



Graduate Student Internship Packet

for

**M.S. in Aging Studies Graduate Students
&
M.S. in Human Services Graduate Students**

Department of Human Services

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Graduate Internship Overview

Purpose

The purpose of the internship is to provide an opportunity for graduate students to integrate knowledge and theory into practice while participating in the activities of a specific agency, organization, or institution. The experience is also intended to provide employment options in the field.

Internship Goals, Objectives, and Activities

The job description and specific work activities for individual students will be determined by the mission and purpose of the cooperating agency and the student's goals, competencies, and needs. The student should work with a site supervisor to identify specific internship objectives, a plan of activities, a timeline, and how outcomes will be disseminated for the internship experience. It is anticipated that the internship site supervisor will provide the student with opportunities.

Internship Credit Hours and Clock Hours

To receive academic credit, the student must complete one to six semester credits that equal 40 clock hours of work for each semester credit, weekly activity logs, an internship capstone project, a mid-term self-evaluation, and a final self-evaluation. For example, students in a three-credit internship would work 120 clock hours, and for students in a six-semester internship, 240 clock hours are required. Internships are typically done during one semester. However, in consultation with the faculty supervisor, internships can be divided across multiple semesters. Students may or may not receive compensation for this internship experience; the employer will determine this.

Policy Regarding Previous or Current Places of Intern's Employment

The field experience may not be a continuation of a previously or currently held responsibility at an existing place of employment. If the internship is completed at a previous or current place of employment, the internship duties must be separate and/or different from employment duties.

Internship Site Supervisor

The cooperating agency internship supervisor must have expertise in the field. Various academic credentials and/or work experience can qualify an individual to supervise an intern. The site supervisor must possess significant expertise in the field, as evidenced by a graduate degree and/or significant work experience in the field. Also, the site supervisor must be primarily involved in activities at the cooperating agency.

Graduate Intern Responsibilities

1. Read and be familiar with this Internship Packet before the term in which you plan to register for the internship.
2. Complete the Graduate Internship Application Form and be approved by the Graduate Coordinator by May 1st (Summer and Fall semesters) or December 1st (Spring semester) before your internship.
3. Select an internship that will provide new learning experiences in the field.
4. Prepare a letter of application and resume to present to the prospective site supervisor upon request at the agency, organization, or institution.
5. Make an appointment to interview with the potential site supervisor at the agency, organization, or institution.
6. Share the Internship Packet with the prospective site supervisor, and discuss:
 - Internship objectives
 - Possible learning experiences
 - Your work schedule and hours
 - Your responsibilities
 - The evaluation processes
 - The requirements of the internship (e.g., midterm and final evaluations, weekly logs, internship project).
7. Participate for a minimum of 40 clock hours for each one semester hour of credit. The maximum number of internship clock hours is 240/six semester hours of credit.
8. Assume responsibility for housing, transportation, and living expenses incurred during the internship.
9. Maintain the work schedule and complete the internship and any related projects, as agreed upon by the student, the site supervisor, and the faculty internship supervisor. For the protection of the intern and liability purposes, internship hours must only be completed during the dates specified on the internship agreement form. **Interns may not begin an internship before the designated start date or remain in an internship position after the end date.**
10. Maintain contact with the faculty internship supervisor during the internship.
11. Complete all assignments, including a weekly log of activities, self-evaluations, projects, and any other course internship requirements. In D2L, the Internship course is open to students during the semester of the Internship.

12. In the event of illness, extenuating circumstances, or problems/concerns, notify the site supervisor and faculty internship supervisor.
13. Write a letter of appreciation to the site supervisor at the end of the internship.
14. Contact the Faculty Supervisor, the Graduate Coordinator, or the Department Chair regarding questions or concerns.
 - **Faculty Supervisor:** Name will be provided to the intern upon enrollment.
 - **Graduate Coordinator:** Dr. Kathleen O'Rourke, kaorourke@eiu.edu, 217-581-607
 - **Department Chair:** Dr. Dianne Timm, dtimm@eiu.edu, 217-581-6076
15. Other responsibilities as specified in the Graduate Internship Agreement.

