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PLEASE NOTE: Information contained in this *Handbook* may be used interchangeably for all internship and practica in these participating departments.
INTRODUCTION

The following pages make up a step-by-step guide for completing a successful internship at Marylhurst University. Students are to follow this guide and complete the steps as outlined. The internship program is restricted to students who have been admitted into a degree program.

The intent of the program is to allow students to apply knowledge they have gained in their studies and to learn as much as possible through real-world experience. The internship usually follows the completion of the core requirements in the student’s major. The core courses are designed to expose students to the nature and philosophy of the discipline, theories and principles, program planning and management, and assessment and evaluation methods. With that in mind, the administrative portion of the process is fairly easy to complete.

Please note the following important components of the program:

- Undergraduate students complete an internship when they have reached junior or senior status.
- Students must meet guidelines of the internship program and academic department to gain credit.
- Students must work with Marylhurst Career Services to gain academic credit.
- Students must meet all of the internship guidelines established as the foundation of the program.

The academic departments that currently participate in the undergraduate internship program are:

- Business and Leadership
- Communication Studies
- Culture and Media
- English Literature and Writing
- Human Sciences
- Interdisciplinary Studies
- Religious Studies
- Science and Mathematics

The academic departments that currently participate in the graduate internship program are:

- Master of Business Administration (MBA)
- Master of Arts in Interdisciplinary Studies (MAIS)
- Master of Science in Food Systems and Society (FSS)

INTERNSHIP OBJECTIVES AND OUTCOMES

Program Objectives
Internships are designed to expand the depth and breadth of academic learning for students in their particular areas of study. It is an opportunity for a student to receive credit for the application of theories learned in the classroom to specific experiences in the community. An internship can also heighten individual awareness of community issues, motivate learners to create opportunities, embrace new ideas, and give direction to positive change. A successful internship can give a student valuable information in making decisions about the direction of future studies or employment.

Program Outcomes
Through the internship program, it is intended that students will be able to:

- Understand and reflect on their learning in the internship setting
- Demonstrate positive professional behaviors in the workplace
- Build and maintain professional relationships internal and external to the internship site
- Identify, clarify or confirm professional direction as it relates to their studies
CRITERIA FOR SELECTING 
AN APPROPRIATE INTERNSHIP SITE

In accordance with Marylhurst Career Services’ affiliation with the National Association of Colleges and Employers (NACE), the university upholds the standards set forth by NACE in determining the legitimacy of an internship. To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually — is educational, the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

INTERNSHIP PROCESS

Step One: Internship Orientation

Marylhurst University interns may elect to complete the orientation process online or via the on-campus orientation meetings scheduled each term. Students are only required to complete the orientation process once, regardless of which term they may complete their internship. The current University Web Calendar lists the time and date of orientation meetings each term. Details can also be found on the Career Services Webpage.

Students choosing to complete the online orientation must submit the Online Orientation Quiz to verify completion of the orientation. The Online Internship Orientation website address is: http://www.marylhurst.edu/careerservices/internshiporientation.php, which includes a link to the Online Orientation Quiz on My Marylhurst.

Step Two: Selecting and Applying to Your Internship Site

Students are expected to find their own internship sites with support from Career Services. Students bring varied academic backgrounds and an assorted array of practical interests to the internship. The first step is to secure a complementary site that matches your educational background and career interests. Placements for students can often be difficult to find, and some students need a long lead time to search. The careful selection of an internship site is the most significant step in this creative process. Please refer to Criteria for Selecting an Appropriate Internship Site for assistance in determining whether a site will be suitable for an educational experience.

Referring to Career Services for Assistance

The Office of Career Services must approve of internship placement sites. The appropriateness of the site is based on the student’s academic degree plan and their individual career goals. Current listings for site opportunities include experiences which may fit a variety of educational backgrounds. Please consult Career Services on the LinkedIn Marylhurst University Career Network for current internship postings and a list of employer partners who have supported interns in the past. Career Services is also available to help you strategize and identify possible sites.
Selecting Your Own Internship Site
In many cases, students may elect to create internships in new or unusual sites. This may be done through pursuing contacts such as classmates, instructors, family, or friends to become aware of opportunities in the community. Career Services is available to assist students in determining the appropriateness of sites and must approve the final selection. Students are encouraged to use and develop network contacts for locating their sites.

