**Tiffin University**

**School of Business**

**Internship Procedures**

***Created: Summer 2013***

**I. Overview of the School of Business Internship Process**

**Rationale:** The balance of scholarship with professional practice is a hallmark of preparation for a business career in Tiffin University’s School of Business (SOB). While preparation in the academic arena is essential for professional development, the SOB Faculty believe that the opportunity to experience firsthand the application of what has been learned in the classroom is also vital. Therefore, prior to graduation, each student is required to arrange for and complete an internship in his or her selected area.

Tiffin University’s School of Business mandates that each student complete an internship of at least 150 hours as a requirement for graduation. This is a minimum requirement and students are encouraged to find more than one internship and/or complete additional hours at the internship location as appropriate. The internship experience is essential and reflects Tiffin University’s commitment to a professionally-oriented education.

**Goal:** The goal of the SOB internship is to assist the student, in consultation with a faculty supervisor, to successfully design and complete a pre-graduation fieldwork experience in a professional practice area relevant to the student’s career objectives.

**Objectives:**  The student will, in the course of successfully designing and completing an internship:

1. Gain practical experience in a professional area related to the student’s studies and career objectives
2. Apply the understanding of theories and standards of practice in the field and develop an interdisciplinary perspective on professional practice;
3. Gain supervised experience to build a resume;
4. Gain supervised experience to build a professional network;
5. Engage in self-examination to determine whether an appropriate career choice was made
6. Reflect on their education through synthesis and evaluation; and
7. Where appropriate, advise the Faculty Supervisor of the student’s perceptions regarding strengths and weaknesses of the student’s educational preparations leading to the student’s degree and internship experience.

**Preliminary considerations:**

Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. The minimum requirements of an internship include a work plan, fieldwork, a résumé, a weekly journal of activities, and a final evaluative paper relevant to the intern’s field of activity. *See Appendix [A] for recommended grading rubric for internship experience.*

Students in the baccalaureate programs must have completed fifty-five (55) credit hours prior to the start of the internship and be in good academic standing in the major (2.50 cumulative grade point average) to enroll for an internship. Additional requirements may be determined by departments. The internship application must be submitted to the Registrar prior to beginning an internship and at least one week before the start of the semester in which the student is requesting enrollment.

**When to Start Planning**

Students are encouraged to begin thinking about their internship in their freshman and sophomore years, as students will need to complete a series of steps before being able to register for an internship. *Please see Appendix [B] for specific workshop and seminar requirements prior to being granted permission to register for an internship.*

Because students cannot register for their internship until they have completed at least fifty five (55) credit hours and are in good academic standing in the major (minimum 2.5 cumulative GPA), this most often means that most internships will be taken during the junior or senior year. Students should not wait until their junior year to apply for internships as in many cases this will be too late.

The internship application must be completed and submitted to the registrar’s office at least one week prior to the start of the semester in which the student is requesting enrollment.

Students can arrange their internships with a variety of organizations including businesses, international entities, non-governmental not-for profit organizations, or federal, state, or local government agencies. Just as will be the case with the hunt for a job after graduation, a student is advised to use all personal and professional resources and contacts in order to locate internship opportunities.

Tiffin University also participates in some internship programs that provide outstanding academic and internship opportunities. Three of these programs are:

Washington Center Internships, Washington, D.C.

The Washington Center Internship program offers internships for students of all majors in Washington, D.C. A participating student works full time in his or her chosen field in a placement which matches individual interests and skills. While gaining valuable work experience in his or her career area, the student receives 12-15 hours of Tiffin University credit. Housing arrangements can be made through the Center. Financial aid and scholarships are available for those who qualify. Additional information can be found at The Washington Center website www.twc.edu.

Washington Semester Program, American University, Washington, D.C.

The Washington Semester Program offers students the opportunity to participate in an internship in addition to coursework and seminars. Students will register for and receive credit for 12 – 15 hours at Tiffin University. The course work and internship experience are directly related to the student’s major. Areas of study are not limited to any one major and include, American Politics, Islam and World Affairs, Global Economics and Business, International Environment and Development, and Journalism. There are also opportunities for international travel and learning. Additional information can be found at <http://www.american.edu/spexs/washingtonsemester/>.

