BE RETURNED TO THE CENTER FOR CREATIVITY AND
When writing a goal, think in terms of the S.M.A.R.T Principle:
S = Specific    M = Measurable    A = Attainable    R = Relevant    T = Time frame

What do you want to learn through this specific goal? What are some things that you can do to reach this goal (ie: meet with sales staff once a week; read related journals and report on the readings via your journal; do a case study on a client and then report to the leadership team and/or supervisor etc.)? When do you want to accomplish this goal (ie: first day, first week, once a week etc.)

**GOAL #1:**
*Activities to reach goal –*

**GOAL #2:**
*Activities to reach goal –*

**GOAL #3:**
*Activities to reach goal –*
When writing a goal, think in terms of the S.M.A.R.T Principle:
S = Specific  M = Measurable  A = Attainable  R = Relevant  T = Time frame

What do you want to learn through this specific goal? What are some things that you can do to reach this goal (i.e.: meet with sales staff once a week; read related journals and report on the readings via your journal; do a case study on a client and then report to the leadership team and/or supervisor etc.)? When do you want to accomplish this goal (i.e.: first day, first week, once a week etc.)

GOAL #1: Develop and improve communication skills
- Attend five golf shows in Detroit and surrounding areas during the internship.
- Create new business via the telephone.
- Weekly, retain business via phone calls.
- Speak with other resort managers about the business of running golf resort.
- Write and submit my weekly journal about the internship experience.

GOAL #2: Become familiar with budgeting and scheduling
- Weekly, be responsible for scheduling employees.
- Once a week, learn something new about budgeting patterns at the golf resort.
- Meet with the Chief Finance Office to review accounting practices at the resort.
- Once a week, research golf resort/club management and accounting practices at other locations (books, interviews, Internet etc.).

GOAL #3: Discover if this is a career for me
- Once a week with my supervisor, learn what the expectations of employees are in terms of working in this field; what is the culture?
- Throughout the internship, discover how much personal time I will have working in this field.
- Schedule an informational interview with another colleague.
STUDENT INTERNSHIP EVALUATION

Name:

Date:

Please complete the following questionnaire and return it to your Faculty Advisor AND the Center for Creativity and Careers. This information will be very helpful to students considering the internship site in the future.

<table>
<thead>
<tr>
<th>Internship Site /Location</th>
<th>Internship Term/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Supervisor</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td># Credits</td>
<td></td>
</tr>
</tbody>
</table>

Job Responsibilities
1. 
2. 
3. 
4. 
What type of training/orientation did the site provide?

What kind of computer/software skills were needed?

What courses or skills were most useful for the position?

What did you learn and what skills did you develop?

What were the best features of this experience?

What did you like least about the experience?
What is your overall evaluation of the company/organization?

Estimated costs (housing, food, transportation/community)

Were you paid or reimbursed for expenses? If so, how much?

If you had to relocate for this internship, can you list housing leads for future students?
1.
2.

Please rate the following statements on a 0 - 4 scale:

0= not applicable  1= disagree strongly  2 = disagree somewhat  
3 = agree somewhat  4 = agree strongly

___ This experience gave me a realistic preview of my field of interest.
___ I was able to assume additional responsibility as my experience increased.
___ The work environment encouraged me to provide feedback and input.
___ I was treated on the same professional level as the other employees.
___ The work I did was challenging and stimulating.
___ There was enough work to keep me busy.
___ My supervisor showed and explained other areas of the business that were not related to my specific task.
___ I feel I am better prepared to enter the work world after this internship.
___ I feel a permanent job offer will develop from my internship experience.
___ I feel I can get a good reference from this company/organization.

Reviewed by Faculty Advisor_______________________ Date _____________

Reviewed by Director, Career Planning _______________ Date _____________
# INTERNSHIP FINAL EVALUATION

To be completed by Site Supervisor

<table>
<thead>
<tr>
<th></th>
<th>Check the appropriate rating</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>RELATIONS WITH OTHERS</td>
<td>__ Exceptionally well accepted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Works well with others</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Gets along satisfactorily</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Works very poorly with others</td>
<td></td>
</tr>
<tr>
<td>JUDGMENT</td>
<td>__ Exceptionally mature</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Above average in making decisions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Usually makes the right decision</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Often uses poor judgment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Consistently uses bad judgment</td>
<td></td>
</tr>
<tr>
<td>ABILITY TO LEARN</td>
<td>__ Learns very quickly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Learns rapidly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Average in learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Rather slow to learn</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Very slow to learn</td>
<td></td>
</tr>
<tr>
<td>ATTITUDE TO WORK</td>
<td>__ Outstanding in enthusiasm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Very interested and industrious</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Average in diligence and interest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Definitely not interested</td>
<td></td>
</tr>
<tr>
<td>DEPENDABILITY</td>
<td>__ Completely dependable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Above average in dependability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Usually dependable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Sometimes neglectful or careless</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Unreliable</td>
<td></td>
</tr>
<tr>
<td>QUALITY OF WORK</td>
<td>__ Excellent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Very good</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Average</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Below average</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Very poor</td>
<td></td>
</tr>
<tr>
<td>OVERALL RATING</td>
<td>__ Excellent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Very good</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Average</td>
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<tr>
<td></td>
<td>__ Marginal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__ Poor</td>
<td></td>
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</tbody>
</table>

Student:  
Semester/Yr:  
Site Supervisor:  
Faculty Advisor:  
Internship Site:  
Total Hours Worked:
<table>
<thead>
<tr>
<th>ATTENDANCE</th>
<th>___ Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___ Irregular</td>
</tr>
<tr>
<td>PUNCTUALITY</td>
<td>___ Regular</td>
</tr>
<tr>
<td></td>
<td>___ Irregular</td>
</tr>
</tbody>
</table>

Comments regarding the student’s preparation for the position (ie: communications and computer skills.)

Comments on the student’s strengths.

Comments on the student’s academic or personal areas that can be improved.

What overall comments would you make to the student’s faculty sponsor about his/her performance?

Would you be interested in having another Coe College intern work with you in the future?

___ Yes   ___ No

If possible, please review your evaluation with the student before he/she leaves the internship.

Site Supervisor Signature _______________________________ Date ______________________
Student Signature _______________________________ Date ______________________
Reviewed by Faculty Advisor _______________________________ Date ______________________

PLEASE PROVIDE A COPY OF THIS EVALUATION TO THE STUDENT AND FACULTY ADVISOR