Using Current Place of Employment for Internship Site
Students may establish an internship at the business or agency where they are currently employed. Students must then demonstrate the following: 1) They will be performing in roles other than their usual jobs; 2) their internships will provide the opportunity for new learning related to their degrees; and 3) appropriate supervision will be provided by someone other than their current supervisor or manager. Any internship established at the student’s current work location must not interfere with the student’s regular job duties. If the above accommodations can be made for the internship, and the student reviews these details with Career Services, then the internship can proceed.

Application and Interview at Potential Internship Site
When a potential internship site has been selected, the student is required to make contact with a site supervisor there. Initial contact with the site supervisor may include a telephone call, email or letter. Application with some organizations may require a resume and cover letter and in most cases, an in-person interview with the site will be necessary. This interview should take place well in advance of the internship’s start date. In the introductory meeting, explicit expectations need to be set by both parties. These expectations include the learning the student expects to gain from the experience, plus a discussion of the time commitment required by the site and Marylhurst University. At this initial meeting, students should provide the site with appropriate material including the Site Supervisor Guide, a copy of the Internship Handbook and a link to the Evaluation Forms. Career Services is available to assist students with their application process and review application documents as needed.

Step Three: Registration Procedures

After selecting an internship site, as well as a start date, students register for internships using the Internship Registration form available in the Office of the Registrar and online. The registration form requires the signature of the Career Services internship instructor and the student’s academic adviser.

At the time of registration the Internship Instructor will also enroll the student into the Internship Program Moodle Site, for online course support. This community group allows for direct communications between all student interns with each other and the instructor, for mutual support and guidance. Important announcements and reminders will be shared here. The site also contains valuable internship resources provided by Career Services, along with direct access to all internship program documents and forms needed for successful course completion. In addition, students may also use this site to submit documents and final assignments into online Drop Boxes.

The course numbers for internships can be found within the specific departmental listings. Internships are graded on a Pass/No Pass (P/NP) basis only. Students need to register for a specific number of credits for an internship. Credit requirements will vary by academic program. The number of credits is based on the Catalog in effect during the term the student is admitted as a degree-seeking student to the university, as well as the requirements of individual academic departments. Students must complete 30 hours of supervised time for each internship credit. For instance, a five-credit internship requires 150 hours of supervised internship activities; a three-credit internship requires 90 hours.

Finally, internship credit and work may be spread over several terms. For instance, a student required to take five credits of internship may elect to register for three credits in one term and complete two additional credits in the next term. A student must complete the internship and all course deliverables within one year of registration date.

In addition to registering, students must also submit the Waiver and Release of Liability form to Career Services before starting the internship.
Step Four: The Internship Learning Contract

The internship Learning Contract is an agreement between the student and the site supervisor. The contract serves as a starting point for the experience and will help clarify expectations and formalize the process. Through the contract, the student sets learning objectives, goals and activities pertaining to the pending internship. The contract also aids the student later in evaluating their experience. The Learning Contract is the most important document students create as part of the internship experience.

The site supervisor and the intern share responsibility for determining the tasks and learning components in the internship. The student should initiate the contract with the site supervisor within the first week on site or before. In preparation for writing the internship contract, the student and supervisor need to identify specific skills, abilities, and experiences they would like to develop or participate in during the internship. The student and supervisor should negotiate schedules and agree on what is reasonable to accomplish within the internship time period. The finalized contract also serves as a tool in analyzing performance and correcting or avoiding potential problems during the internship.

A detailed internship contract may save you a great deal of wasted effort later. It is important that you and the site supervisor are in agreement with your objectives and plans that may prevent any later misunderstandings. A copy of this contract should be submitted to the internship coordinator within two weeks of starting your internship. Lastly, the contract should contain a tentative timetable for completion and a plan for how the work you have completed will be documented.