Graduate Coordinator's Responsibilities

1. Consult with the student as needed about potential internship sites and internship requirements.
2. Discuss internship requirements with the student and make a referral to the Faculty Internship Supervisor (if different from the Graduate Coordinator).
3. Secure signatures on the student's Graduate Internship Agreement Form after the placement has been obtained and refer to the Faculty Internship Supervisor (if different from the Graduate Coordinator) and Department Chair for enrollment in the Internship course.
4. For the protection of the intern and liability purposes, ensure the intern is only working during the dates specified on the internship agreement form. **Interns may not begin an internship before the designated start date or remain in an internship position after the end date.**
5. Other responsibilities as specified in the Graduate Internship Agreement.

Faculty Supervisor's Responsibilities

1. Read and become familiar with the intern's application information.
2. Arrange the Internship D2L course page to include the course syllabus, assignment dropboxes, deadlines, and any supplemental information.
3. Monitor and provide feedback as appropriate to the intern regarding weekly logs, internship hours/progression, midterm and final evaluations, project outline, and final project submission.
4. For the protection of the intern and liability purposes, ensure the intern is only working during the dates specified on the internship agreement form. **Interns may not begin an internship before the designated start date or remain in an internship position after the end date.**
5. Contact the Graduate Coordinator, or the Department Chair regarding questions or concerns.
 - **Graduate Coordinator:** Dr. Kathleen O'Rourke, kaorourke@eiu.edu, 217-581-607
 - **Department Chair:** Dr. Dianne Timm, dtimm@eiu.edu, 217-581-6076
6. Assign Internship grade by the university's deadline.
7. Other responsibilities as specified in the Graduate Internship Agreement.

Cooperating Employer/Entity Responsibilities

1. Participate in a conference or interview with the prospective intern.
2. Inform the intern of the placement decision - verbally or in writing.
3. Assign the intern's site supervisor, who will direct the work experience of the intern for the duration of the internship.
4. Provide needed physical workspace and work supplies/materials for the intern.
5. For the protection of the intern and liability purposes, ensure the intern is only working during the dates specified on the internship agreement form. **Interns may not begin an internship before the designated start date or remain in an internship position after the end date.**
6. Reimburse the intern at the agreed-upon stipend, if applicable.
7. Contact the Faculty Supervisor, the Graduate Coordinator, or the Department Chair regarding questions or concerns.
 - **Faculty Supervisor:** Name will be provided to Site Supervisor by the Intern
 - **Graduate Coordinator:** Dr. Kathleen O'Rourke, kaorourke@eiu.edu, 217-581-607
 - **Department Chair:** Dr. Dianne Timm, dtimm@eiu.edu, 217-581-6076
8. Other responsibilities as specified in the Graduate Internship Agreement.

Site Supervisor Responsibilities

(Site Supervisor may be the employer or an individual designated by the employer.)

1. In coordination with the intern, develop specific work objectives and a specific job description.
2. Organize and supervise the work activities of the intern.
3. Plan specific work activities of the intern in keeping with the stated job description on the Graduate Internship Agreement Form and work objectives developed with the intern.
4. Provide specific job skills training along with appropriate emotional, mental, and physical support for the student.
5. Discuss possible internship project options with the student.
6. Facilitate interpersonal relationships between the intern and other employees/clients.
7. Treat the intern as any regular employee, whether the intern is paid or a volunteer.
8. Ensure the intern is not exploited and is given duties reflective of a graduate-level work experience during the internship.
9. For the protection of the intern and liability purposes, ensure the intern is only working during the dates specified on the internship agreement form. **Interns may not begin an internship before the designated start date or remain in an internship position after the end date.**
10. Contact the Faculty Supervisor, the Graduate Coordinator, or the Department Chair regarding questions or concerns.
 - **Faculty Supervisor:** Name will be provided to Site Supervisor by the Intern
 - **Graduate Coordinator:** Dr. Kathleen O'Rourke, kaorourke@eiu.edu, 217-581-607
 - **Department Chair:** Dr. Dianne Timm, dtimm@eiu.edu, 217-581-6076
11. Complete and return both the mid-term and final evaluation forms concerning the intern's performance to the faculty internship supervisor or, if appropriate, to the intern to provide to the faculty internship supervisor.
12. Conduct a conference with the intern after the midterm and final evaluations to provide feedback for the intern regarding the internship experience.
13. Other responsibilities as specified in the Graduate Internship Agreement.

