Internship Program Packet

HONS 4800 Internship Instructions

Signing Up for the Internship: Procedures

- Before registering for an internship, you must meet with a GSU Faculty of Record (any faculty member you choose to coordinate your internship), and the signed, completed Internship Agreement must be accompanied by the signed, completed Internship Approval Form. Both forms are included in this packet.

- Before beginning work, and in order to register for the course, the student should supply the GSU Faculty of Record with a signed copy (signed by the on-site intern supervisor) of the Internship Agreement (see form below). This agreement clearly describes what you will do on the job—so both you and the university know your intern assignment is serious work you will learn from.

- The faculty member coordinating the internship will pass the request for the internship to the Honors Program Director which will create a course section specifically for each student and call the student with the reference number for the internship. The student can use the reference number to register for the internship.

- In general, the GSU Faculty of Record oversees and manages the academic aspects of the internship, whereas the on-site supervisor assigns the grade for the internship.

The Faculty of Record has information about internship openings, and will assist you in selecting those for which you are qualified and from which you will benefit most. To help you identify internship possibilities, the Faculty of Record will supply relevant information (names, telephone numbers, addresses, etc.) to contact possible employers, arrange interviews, and to set-up an internship program that is acceptable and useful to the student, the on-site supervisor, the GSU academic advisor, and the GSU Faculty of Record.
Requirements for Internship

Hours for the internship are computed as follows: for every one (1) hour of academic credit the student registers for the student must complete 45 hours on the job. So for example if the student signs up for two hours they will spend 90 hours on the job, three hours=135 hours, four hours=180 hours.

At the completion of the internship, the following are to be turned in to the GSU Faculty of Record:

1. A five page, written description (report) of the internship, including:
   a) A description of the organization in which you worked--how it is structured and the services it provides;
   b) The actual responsibilities assigned to and completed by you;
   c) A detailed self-evaluation; what did you learn? What did you expect? How were your expectations met?
   e) Some recommendations regarding the nature of the structure and workings of the organization and its internship process.

2. Supervisor's Evaluation Form (Copy below)
(To be mailed to the GSU Faculty of Record at the completion of student's internship)
Internship Agreement between Student and Organization

Student: ____________________________________   ID#:___________
Date: _______________

Student Phone Number: __________________   Email: ______________________________________

Discipline (circle one):  HONS 4800    Credit Hours: _______________ (1-4)

GSU Faculty of Record: ___________________________ Phone: _______________

Employing Organization: __________________________________________________________
Address: _________________________________________________________________

Intern's Site Supervisor Name: ___________________________________ Phone: ________________
Intern’s Site Supervisor Email: _________________________________________________________

Employment Dates: ________________________________

Brief Job Description, including weekly time commitment. Attach separate page if needed:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

______________________________ __________         _____________________________ __________
Student Signature                Date         Site Supervisor Signature              Date

______________________________ __________
GSU Faculty of Record Signature   Date
UNDERGRADUATE INTERNSHIP (HONS 4800) APPROVAL FORM

Student Name: ________________________________
Student ID #: ____________________________________
Student Contact Info: ________________________________
Discipline & Course #: __________________________________
Number of Credit hours: ________________________________

Internship Site: _______________________________________
Internship Site Supervisor: ________________________________

______________________________ has met with the faculty below and has been approved to enroll in the Internship. The attached abstract has been accepted by the undersigned faculty.

_________________________ ___________________________
(Signature of Faculty of Record) (Date)

_________________________ ___________________________
(Signature of Site Supervisor) (Date)

_________________________ ___________________________
(Signature of Division Chair) (Date)

To be completed by the Division Office:

Course Reference # and Section ________________________________

Copies to: Student File, Committee Chair, Site Supervisor, and Division Chairperson
GOVERNORS STATE UNIVERSITY
HONORS PROGRAM

INTERNSHIP PROGRAM

Supervisor's Evaluation

Student Intern Name____________________________________  ID#______________

Supervisor ________________________________________________

Organization ________________________________________________

Please evaluate the work of the intern as objectively and honestly as possible. Please include the following information in a brief report on company letterhead:

1. Brief description of actual work done by the intern. (Include average number of working hours per week.)

2. Assessment of how well the above was accomplished.

3. Assessment of the student's training and ability in relationship to the following:

   a) Technical knowledge (research, script writing in professional format, understanding and use of production equipment and techniques).

   b) Ability to relate to the organization and its staff (handling assignments and problems reasonably and intelligently).

   c) Capacity for understanding the needs of customers of the organization (public relations).

   d) Comments and information (use the back of this page, or another page, if needed).

4. Suggested Grade: A, B, C, D, F, or I (incomplete)

5. Please sign and date your report.

Thank you for your cooperation and input in providing our students with valuable educational experience.