1. Identify key desired learning outcomes. Draw from the learning principles and theories of your coursework. Chose those you will apply to your internship.
2. Identify your internship goals for personal, professional, and educational development.
3. Define the internship activities. The contract is similar to an individualized job description that outlines your duties and responsibilities.
4. Design performance benchmarks. The intern should receive regular feedback throughout the progression of the internship.
5. Create a time line for completion. Specify the number of hours and days of the week that you are able to commit.

Keep the following criteria in mind:

- Is the internship contract relevant to the student’s academic background?
- Are the contract goals and learning outcomes clear?
- Are the internship activities challenging and interesting, and will they help the student achieve the learning outcomes defined?
- Is appropriate support and supervision available?
- Is the action plan feasible?
- Can the project be done in the available time period?

Writing the Internship Learning Contract

Please refer to the Internship Forms section of this Handbook for an SAMPLE of a Learning Contract.

The following guidelines should be used in writing the internship contract. The contract should be typewritten and without error. The format of the contract is standardized, yet each contract is individualized and specific to the internship site. Please include the following information in the contract:

General and Contact Information
- Student name
- Student ID number
- Student home address including city and zip code
- Student preferred phone number and email address
- Academic term(s) of registered internship (for example, Winter 2015)
- Start date of internship
- Course number (for example, CCM 494)
- Number of credits registered
- Internship site name
- Internship site address including city and zip code
- Internship site supervisor name
- Internship site supervisor preferred phone number and email address

**Learning Outcomes**
Identify the academic learning outcomes that you will address in your internship. You may refer to your academic program outcomes (in the University Catalog) as well as individual course outcomes (in syllabi and course descriptions) to help identify your key learning outcomes for the internship. Learning outcomes should be academically focused:

- **Example**: Demonstrate effective listening and interpersonal communication skills in a small group setting
- **Example**: Expand practical knowledge of successful grant-writing processes and procedures

**Internship Goals**
Write a brief list of goals you would like to achieve during your internship. These goals might include, but are not limited to, personal, professional, and educational goals.

- **Example of personal goal**: To increase my skill in resolving conflict, being assertive, and working with a diverse group.
- **Example of professional goal**: To develop an understanding of the responsibilities and working conditions of a mediation board.
- **Example of educational goal**: To apply classroom learning related to alcoholism and treatment methods to real-life experiences in the field and to expand that learning.

**Internship Activities and Performance Benchmarks**
Describe the activities you will engage in during the internship process. Each activity should support achieving the learning outcomes and goals you have outlined. Discuss the specific responsibilities of the work you will be doing. Many sites will provide students with a list of responsibilities. Such a list reads very much like a job description and can be used in writing the description of activities for your internship.

- **Activity example**: To increase my skill in resolving conflict, being assertive, and working with a diverse group, I will conduct weekly team debriefings. In these meetings, I will encourage all members to discuss problems openly at the site and I will act as a facilitator for resolution of conflicts in the meetings.
- **Activity example**: To gain an understanding of the responsibilities and working conditions of a mediation board member, I will accompany a board member through one week under normal working conditions and assist them as necessary. I will also write an analysis of the experience at the end of the week and review it with the mediator for their input.
- **Activity example**: To apply classroom learning related to alcoholism and alcohol treatment methods, I will read *Alcoholism Causes and Cures* by Rudy Knowles and write a two-page summary of the key concepts. Additionally, I will seek my site supervisor’s input and support in availing myself to new learning related to current treatment methods.

**Reading Component (if applicable)**
Discuss any written material you will use to aid in your learning experience. This material may include handbooks, training manuals, videotapes, DVDs, or brochures provided by the site supervisor. Typically, a site supervisor will have suggested reading which will give an intern current knowledge related to the experience. Provide a reference list with the contract. The student and site supervisor should anticipate that this component of the contract might change and grow throughout the experience. Any additions to the reading list should be included in a final reference list, which can be included with the internship report.