Internship Project Outline Form
(To Be Completed by the Intern)

The intern is responsible for discussing the project with the site supervisor and providing the site supervisor with a copy of the outline before beginning the project. The intern is responsible for uploading a copy of the outline to the Internship course site by the deadline given by the faculty supervisor.

I. Project Title

II. Purpose and Objectives

III. Action Plan and Timeline

IV. Plan to Implement Project and/or Disseminate Outcomes of Project

Ideas for Internship Project

Examples of the Internship project include, but are not limited to, one or a combination of the following.

- Review of literature research paper on a specialized topic
- Small-scale research project that involves quantitative or qualitative data collection and analysis from a sample group or in the form of a case study
- Design/develop a new or existing project for the site:
 - an educational curriculum for clients or staff
 - a resource packet for clients
 - a special event for the site or clients
 - a short-term client group
 - a community or programming needs assessment
 - a video or other types of online or print media
 - an awareness and educational campaign)
- Annotated, comprehensive resource list

**Internship
Mid-Term Self Evaluation**

(To be completed by the intern and discussed with the site supervisor)

Name of Intern

Name of Site Supervisor

Name of Internship Site

Date

Address/City/State/Zip Code of Internship Site

Signature of Intern: _____

Signature of Site Supervisor: _____

Instructions:

This evaluation is to be conducted immediately after completing one-half of the total number of hours required. The completed form is to be uploaded to the Internship course site by the deadline.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
I am knowledgeable about the subject matter and apply that knowledge to professional practice.							
I am effective in verbal communication.							
I am effective in written communication.							
I interact with others effectively and appropriately.							
I work well with co-workers and clients (e.g., respect, patience, courtesy, tact).							
I display a positive and respectful attitude.							
I am effective in time management, organizational management, and stress management skills.							
I consistently display ethical behaviors and practices.							
I consistently display practical judgment and common sense.							

Mid-Term Self Evaluation (Continued)

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
I display sound decision-making.							
I bring graduate-level education/training to the internship.							
I accept and follow directions.							
I am self-motivated/follow through with tasks on my own initiative.							
I display problem-solving skills.							
I demonstrate flexibility and readily adapt to new situations/responsibilities.							

Professionalism	4	3	2	1	0	NA	Comments
I project a professional image.							
I report to/depart from the internship site on time.							# of days late:
I maintain a satisfactory attendance report.							# of days absent: # of days present:
I accept and implement constructive criticism.							
I adapt to the roles and responsibilities of the job.							
I exhibit dedication to the profession.							
Overall Evaluation							

What professional development activities and areas of professional growth will strengthen my future performance?

**Internship
Final Self Evaluation**

(To be completed by the intern and discussed with the site supervisor)

Name of Intern

Name of Site Supervisor

Name of Internship Site

Date

Address/City/State/Zip Code of Internship Site

Signature of Intern: _____

Signature of Site Supervisor: _____

Instructions:

This evaluation is to be conducted at or near the conclusion of the total number of hours required. The completed form is to be uploaded to the Internship course site by the deadline.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
I am knowledgeable about the subject matter and apply that knowledge to professional practice.							
I am effective in verbal communication.							
I am effective in written communication.							
I interact with others effectively and appropriately.							
I work well with co-workers and clients (e.g., respect, patience, courtesy, tact).							
I display a positive and respectful attitude.							
I am effective in time management, organizational management, and stress management skills.							
I consistently display ethical behaviors and practices.							
I consistently display practical judgment and common sense.							

Final Self Evaluation (Continued)

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
I display sound decision-making.							
I bring graduate-level education/training to the internship.							
I accept and follow directions.							
I am self-motivated/follow through with tasks on my own initiative.							
I display problem-solving skills.							
I demonstrate flexibility and readily adapt to new situations/responsibilities.							

