

**INTERNSHIP CREDIT ASSIGNMENT #1**

**LEARNING OBJECTIVES**

Name: _____	ID#: _____	
Major/Minor: _____	Company: _____	
Department: _____	Your Title: _____	
Supervisor's Name: _____	Supervisor's Email: _____	
Supervisor's Title: _____	Hours Worked Per Week: _____	
Start Date: _____	End Date: _____	Gross Hourly Pay: \$ _____

**Instructions:** Identify three learning objectives that you plan to accomplish during your internship credit experience. **THESE SHOULD RELATE TO YOUR MAJOR OR MINOR!** The objectives should indicate what skills and knowledge you will gain, and they should be specific, measurable, and realistic. Please be sure to state an action plan indicating *how* you will accomplish each goal. (If you're taking WCOB 310V credit over multiple semesters, these will be different every time!) **BE SURE TO KEEP A COPY FOR YOUR RECORDS. YOU WILL NEED IT TO WRITE THE FINAL PAPER.**

1. Learning Objective: \_\_\_\_\_  
\_\_\_\_\_

Action Plan: \_\_\_\_\_  
\_\_\_\_\_

2. Learning Objective: \_\_\_\_\_  
\_\_\_\_\_

Action Plan: \_\_\_\_\_  
\_\_\_\_\_

3. Learning Objective: \_\_\_\_\_  
\_\_\_\_\_

Action Plan: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*

**INTERNSHIP CREDIT ASSIGNMENT #2**  
**STUDENT WORK REPORT FORM**

Name: _____	ID#: _____
Major/Minor: _____	Company: _____
Department: _____	Your Title: _____
Supervisor's Name: _____	Supervisor's Email: _____
Supervisor's Title: _____	Hours Worked Per Week: _____
Start Date: _____	End Date: _____
Gross Hourly Pay: \$ _____	

**Instructions:** Objectively rate your experience with this employer using the scale below.

*4 – Excellent    3 – Above Average    2 – Satisfactory    1 – Needs Improvement    N/A – Not applicable*

<b>Work Experience</b>	<b>Rating</b>	<b>Comments (as needed)</b>
• Relationship of work to career goals		
• Training/orientation received		
• Supervision received		
• Level of responsibility assigned		
• Abilities/academic training utilized		
• Communication/cooperation among co-workers		
<hr/>		
<b>Learning Experience</b>	<b>Rating</b>	
• Academic preparation for this job		
• Information, skills, or techniques learned on the job (not learned in class)		
• Relationship of work to academic program		
• Career/professional knowledge gained		
<hr/>		
<b>Personal Development</b>	<b>Rating</b>	
• Self confidence gained		
• Understanding your strengths and weaknesses		
• Improvement of communication skills		
• Improvement of interpersonal/teamwork skills		
• Ability to network with or meet people who contributed to your professional growth		
<hr/>		
<b>Overall</b>	<b>Rating</b>	
• Evaluation of employer and work experience		

- |  |     |    |
|--|-----|----|
| • Did this work assignment meet your expectations?   | Yes | No |
| • Was the time period in which you worked long enough to learn the specific job and participate in appropriate learning experiences? | Yes | No |
| • Would you want to do an internship with this organization again?   | Yes | No |
| • Would you consider this company for permanent placement?   | Yes | No |
| • Would you recommend this as a work site to other U of A students?<br>Why or why not?   | Yes | No |

• Please share any success stories or problem situations that you experienced while working at your internship.

• What new skills or procedures did you learn during your internship credit experience?

• Please elaborate and be specific regarding the following: What is your overall evaluation of your experience with this company/organization, especially in relation to your career goals?

### INTERNSHIP CREDIT ASSIGNMENT #3

## EMPLOYER EVALUATION

**Instructions:** To be filled out by the student's immediate supervisor to evaluate the student objectively, comparing them with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

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

Student Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

#### RELATIONS WITH OTHERS

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others

#### JUDGMENT

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

#### ABILITY TO LEARN

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

#### ATTENDANCE

- Regular
- Irregular

#### PUNCTUALITY

- Regular
- Irregular

#### ATTITUDE – APPLICATION TO WORK

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

#### DEPENDABILITY

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

#### QUALITY OF WORK

- Excellent
- Very good
- Average
- Below Average
- Very poor

#### OVER-ALL PERFORMANCE

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

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What traits help or hinder the student's advancement?

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Additional Remarks

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Has this report been discussed with the student?  Yes  No

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*Student Signature*

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*Supervisor Signature*

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*Date*

## INTERNSHIP CREDIT ASSIGNMENT #4

### TERM PAPER

All papers must conform to the format and outline below. Papers not addressing one or more of the outline items will have to be revised to include the missing items before credit will be granted. This outline must be followed each semester you are enrolled in WCOB 310V.

#### Internship Term Paper Format

- Typed in 12-point Times New Roman font, double spaced, 1-inch margins, free of grammatical and spelling errors
- For students receiving 1 or 2 credit hours: 3-5 full pages in length (not including the cover page)
- For students receiving 3 credit hours: 10 full pages in length (not including the cover page)

#### Internship Term Paper Outline

##### I. **Cover Page**

The cover page must include the following information:

- Your name, student ID number, and your e-mail address
- Your class standing (junior or senior) and your major
- The number of semesters you have received WCOB 310V credit
- The semester for which the paper is being submitted
- The number of WCOB 310V hours you are registered for this semester
- The company you are working for and the title of your position

##### II. **Background**

Provide a one-paragraph description of your company and the division of the company in which you worked. Describe the primary products and services that your company delivers, how your division (or team) contributes to the company, and the features of your company that distinguish it from other companies in a similar industry. Also, provide a one-paragraph job description for the position you held during your internship credit work tour. The description should include: the name and title of your immediate supervisor, the primary duties you were responsible for on typical workdays, and any additional duties you were occasionally responsible for. (If you are writing a 10-page paper, you do not need to limit your company background and job description information to one paragraph.)

##### III. **Learning Objectives**

List the three learning objectives you established at the beginning of the semester. Include at least one paragraph for each learning objective and action plan. In each paragraph, discuss the opportunities you had to meet the given objective and whether you felt the objective was met. Remember, these should directly relate to your major or minor.

##### IV. **Additional Experiences**

Sometimes the learning objectives do not adequately summarize what you learned during your work tour. If there were any additional responsibilities assigned to you, if you were given opportunities to learn things that were outside the scope of your original objectives, or if you learned valuable lessons that you did not anticipate, summarize in this portion of the paper.

##### V. **Conclusion**

Summarize how this internship experience has contributed to your career development and major/minor. Did the experience clarify the type of work you do or do not want to do? Which courses provided a useful background for performing your work and for understanding the business environment of your company?