**Research Component (if applicable)**
Some internships may include a research component. This component will vary in size and scope for each experience. Typically, the site supervisor will identify a need for research and include it as part of the experience. Research is site specific but might include library research, interviews, consulting with subject matter experts, phone calls, or use of questionnaires. If a research component is part of the internship, it should be approved by the adviser, outlined in this contract, and summarized in the internship report.
Training Component
Discuss any required training that is part of your internship and provided by the site. Comment on time requirements. Are they reasonable for this experience?
- Example of training requirement: As part of my internship at the crisis line, I am required to attend training sessions for three weeks prior to working with clients. This time will not only increase my personal knowledge related to crisis handling, but will also become part of my overall internship hours.

Professional Network Development
Developing one’s network of professional contacts and mentors is an essential component of career management. Discuss the ways you will incorporate the development of professional relationships both on- and off-site. Examples can include participation in professional organizations/associations, attendance at community events and educational trainings, and doing informational interviews with professionals in your field of interest. What connections can the internship experience help you cultivate? As a requirement for this course, students will be expected to submit a one (1) page summary of one (1) informational interview they have done, along with their final internship report at the end of the internship. A form for this assignment along with supportive documents is available in the Moodle Course site and on My Marylhurst.

Internship Schedule and Completion Timeline
The intern and site supervisor should create an on-site work schedule. The following should be included: how many hours you will work per week, what days you will work on site, and what amount of work will be done off-site (if any). Also, the expected completion date of the internship should also be agreed upon and articulated here.

Additional Information or Concerns
If you wish to include any additional information or have any additional concerns related to this experience, summarize them at this point. Include how you will address any concerns.

Signatures: Both student and site supervisor should sign and date the contract and return it to the internship instructor within two weeks of starting the internship.

Step Five: Documenting Time and Activities
The focus of the internship program at Marylhurst University is a high quality, hands-on process, completed at an appropriate site. What actually happens at the site should be clearly laid out in the contract process between the student and site supervisor. Because an internship is a learning experience, several steps need to be taken to guarantee that it is appropriately documented, is relevant to the student’s goals, and is of the highest quality possible. These steps include maintaining a time-and-activity log and scheduling meetings between the student and site supervisor.

Time-and-Activity Log
At the beginning of the internship, a set of blank Time-and-Activity Logs can be printed from My Marylhurst or the Internship Program Moodle Site. The log is a simple form that you use to record the amount of time spent in activities related to the experience and a brief accounting of the tasks accomplished. An entry in the activity log should be completed each time the student is at the site. When a log form is filled, hours should be tabulated and the site supervisor should sign the form. Logs will be maintained and turned in at the end of the internship as part of the internship report.

- Interns should track their time and activities using this (or a similar) time sheet system. The time sheet may cover a week, a month, or a quarter — whatever is appropriate to this internship. It is acceptable for the student to use a different form as long as all pertinent information is included.
- Activities that are mentioned on the time sheet should be consistent with the goals and expectations outlined in the internship learning contract. If substantial changes occur in the nature of the internship, the contract should be renegotiated and an updated contract submitted to the internship instructor.
- Once the internship is complete, all time sheets must be handed in along with the internship report, the site supervisor’s evaluation, and the intern’s evaluation. To receive a grade in a particular term, all materials must be received by the last day of that quarter.

Please refer to the Internship Forms section of this Handbook to view the Time-and-Activity Log.
**Accumulating Hours**

Students are expected to complete 30 hours for each academic credit of an internship. For instance, a three-credit internship equals 90 hours. The key to accumulating hours is to have your site supervisor’s approval for how you are using your internship time. This approval is registered when the supervisor signs a time-and-activity log.

The various ways you may accumulate hours are listed below:
- Internship interview and orientation.
- Any training related to the internship.
- On-site hours.
- Any meetings related to the internship including any time spent with the site supervisor or the internship instructor.
- Research related to the experience and approved by the site supervisor. (Research is not part of every internship, but if it is appropriate it might include library research, information-gathering interviews, and writing a research report. A summary of the written report should be included as part of the internship report which is due at the end of the experience.)
- Time spent reading material approved by the site supervisor.
- Writing the Final Internship Report for the internship course.
- In some instances, extended travel time may be accumulated toward the hours required for an internship. Accounting for travel time requires prior approval by the internship instructor.

**Meetings with the Site Supervisor**

Regularly scheduled, face-to-face meetings or performance reviews between the student and site supervisor provide the opportunity to evaluate the success of the intern and the experience. At these meetings, the internship contract can serve as the basis for evaluating the student’s progress and making related adjustments in the student’s performance. The internship time-and-activity log should also be reviewed and signed by the site supervisor during these meetings. Meetings will vary in frequency for each internship. It is suggested that students meet with their supervisor once each week.

**Step Six: The Final Internship Report**

Students are required to report on their internship experience through a written paper at the end of their experience. The report summarizes and assesses the value of the experience using program outcomes and the original learning contract as a guide. The report is a graded document, and therefore must be correct in spelling, grammar, and punctuation as well as content. The report should reflect not only the “what” of your experience but the “how,” with appropriate examples. A well-written internship report can serve as a major marketable element of your post-graduation job search. **The standard length of the report for undergraduate students is a minimum of five (5) typewritten, double-spaced pages. Interns at the graduate level are expected to complete a minimum of eight (8) pages.**

**Please address the following questions when preparing the report:**

**Learning Outcomes:**
- Which learning outcomes did your internship intend to address, and did you learn what you hoped?
- How did you apply theories and concepts learned in your academic program — especially in your major — to your internship? (please give examples from any of your courses)
- What was the new learning for you, and how it might serve you in the future?

**Internship Goals:**
- How did the internship experience relate to your personal, professional, and educational goals?
- Were you able to achieve your internship goals? Please describe and give examples.
- How did you advocate for your own learning on-site, in relation to your internship goals?

**Internship Activities:**
- What were the main activities of your internship? How did the activities help you fulfill your learning goals?
- In what ways were the learning activities challenging and meaningful?
- What strengths of prior knowledge, skills and experience did you bring into the internship?
Reflection:
- Provide an overall evaluation of the internship, including the wisdom and insights gained.
- What values surfaced in terms of social, cultural, political, economic, and ethical implications?
- How has your awareness of cultural, community and/or organizational issues, been expanded or changed?
- How has your internship experience influenced your professional direction and career goals?
- Were you able to build positive professional relationships and take advantage of internal and external networking opportunities?

Feedback:
- What recommendations would you give to improve the internship experience, as it relates to your site?
- What recommendations would you give to improve the internship experience, as it relates to Marylhurst support/instruction?

Important Documentation:
- Discuss the merit of your research (if applicable) and how it was utilized.
- Include documentation or attachments that may serve as a sample of your work or project.
- Attach a copy of the resume/cover letter used to apply for the internship (if applicable)
- Attach the Informational Interview Summary as verification of the network development component of your contract. What did you learn from your interview about your field of interest and a possible career in it?

*Internship reports should be submitted via the Internship Program Moodle Site or directly to the instructor at the end of the internship term.*

**Step Seven: Progress Reports and Final Evaluations**

The site supervisor is asked to meet with the student midway through the internship and complete a *Mid-Point Progress Report*.

They should also complete a *Site Supervisor Final Evaluation* at the end of the internship. *Both of these documents are online forms, accessible by web links. The student should provide these links to the supervisor early in the term, so they are familiar with them.* By filling out these online forms, information is automatically transmitted, with supervisors providing valuable information to Marylhurst Career Services and the internship instructor.

The student is asked to meet with their supervisor to discuss the *Mid-Point Progress Report* and must also complete a *Student Final Evaluation* of the experience, available via an online form accessible by a web link. *The Final Evaluation form should be submitted at the end of the internship.*

Please refer to the *Internship Forms* section of this *Handbook* or the Internship Program Moodle Site for links to all forms.
**SITE SUPERVISOR RESPONSIBILITIES**

The site supervisor plays a vital role in the success and quality of an internship. The supervisor should be an experienced professional who has been selected by the site in collaboration with the university to oversee and evaluate the student intern. The following is a general list of supervisor responsibilities. This list may change or grow, depending on the supervisor, the student, and the planned internship.

- Provide current job descriptions of potential intern opportunities to the internship coordinator at Marylhurst University on a regular basis. This information will aid students in selecting potential sites.
- Schedule a personal interview with potential interns and discuss parameters of the available position including the site’s contribution to the intern’s learning, how supervision will be provided, and time commitments at the site.
- Inform the student of all relevant personnel policies and procedures.
- Meet with the intern in the first week to develop the internship learning contract.
- Provide activities that are both challenging and consistent with the goals of the student.
- Provide the intern with any necessary training related to the experience. The training aspect of the program may also include relevant reading material, videotapes, DVDs, or company manuals.
- Schedule regular meetings with the intern. These meetings provide an opportunity to evaluate the progress of the intern and to make appropriate adjustments. The internship time-and-activity log should also be reviewed and signed by the supervisor at these meetings.
- Complete the Mid-Progress Form and Final Evaluation. Links to the online evaluations should be provided by the intern to the supervisor early in the experience.

**INTERNSHIP PROGRAM POLICIES**

- Students are required to follow all procedures outlined in the Internship Handbook. Any exceptions must have prior approval from the respective department chair and the Career Services internship instructor.

- Students should complete 30 hours of time applied towards their internship for each registered credit. Three credits equates to 90 hours of internship hours. It is the responsibility of the intern and site supervisor to agree upon a schedule of completing those hours.

- If difficulties arise in the internship, it is the first responsibility of the intern and site supervisor to attempt to work things out. However, the Marylhurst internship instructor is a resource for both supervisor and intern to call upon for assistance.

- An internship is taken for a Pass/No Pass (P/NP) grade only. The student is responsible for obtaining, completing, and turning in all forms, papers, and evaluations on time to the appropriate office. A No Pass (NP) grade will be posted if all steps in the internship process are not completed.

- If the internship is not completed within one term, the student must request an In-Progress (IP) grade from the internship instructor prior to the last week of classes in the term. In most cases an IP can only be granted if a learning contract is on file with the internship instructor. The IP status is reassessed each term, contingent upon students showing progress in fulfilling course goals. The internship must be completed within one year.

- Students who elect to spread their internship credit over two or more terms will complete final evaluations and the internship report at the end of the final term of their internship.

- Students may elect to complete two internships if approved by their academic adviser. For instance, three credits of an internship may be completed at one site and an additional two credits could be completed at another site. If an internship is split between two sites, students will complete two courses, including two separate learning contracts.

- In order to comply with federal financial aid regulations, students pursuing internship credits and utilizing financial aid as payment towards their internship course tuition must be actively engaged in the internship during the term in which it is registered. For example, if a student registers for internship credits during fall term, the student must start performing their hours at the internship site during that term.
SAMPLE Internship Learning Contract

Name: Mary L. Hurst
Student ID#: 125765
Student Address: 1220 SW Tollhouse Avenue, Portland, OR 97211
Student Phone/Email: h) 503.246.0000 (w) 503.685.0000 / marylhurst@email.net
Internship Start Date: April 1, 2015
Academic Term (s): Spring-Summer 2015
Dept Course Number: CCM 494
Number of Credits: 4 (2 Spring, 2 Summer)
Internship Site: Mental Graphiks Corporation
Site Address: 8005 SW Boeckman Rd, Wilsonville, OR 97070
Site Supervisor: John Doe, Compensation/Benefits Manager
Site Supervisor Phone/Email: 503.555.0000 / johndoe@mentalgraphiks.com

Desired Learning Outcomes:
1. Formulate ideas and express them with clarity and accuracy in both oral and written communication.
2. Demonstrate effective communication skills in group and interpersonal setting.
3. Accomplish a practical professional task in a specific communication setting.

Personal Goal: To increase and develop my skills in influencing and resolving conflict.

Professional Goal: To apply my current strengths and knowledge while developing new skills and increasing my knowledge of communication and business management. Specifically, an opportunity to, redesign and implement the salary planning and performance evaluation processes for the Human Resources Department and world-wide managers of Mental Graphiks Corporation.

Educational Goal: Apply classroom learning related to small group communication, organizational communication, intercultural communication and interpersonal communication.

Internship Activities and Performance Benchmarks
1. Conducting focus groups to gather their feedback on the “current state” and needs assessment of the salary planning and performance evaluation processes. Benchmark: Focus groups and summary report completed by week 6 of spring term.
2. Preparing and presenting a project proposal for Senior Management approval. Benchmark: week 7 proposal submitted
3. Researching, evaluating, selecting, negotiating and implementing, with a small team, a Web-based salary planning and performance evaluation feedback tool. Benchmark: Completed by week 1 of summer term

Reading Component: Read various trade magazines and websites to aid in the selection of salary planning and performance evaluation feedback tools.

Research Component: Research and evaluate by reading, demonstrations, and feedback from other organizations Web-based salary planning and performance evaluation feedback.

Training Component: Develop training materials and conduct training sessions on the new processes.

Professional Network Development: I will interview a member of senior management in human resources to learn more about building a career in the field of training and development. Obtain a student membership in the American Society for Training and Development and attend one of their networking events.

Schedule and Completion Timeline: Will work Mon-Wed-Fri from 9am-1pm on site; additional hours off site as needed for research/writing; Internship will be finished on

Additional Notes/Concerns: All components of the internship may exceed the allotted 120 hours.

Student signature and date  ________________________________

Site supervisor signature and date ________________________________
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______________________________  ______________________________
Intern Name                   Intern Signature
______________________________  ______________________________
Supervisor Name               Supervisor Signature

Date ____________________________
Overview: Developing one’s network of professional contacts and mentors is an essential component of career management. These contacts can help you deepen your understanding of your chosen field or industry and they can be advocates during a job search. What are the ways you can incorporate the development of professional relationships both on- and off-site during your internship experience? Examples include: participation in professional organizations/associations, attendance at community events and educational trainings, and doing informational interviews with professionals in your field of interest.

Assignment: For your internship course, you are required to submit a one (1) page narrative summary of one (1) informational interview you’ve conducted with a professional in your field of interest. What do you wish to learn from this person? Below are categories and sample questions to consider:

Ask about the individual:
- How did you choose this career?
- What is your training? Your experience?
- What are the duties performed during a typical day? How much variety is there on a day-to-day basis?
- What do you like the most about it and why? Least?
- What do you see for your future?

Ask about the career and the industry:
- Who are the primary customers that this industry serves?
- How are technology, customer demand, and regulations affecting the industry?
- What are you most excited or concerned about for this industry/company/career path in the future?
- What is the job outlook over the next few years?
- What are the leading organizations in this industry?

Ask about the working conditions:
- How demanding is the work – physically, mentally, emotionally?
- How is employee morale? Turnover?
- How much travel is involved?
- Is there time for family life? For hobbies and outside interests?
- Do you work alone or with other people?
- Do you deal mostly with data, people or things?

Ask about opportunities:
- Are there opportunities for advancement? For professional growth?
- Is there job security? Financial security?
- How do salaries compare with other careers?
- Where are the best employment prospects? Is mobility a necessary factor for success?

Ask about entering the field:
- Is it difficult to enter the field after you get your training? Is there a best approach?
- Do you recommend certain training or certifications? Why?
- What are the qualities and abilities employers are looking for?
- What are the main or most important personal characteristics for success in the field?

Ask near the end of the interview:
- Would you do it over again?
- What other advice do you have for me?
- Will you give me the names of three others I might visit with? (get name, company, job title, phone)
- May I tell them you referred me?

After the Interview
- Be Sure to Get the Person’s Name and Address so You Can Send a Thank-you card today!
INTERNSHIP EVALUATION FORMS

Students and supervisors are asked to complete evaluation documents as part of the internship course. Below are direct links to these online forms. Student should provide appropriate form links to supervisors. Your Marylhurst internship instructor will make every attempt to remind students and supervisors when these documents are due; however, it is the responsibility of each student to fulfill these requirements in a timely manner. These links are also provided in the Internship Program Community Moodle Site.

Mid-Point Progress Report (click this link to access form)
Due: By week 4 of the internship
Purpose: To assess learning, progress and satisfaction of the internship to-date by both parties.

The following questions are addressed in the mid-point progress report:
- How was the student's orientation and adjustment to the work setting?
- How has the student's work in the internship met your expectations thus far? Is the student achieving their learning goals?
- Have any difficulties arisen that have hindered good progress with the internship?
- Have there been any notable accomplishments or contributions that have enhanced the internship?
- Would a site visit or personal meeting with Marylhurst's internship coordinator be helpful?
- What additional information do you wish to share about your experience supervising a Marylhurst intern?

Final Supervisor Evaluation Form (click this link to access form)
Due: At the end of the internship
Purpose: To assess student performance as it relates to professional skills and behaviors demonstrated; to assess overall satisfaction and success of internship.

The following content is addressed in the final supervisor evaluation:
- Dependability and time management
- Initiative and creativity
- Communication and professionalism
- Overall satisfaction and success of experience

Final Student Evaluation Form (click this link to access form)
Due: At the end of the internship
Purpose: To assess quality of student learning and overall experience

The following content is addressed in the final student evaluation:
- Learning and growth
- Training and support
- Professional development
- Overall satisfaction and success of experience
INTERNSHIP PROGRAM
WAIVER AND RELEASE OF LIABILITY

Name (please print): __________________________________________________________________

I have enrolled in the Academic Internship/Practicum course: __________________, a Marylhurst University activity which is more fully explained in the Internship Program Handbook, a copy of which I have seen and read. I understand that participation in this course will require participating in internship/practicum work.

I understand and acknowledge that there are certain inherent risks in my participation in the internship/practicum work. I understand that damage to personal property, risk of personal injury including serious injuries, disability and death could occur from the condition of premises, my own actions, inactions and negligence as well as from the actions, inactions and negligence of others, whether known, or unknown or reasonably foreseeable, while doing internship/practicum work.

In consideration of my being allowed to participate in this activity, I hereby freely and voluntarily accept and assume all risks, dangers and hazards and accept personal responsibility for my participation in this activity. I understand that it is my responsibility to ensure that I have adequate medical, health and accident insurance as well as protection of my personal possessions. If I use my personal vehicle in connection with the activity, I agree to rely solely on my personal vehicle insurance coverage for damage or other liability. I waive any rights I may have, known or unknown, past, present, or future, to assert any claim or file any legal proceeding against Marylhurst University, including its trustees, employees and/or agents, for any injury or damage arising out of this activity including as a result of negligence, active or passive, including negligence of Marylhurst University or its trustees, employees and/or agents. I acknowledge and understand that this waiver and release shall apply not only to property damage and physical harm, but also to emotional injury of any kind.

I acknowledge that I could be held at fault personally if my conduct falls short of what would be considered a reasonable standard for an individual in my position. I release Marylhurst University, including its trustees, employees and/or agents and agree to indemnify and hold them harmless for, from and against any claim, cause of action, expense, cost or liabilities that I may personally incur or any damage or injury to the person or property of others resulting from my participation in the internship/practicum work.

This waiver and release shall be construed broadly to provide a release and waiver to the fullest extent permitted under applicable law and if any portion hereof is later found to be invalid or unenforceable, the balance of this waiver and release shall continue to be in full force and effect.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND WILL BE BINDING ON MY HEIRS AND ASSIGNS. I SIGN IT OF MY OWN FREE WILL.

_____________________________________________________               _________________________
(Student’s Signature)        (Date)
Summary Checklist of Documents/Assignments Required for Internship Course:

Due at beginning of internship:

☐ Learning Contract (signed by supervisor and student)
☐ Waiver and Release of Liability Form (signed by student)

Due midway through internship:

☐ Mid-term Progress Report (online form)

Due at end of internship:

☐ Final Internship Report
☐ Informational Interview Summary
☐ Time/Activity Log (signed by supervisor)
☐ Final Student Evaluation Form (online form)
☐ Final Site Supervisor Evaluation Form (online form)

All documents can be submitted via the appropriate drop box on the course site or to the Internship Instructor directly via email/in-person/fax/mail.