**Graduate Student Internship Experiences in Bucharest, Romania**

Tiffin University has offered an Executive MBA in partnership with the University of Bucharest (Romania) for over a decade. Any qualified student in good academic standing has the opportunity to intern in Romania with either the Department of Commerce at the U.S. Embassy or with Sievco, a local software company. Students register for graduate courses through Tiffin University which are taught onsite over multiple weekends. Students work directly with a faculty from the School of Business to assist with logistics (duration, class schedules, housing, site location, etc.).

*More information on these programs and others is available from the Office of the Dean, from the University Career and Internship Services Office, and from faculty.*

**Use of Student’s regular place of employment as an internship site**

Using one's permanent employment as the internship site is permissible, but the employer will need to agree to work with the student and the faculty member to develop a program that is broader than simply the present job the student holds.  For example, the student might do brief exposures to other parts of the organization/business, or participate in a special mentoring program or other career -development experience.

**II. Before the Internship**

**Student Responsibilities:**

The student considering an internship in the School of Business should carefully consider a number of factors before beginning. Serious thought about the whole process should begin months before the actual application is submitted for approval.

1. Review the Tiffin University School of Business Internship website pages (How to Find an Internship, How to Register, Courses, & E-Portfolio) at <http://tuinternships.weebly.com> and/or through the Career Development Office.
2. Arrange an informal review of the process and expectations with a SOB faculty member to assure adequate understanding of SOB expectations.
3. Register and complete the ***Experience*** program with the Office of Career Development. Visit the Career Development Office to do this.
4. Complete the School of Business internship application available online on the Tiffin University (TU) portal.
5. Complete the additional workshop/seminar/activities expected before solidifying an internship site *(see Pre-Internship Check Sheet – Appendix B)*
6. Ensure that you have junior status or higher.
7. Identify a SOB faculty member willing to serve as faculty supervisor for the internship. Generally, this person will be a faculty member with experience and expertise in your chosen career area.
8. Understand that an attitude of nothing less than complete professionalism upon starting an internship is essential. The student must be able to demonstrate the comprehension and application of all that it means to be a business professional. This includes the knowledge base gained in academic study, a sense of respect for self, the host site supervisor, co-workers, the community, and especially those whose lives the intern will be privileged to touch. Dedication to thoroughness on the job, ethical practice, and a scholarly openness to learning from others during the internship are also vital. These will improve the intern’s chances of receiving a positive evaluation and/or letter of recommendation from the host as well as the faculty supervisor.
9. The intern must also realize that he or she represents TU and other SOB students who will follow. The intern’s professional or unprofessional performance will open or close doors for others who follow, and will reflect on the reputation of the SOB and TU.
10. It is the student’s responsibility to identify an internship site; however, this must be done in consultation with a SOB faculty member, and thoroughly discussed before any contacts are made in the field. Students are encouraged to approach SOB faculty for advice on possible internship site availabilities. The Director of Internships and the Office of Career Development have a record of past internship sites, and the student may review this with the supervising faculty member for potential host sites appropriate to the student’s degree and career aspirations.
11. Assure that the SOB online application and all additional paperwork is completed and on file
    1. *Pre-Internship Check-sheet* (Appendix B)
    2. *Application for Internship* (Appendix D)
12. Submit ***an internship work plan*** after consultation with the agency supervisor and submit same to the faculty supervisor before the internship begins (this is part of the Pre-Internship Check-sheet and requires a brief summation of your internship-your plan of achievement at the internship site).
13. Complete a Pre-Internship meeting with the faculty supervisor to ensure all previous steps are completed. \*\*\*If the student will be seeking course credit beyond that for MGT470 or MGT/SRM475, substituting internship or related experience for other coursework, additional permissions are required. This issue arises most frequently with students seeking to use the internship programs at The Washington Center, or American University’s School of Professional and Extended Studies.

*If the student wants to substitute courses, there are some planning guidelines:*

1. NO Gen Ed requirements (HIS, PHI,CUL, COM, MAT, etc) can be substituted unless there is a direct academic substitute in the program.
2. No CORE Courses (such as FIN 301, MGT 495 etc.) can be substituted, again unless there is a direct academic (classroom) substitute in the program.
3. Courses in the major can be substituted, but the student should prepare a paragraph explaining why the internship will, in the student’s mind (and concurred in by the academic mentor/advisor), provide an adequate substitute for the course that is being missed.
4. If a course being substituted out will ONLY be given when the student is off-campus, and the student will not have the opportunity to take the course again before graduating the substitution may be granted. Seniors get more consideration in this than juniors.
5. Students are permitted to split the time over semesters or take more than one semester to accomplish the time if needed, but they should register for the class in the final semester, the one where they expect to complete their work so as to reduce the likelihood of needing an "Incomplete."