Professionalism	4	3	2	1	0	NA	Comments
I project a professional image.							
I report to/depart from the internship site on time.							# of days late:
I maintain a satisfactory attendance report.							# of days absent: # of days present:
I accept and implement constructive criticism.							
I adapt to the roles and responsibilities of the job.							
I exhibit dedication to the profession.							
Overall Evaluation							

1. Briefly describe the learning experiences during the internship.

2. Briefly discuss the impact the internship has had on your career direction.

Final Self Evaluation (Continued)

3. What additional guidance and/or mentoring did the employer and/or site supervisor offer to you and the internship experience?

4. Other comments:

Internship
Mid-Term Evaluation of Intern
(To be completed by the site supervisor and discussed with the intern.)

 Name of Intern

 Name of Site Supervisor

 Name of Internship Site

 Date

 Address/City/State/Zip Code of Internship Site

Signature of Intern: _____

Signature of Site Supervisor: _____

Instructions:

This evaluation is to be conducted immediately after the intern completes one-half of the total number of hours required. The completed form is to be provided to the intern, who is responsible for uploading the form to the course site by the deadline.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Knowledgeable about the subject matter and applies that knowledge to professional practice							
Effective in verbal communication.							
Effective in written communication							
Interacts with others effectively and appropriately							
Works well with co-workers and clients (e.g., respect, patience, courtesy, tact)							
Displays a positive and respectful attitude							
Effective time, organizational, and stress management skills							
Displays consistent ethical behaviors and practices							
Displays consistent practical judgment and common sense							

Mid-Term Evaluation of Intern (Continued)

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Displays sound decision-making							
Brings graduate-level education/training to the internship							
Accepts and follows directions							
Self-motivated/follows through with tasks on own initiative							
Displays problem-solving skills							
Demonstrates flexibility and readily adapts to new situations/responsibilities							

Professionalism	4	3	2	1	0	NA	Comments
Projects a professional image							
Reports to/departs from internship site on time							# of days late:
Maintains a satisfactory attendance report							# of days absent: # of days present:
Accepts and implements constructive criticism							
Adapts to the roles and responsibilities of the job							
Exhibits dedication to the profession							
Overall Evaluation							

What professional development activities and areas of professional growth will strengthen the intern's future performance?

**Internship
Final Evaluation of Intern**

(To be completed by the site supervisor and discussed with the intern)

Name of Intern

Name of Site Supervisor

Name of Internship Site

Date

Address/City/State/Zip Code of Internship Site

Signature of Intern: _____

Signature of Site Supervisor: _____

Instructions:

This evaluation is to be conducted at or near the conclusion of the internship. The completed form is to be provided to the intern, who is responsible for uploading the form to the course site by the deadline.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Knowledgeable about the subject matter and applies that knowledge to professional practice							
Effective in verbal communication.							
Effective in written communication							
Interacts with others effectively and appropriately							
Works well with co-workers and clients (e.g., respect, patience, courtesy, tact)							
Displays a positive and respectful attitude							
Effective time, organizational, and stress management skills							
Displays consistent ethical behaviors and practices							
Displays consistent practical judgment and common sense							

Final Evaluation of Intern (Continued)

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Displays sound decision-making							
Brings graduate-level education/training to the internship							
Accepts and follows directions							
Self-motivated/follows through with tasks on own initiative							
Displays problem-solving skills							
Demonstrates flexibility and readily adapts to new situations/responsibilities							

Professionalism	4	3	2	1	0	NA	Comments
Projects a professional image							
Reports to/departs from internship site on time							# of days late:
Maintains a satisfactory attendance report							# of days absent: # of days present:
Accepts and implements constructive criticism							
Adapts to the roles and responsibilities of the job							
Exhibits dedication to the profession							
Overall Evaluation							

1. Describe the professional growth, development, and learning that you have observed in the intern during the internship.

2. Suggest types of academic courses and/or professional development activities that the intern could pursue to better prepare for career success.

3. Additional comments: