

# 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:

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\_\_\_\_\_  
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

## 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.

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