**Faculty Supervisor responsibilities:**

The faculty supervisor should, prior to the actual beginning of the internship, do the following:

1. Become familiar with the material on the Tiffin University School of Business Internship website at <https://drive.google.com/a/tiffin.edu/folderview?id=0B9zelzanK4WHWGQxTDloc0NiUUk&usp=sharing> and/or within the internship packet available from the School of Business or the Internship Office.
2. Make sure the student whom he/she will oversee has completed all necessary pre-internship work and is prepared for the internship experience.
3. Work with the student to ensure a detailed “Internship Plan” is drafted and filed with the student’s Internship file in the Office of the Dean.
4. Make contact with the site supervisor and review all party’s expectations in regards to the internship.
5. Verify with the site supervisor that a schedule leading to successful completion of the required internship hours has been arranged.
6. Provide the site supervisor with the faculty supervisors contact information, in the event the site supervisor needs to contact the faculty supervisor.
7. Ensure the students has prepared the internship application and completed all parts of this form before seeking Dean’s approval.

**Site Supervisor responsibilities:**

The site supervisor should, prior to the actual beginning of the internship, do the following:

1. Meet with the student and assist in his or her developing a work plan, including if possible, providing the student with a job description.
2. Discuss general expectations when performing internship duties.
3. Contact the faculty supervisor with any questions about the student and/or internship expectations.

**III. During the Internship**

**Professionalism**: As a representative of Tiffin University, the student must be able to demonstrate and apply what it means to be a business professional. This includes the knowledge gained from academic study, a sense of respect for self and respect for the host site supervisor, co-workers, and the community. Dedication to doing one’s best, ethical practice and a being open to learning from others during the internship are vital. The intern must also realize that he or she represents TU and the SOB. His or her professionalism or lack thereof will either open or close doors for others who follow, and will reflect on the reputation of the SOB and TU.

Professionalism must be the overriding feature of any intern’s conduct during an internship. Basics such as punctuality, an appropriate manner of dress and personal grooming which conform to the host’s requirements, thorough and ethical conduct on the job, respect for and cooperation with host supervisors, and consideration for clients and co-workers are essential to a successful experience. Dedication to scholarship and interest in practicing one’s discipline should at all times be exemplified by the intern.

**During the internship, the intern must:**

1. Maintain a journal of all internship experiences (*a minimum one journal entry per 10 contact hours).*
2. Keep time and hours documented on a time sheet (*see Appendix F as an optional record. Some professors ask that students keep the journal and log within one document*).
3. Make contact with the faculty supervisor to discuss how the internship is proceeding, including any problems, issues, or concerns affecting the internship experience.
4. Provide the site supervisor with a link for his/her online evaluation form available at Tiffin University (TU) portal under Internships.
5. Prepare their final evaluation paper (discussed below).

**During the internship, the faculty supervisor should:**

1. Discuss progress of the internship with the intern and site supervisor in an effort to identify any problems, issues, or concerns.
2. Follow up on any problems, issues, or concerns encountered by the site supervisor or intern identified during the internship.
3. If possible, visit the site supervisor to discuss student’s progress and/or set up a telephone call to do so.

**During the internship, the site supervisor should:**

1. Discuss progress of the internship with the intern and note areas for improvement or satisfaction.
2. Engage in a discussion on professional development with the intern.
3. Serve as a mentor and resource person for the student during the on-site experience.
4. Expect nothing short of professionalism from the student at all times.
5. Complete the student internship evaluation form at the conclusion of the internship experience and submit directly to the faculty supervisor.

**IV. Conclusion of Internship:**

**Following the completion of the internship, the intern must:**

1. Submit to the faculty supervisor a copy of their Journal of internship activities and daily time sheet (these items are part of the student’s portfolio – instructors may require the format of the journals to be submitted in an e-portfolio or in a hard-copy binder).

2. Submit a paper as assigned by the faculty supervisor addressing (at minimum) the following:

1. The difference(s) observed between theories derived from classroom instruction, and the intern’s actual organizational experience.
2. Courses at Tiffin University which the intern feels especially pertinent in preparing them for their internship experience
3. Internship experiences the intern was surprised to encounter and what Tiffin University can add to its curriculum to alleviate surprise to future interns

*Additional requirements of the paper by the supervising faculty may include, but are not limited to:*

* an organizational environment description
  + an exploration of a problem the host organization deals with
  + an examination of the relationship of the experience to the intern’s career choices
  + a review of the internship experience based on the log kept by the intern
  + a review of the literature appropriate to the internship served
* a scholarly discussion of similarities and differences between experience and theory
  + a reference list for all citations
* requiring a length appropriate to the demands of the internship experience and the related literature but minimally 12-15 pages.

The intern must submit one copy of the internship paper to the supervising faculty member. It is recommended that the intern also keep a copy of the paper for his/her personal reference and perhaps to the site supervisor if requested.

1. Send a thank you to the site supervisor together with the host’s copy of the intern’s summary paper if requested.
2. Meet with the faculty supervisor in a post-internship debriefing to discuss the internship experience and review the site supervisor’s evaluation.

**Faculty Supervisor:**

Following completion of the internship, the faculty supervisor will contact the site supervisor, thanking them for allowing the TU intern to satisfy their internship requirements at their agency. TU faculty are encouraged to develop professional relationships with internship agencies, in an effort to provide future internship sites for TU interns, and to provide the agency with any needed assistance TU may be able to provide them in addressing their agency’s needs.

**Final Internship Portfolio**

The Faculty Advisor should also ensure that the student collects all of the required documents and papers (time-sheet, evaluations, paper, etc.) into a single portfolio that will be forwarded via the faculty advisor to the Dean of the School of Business. Upon the faculty advisor’s preference, this portfolio may be in electronic format, web-based, or a bound hard copy.

**Additional Internship Requirements**

1. There will be a minimum of 150 clock hours per 3 semester hours of credit in the BBA program.
2. It is important that students conduct themselves in a professional manner before, during, and after the internship. Failure to do so may result in denial and/or termination of the internship, or revocation of the final grade.
3. *Grading criteria are established by the faculty but it is encouraged that he or she use the grading rubric attached in Appendix A.* The supervisor will grade the student’s performance with the organization. The faculty supervisor will assign the final grade once all of the requirements have been completed.
4. The School of Business reserves the right to add additional requirements appropriate to the individual internship.

Appendix A:

**INTERNSHIP EXPERIENCE GRADING RUBRIC**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Criteria | | | |  |  |
|  | Exceptional | Good | Fair | Poor | *Poss. Pts* | **Pts** |
| *Clarity of expression* | The paper is clear, engaging, original, and focused; ideas and content are richly developed with details and examples (15) | The paper is reasonably clear, focused, and well supported; ideas are adequately developed through details and examples (14-13) | The paper has some focus and support; ideas and content may be developed with limited details and examples (12-11) | The paper has little focus and development; ideas and content are supported by few details and examples (10 & below) | *15* |  |
| *Description, interpretation, analysis and evaluation of professional aspects of internship* | Student is able to clearly articulate the all of the following: observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills and knowledge acquired.(15) | Student is able to articulate most of the following: observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills and knowledge acquired. (14-13) | Student is able to articulate a few of the following: observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills and knowledge acquired. (12-11) | Student does not articulate observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills or knowledge. (10 & below) | *15* |  |
| *Description, interpretation, analysis and evaluation of personal aspects of internship* | Student is able to clearly articulate the all of the following: their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals.(15) | Student is able to articulate most of the following: their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals.(14-13) | Student is able to articulate a few of the following: their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals. (12-11) | Student does not articulate their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals.(10 & below) | *15* |  |
| *Relationship of job to other functions of the organization* | Student demonstrates a clear understanding how his/her work and position relates to the other functions/ divisions of the organization. (15) | Student demonstrates he/she mostly understand how his/her work and position relates to the other functions/ divisions of the organization. (14-13) | Student demonstrates that he/she somewhat understands how his/her work and position relates to the other functions/ divisions of the organization. (12-11) | Student demonstrates he/she does not understand how his/her work and position relates to the other functions/ divisions of the organization. (10 & below) | *15* |  |
| **Writing Ability** | | | | | |  |
| *Structure/organization of paper - Logical organization of ideas that dovetail together in complete concepts.* | Highly organized with complete concepts (15) | Organization and concepts need some restructuring (14-13) | Presentation of ideas difficult to follow (12-11) | No organization and incomplete concepts (10 & below) | *15* |  |
| *Formal/professional language of paper - APA format* | Paper adheres to APA standards; all source material is properly presented and cited. (10) | Paper largely adheres to APA standards; source material and citations are moderately presented in the proper format (9-8) | Paper does not always adhere to APA standards; source material and citations are not always properly presented (7-6) | Paper does not adhere to APA standards; source material and citations are not presented (5 & below) | *10* |  |
| *Grammar (sentence structure, subject/verb agreement, pronoun/antecedent agreement, etc.) - Effective sentence structure and paragraphing* | No errors. Includes clear and concise thoughts (10) | Occasional errors (one or two per page) but includes clear and concise thoughts (9-8) | Several minor errors per page and may or may not include clear and concise thoughts (7-6) | Four or more errors of this type per page and/or does not include clear and concise thoughts (5 & below) | *10* |  |
| *Punctuation, capitalization, spelling/word choice - Correct usage of standard English (proper endings, and tense).* | No errors (10) | Occasional errors (one or two per page) (9-8) | Several minor errors per page (7-6) | Four or more errors of this type per page (5 & below) | *10* |  |
| ***Employer Feedback*** | | | | | |  |
| *Supervisor Evaluation – feedback* | Majority of scores are in the highest percentile level with no scores in the lowest level (35) | Majority of scores are in the middle level with no scores in the lowest level (34-33) | Majority of ratings are in slightly above the lowest possible scores with no more than one scoring in lowest level (33-32) | Majority of ratings are in the lowest possible scores (31 & below) | *35* |  |
| *Faculty site visit/conference call evaluation* | Majority of scores are in the highest percentile level with no scores in the lowest level (35) | Majority of scores are in the middle level with no scores in the lowest level (34-33) | Majority of ratings are in slightly above lowest possible score with no more than one scoring in the lowest level (33-32) | Majority of ratings are in the lowest possible scores (31 & below) | *35* |  |
| *Completed and submitted internship journal* | Majority of scores are in the highest percentile level with no scores in the lowest level (25) | Majority of scores are in the middle level with no scores in the lowest level (24-23) | Majority of ratings are in slightly above the lowest possible scores with no more than one scoring in lowest level (22-21) | Majority of ratings are in the lowest possible scores (20 & below) | *25* |  |

Appendix B:

**PRE-INTERNSHIP CHECK LIST**

All items on this checklist must be completed prior to receiving permission to enroll in any internship course in the School of Business. The student should review the internship eligibility requirements for respective internship courses and consult with the Career Development Office with any questions. The student will forward copies of the completed form to their academic advisor and the School Dean.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Graduation Date (Semester and Year) \_\_\_\_\_\_\_\_\_\_\_\_ Faculty Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Course Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Item to be Completed** | **Date Completed (Semester/Year)** |
| 1. Attended three Professional Development Workshops on campus   * Resume, Cover Letters, & Linked-in Workshop * Networking, Interviewing, Career Fair Workshop * Business Etiquette Dinner * E-Portfolio Workshop (*Sports Management & Hospitality Management majors*) |  |
|  |
|  |
|  |
| 2. Attended at least one Job / Internship Career Fair |  |
| 3. Submitted a resume and reference list approved by the Career Development Office |  |
| 5. Applied for and secured an internship. Upon securing the internship, met with worksite  supervisor for specific internship details and provided all pertinent TU requirements.  Developed a work plan for the internship with the site supervisor including specific  learning outcomes. |  |
| 6. Completed the School of Business Online Internship Application available on the Tiffin University (TU) Portal. |  |
| 7. Met with the Director of Internships to submit and signed the pre-internship checklist. |  |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_*

*Signature of Student Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_*

*Signature of Internship Director Date*

**Appendix C:**

**SCHOOL OF BUSINESS INTERNSHIP REQUIREMENTS**

1. There will be a minimum of 150 clock hours per 3 semester hours of credit.

2. The student will submit a work plan prior to the internship after consultation with the agency supervisor.

3. A journal of activities will be submitted to the Faculty Supervisor.

4. The student will submit a final evaluation paper (minimum length is 12-15 pages). The student will report positive and negative aspects of the internship. The student will relate information learned on the internship with information learned in the classroom. The student will prepare up to three copies of the paper: one for the business, one for the Faculty Supervisor, and one for the School of Business.

5. It is important that students conduct themselves in a professional manner before, during, and after the internship. Failure to do so may result in denial and/or termination of the internship, or revocation of the final grade.

6. A student evaluation form will be given to the worksite supervisor to be completed and mailed to the faculty supervisor.

7. A meeting between the Faculty Supervisor and the worksite supervisor will be arranged at the worksite supervisor’s convenience halfway through the internship to discuss the student’s progress.

***8.*** Additional elements may be required by specific departments by the faculty member responsible for the internship***.***

**E-Portfolio Requirements**

Students majoring in **Sports & Recreation Management or Hospitality & Tourism Management** are required to create an e-portfolio website with [www.weebly.com](http://www.weebly.com) and to include the following pages:

* About Me:
  + This page includes an autobiography with specifics about the student’s career objective. The student also uploads their resume using the Multi-media tab.
* **Organization Profile:**
  + This page overviews the organization where the student interns and includes information such as the organizations website, location (address), phone number, a mission statement, company values, a general description, a profile of the leadership, the organizational structure, and a profile of the site supervisor. Students should not directly cut and paste information from the organization’s website. Information should be cited properly.
* **Work Plan:**
  + The work plan is created after initially meeting with the site supervisor and includes the name of organization, general hours, main duties, the title & contact information of the site supervisor, general goals of the internship, and expected learning outcomes.
* **Journal:**
  + This page includes dated entries (one entry per every 10 contact hours = 15 minimum) describing the experience with one or more paragraphs. Students should also use the multimedia tab to upload the Time Sheet on this page (see appendix F).
* **Projects:**
  + This page includes samples of student work, certifications, and academic or community projects. Upload and label files using the Multimedia tab.

**Appendix D:**

**APPLICATION FOR INTERNSHIP**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is requesting permission to enroll for an internship experience in the

(Student Name)

area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ semester, (major) (year and semester)

Course Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL INFORMATION**

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print) First M.I. Last

Student Identification # \_\_\_\_\_\_-\_\_\_\_-\_\_\_\_\_\_\_\_

E-Mail *(most used)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (*Please include Apt., PO Box & room #)*  City State Zip

Local Day Phone # (\_\_\_\_\_) \_\_\_\_-\_\_\_\_\_\_ Local Evening Phone # (\_\_\_\_\_) \_\_\_\_- \_\_\_\_\_

Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (*Please include Apt., PO Box & Room#)* City State Zip

Permanent Day Phone # (\_\_\_\_)\_\_\_\_-\_\_\_\_\_ Permanent Eve. Phone # (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_\_\_

**I have read the University and School policies on internships and agree to abide by the rules and regulations of the institution and the academic department sponsoring the internship. I understand that all university rules on student conduct and academic honesty apply to me while on my internship. I understand that the obtaining and successful completion of the internship is my responsibility.**

**I understand that some internships require medical tests, criminal background or credit checks, or security clearance applications, and that failure to complete such a check, or failure to pass the check, may render me ineligible for the internship. I understand that Tiffin University has no responsibility for undertaking or performing the background check, and that it is my obligation to ensure I am aware of such requirements and fulfills them. It is my responsibility to be completely honest and forthcoming about any potentially disqualifying information, and failure to do so may violate provisions of the University’s Academic Honesty policy and be grounds for dismissal.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Student Applicant Date

**Internship Application Page 2**

**University Approvals**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** has met with me and I agree to supervise this internship.

Student Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty

2. The Applicant has completed \_\_\_\_\_\_\_ credit hours and meets the 2.50 cumulative point average minimum in the major.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar

3. The Applicant has met with me and I have assigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to supervise the internship. ` (Print Faculty Name)

The student is required to complete \_\_\_\_\_\_\_\_ hours of internship fieldwork.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Dean

4. The Applicant has met with me to discuss student responsibilities and procedures for completing an internship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_\_\_\_\_

Director of Career Development



*Inspiring Professional Excellence*

**INTERNSHIP EMPLOYER INFORMATION**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name Web Address

Supervisor Name Supervisor Title

Supervisor’s E-Mail Address

Address

(Include Department, PO Box, & Room #’s) City State Zip Country

Employer Phone # (\_\_\_\_\_) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_ Employer Fax # (\_\_\_\_\_) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_

Beginning Date of Internship \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

Estimated Number of hours per week \_\_\_\_\_\_\_

Anticipated Ending Date of Internship \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

Type of Experience (*Please Select one):* Full Time Internship Part Time Internship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has consented to participate in the college internship

(**Organization)**

experience for the applicant. On-site supervisor will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**(Print Name)**

Authorized Representative or

On-Site Supervisor Signature

**Tiffin University internship programs require students to apply their learning in a real work setting. Interns are supervised by a faculty member and a site supervisor. The minimum requirements of an internship include a work plan, a resume, a weekly journal of activities, and a final evaluation paper relevant to the intern’s field of activity.**

**Students in the baccalaureate programs must have completed seventy-five (75) credit hours prior to the start of the internship and be in academic good standing in the major (2.50 cumulative grade point average) to enroll for internship.**

**Internship application must be submitted to the Director of Career Development at least two weeks before the start of the semester in which the student is requesting enrollment.**

***NOTE TO STUDENTS:***

***When all signatures have been secured, please forward this form to the Director of Career Development so that the registration can be processed.***

**Appendix E:**

**SCHOOL OF BUSINESS EVALUATION OF STUDENT INTERN**

**Students should e-mail their supervisor the following link to complete the evaluation online:**

We need your help in evaluating the performance of the student working under your guidance. This internship/mentorship does carry academic credit, thus, your evaluation will help us to determine an appropriate grade. Thank you for your assistance and for your time and effort in supervising a Tiffin University student and completing this evaluation on their performance.

Student Name:

Company/Organization:

Supervisor/Mentor Name

Supervisor/Mentor Title

Supervisor/Mentor E-Mail

Supervisor/Mentor Phone

Please estimate the approximate number of contact hours the student performed under your supervision.

\_\_\_ 0-50

\_\_\_ 51-100

\_\_\_ 101-150

\_\_\_ 151-200

Other (please specify)



Please describe the primary responsibilities assigned thus for during the experience



Please evaluate his/her performance on each of the following dimensions

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Above Ave | Average | Below Ave | Poor | N/A |
| Initiative |  |  |  |  |  |  |
| Appearance |  |  |  |  |  |  |
| Dependability |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |
| Writing Skills |  |  |  |  |  |  |
| Organizational Skills |  |  |  |  |  |  |
| Verbal Communication |  |  |  |  |  |  |
| Computer Skills |  |  |  |  |  |  |
| Working with Others |  |  |  |  |  |  |
| Ability to Learn Quickly |  |  |  |  |  |  |
| Industry Knowledge |  |  |  |  |  |  |
| Leadership |  |  |  |  |  |  |
| Ability to Accept Constructive Criticism |  |  |  |  |  |  |

How would you rate his/her performance compared to others of similar age, education, and experience?

|  |
| --- |
| \_\_\_ Among the best we have seen  \_\_\_ Above Average  \_\_\_ About Average  \_\_\_ Below Average  \_\_\_ Among the worst we have ever seen |
|  |

Would you be interested in having more students from our program work with your organization?

|  |
| --- |
| \_\_\_ Definitely Yes  \_\_\_ Probably  \_\_\_ Maybe  \_\_\_ Definitely Not |

Please provide any additional comments regarding the performance of the student.

Thank you for providing an evaluation of the student performance during their internship/mentorship for academic credit.

**Appendix F**

**DAILY TIME SHEET**

*(Undergraduate = 150 Hours / Graduate = 200 Hours)*

|  |  |
| --- | --- |
| Student Name |  |
| Beginning Date |  |
| Organization |  |
| Supervisor’s Name |  |
| Supervisor E-Mail |  |

MONTH: Indicate the number of hours per day/per square

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | TOTALS |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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MONTH: Indicate the number of hours per day/per square

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | TOTALS |
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MONTH: Indicate the number of hours per day/per square

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | TOTALS |
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MONTH: Indicate the number of hours per day/per square

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | TOTALS |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| *TOTAL Number of Hours* |  |