

Internship Agreement Forms

Bemidji State University • Technological Studies Department

Intern: _____ BSU ID# _____

Address: _____ Email _____

_____ Home Phone _____

Internship Credits _____

INTERNSHIP LOCATION INFORMATION

Supervisor/Mentor _____ Job Title _____

Organization/Company _____ Phone _____

Address _____ Email _____

_____ FAX _____

Internship Start Date _____ End Date _____

Compensation _____ Hours per week _____

During the internship, insurance coverage for injury or death is provided by the agency. YES NO

PLEASE GIVE A SHORT DESCRIPTION OF THE STUDENT INTERN'S GOALS AND ACTIVITIES

AGREEMENT SIGNATURES

Student Intern _____ Date _____

Faculty Advisor _____ Date _____

Intern Supervisor/Mentor _____ Date _____

Technological Studies Internship Coordinator _____ Date _____

Please retain a copy of this form for your records and return the original completed form to Intership Coordinator, Bemidji State University, Technological Studies #34, 1500 Birchmont Drive NE, Bemidji, MN 56601. For answers to any questions, Phone 218-755-2950, Fax 218-755-4011. Be sure to fill out all forms located in the document. All paperwork must be filled out completely.

IT4970

Internship Agreement/Guidelines

Department of Technological Studies

Bemidji State University

Bemidji, Minnesota 56601

Purpose of an Internship

An industrial internship is an on-the-job assignment that corresponds with an Intern's instructional program.

Through the interaction and integration of academic studies and occupational experiences, the Intern is able to enhance his/her academic knowledge, professional preparation and personal growth.

The concept of an industrial internship is based upon the following observations:

1. There are certain phases of every Intern's professional development that cannot be effectively taught in the academic environment. These facets can only be learned through direct, on-the-job experience working with successful professionals and experts in the field.
2. For many Interns, it is the first time they are required to communicate, work, and attempt to understand individuals having widely differing educational and economic backgrounds. The opportunity to engage in productive employment under competitive conditions in a realistic environment can provide Interns with insights, which enrich their educational experiences.
3. Some of the Intern's experiences will be challenging as well as positive. Exposure to these various situations under supervised, cooperative experiences can help an Intern learn how to cope with difficult situations and to be better prepared to deal with similar circumstances in the future.
4. In many cases, students take temporary jobs through their college career, which do not contribute to their professional growth or have no relation to their career goals. An internship provides an opportunity for the Intern to earn income while engaging in employment that is meaningful and relevant to present academic studies and future career goals.

General Information about Internship

The Intern applies for a position in professional practice related to their area of emphasis/specialization. The internship serves to provide the Intern an opportunity for professional practice under the guidance of a mentor. An internship has the following characteristics:

1. The Intern assumes the role of professional in an actual business setting for a period of 12 weeks at 40 hours per week.
2. The Intern is linked with a professional on site who becomes the Internship Supervisor/Mentor.
3. A Technological Studies Internship Coordinator supervises experience.

Credits

1-12 credits (12 credits maximum). Check with your advisor to determine the number of credits that you will be allowed to use in your program. Within specific programs, an Intern may repeat enrollment to earn up to twelve credits. Job requirements must be progressively more advanced for each successive enrollment.

Internship Agreement Form

Prior to enrollment for Internship credit, documentation for each internship must be completed through the Internship Agreement Form. It is signed by the Technological Studies Internship Coordinator, the Intern, and Internship Supervisor/ Mentor.

Agreements will describe:

1. The goals of the internship for the Intern.
2. The processes the Intern will use to carry out the internship including goals/activities, timelines, possible compensation and the number of credits to be earned in one semester.

Internship Report/Journal

One of the requirements of the internship involves preparing and submitting a final written report of the internship experience. The purpose of the report is to bring together the Intern's observations and investigations in order to broaden his/her understanding of the overall operation of the employing firm, and to generalize what has been learned to future educational and industrial situations.

The final Internship Report/Journal will also serve as an instrument to measure how effectively the Intern has fulfilled the purposes and objectives of the internship

experience. It will also provide an opportunity for faculty members and other students to benefit from the Intern's experience and learning.

Supervisor/Mentor Written Evaluation Form

The Technological Studies Internship Coordinator will supply two written evaluation forms to the Intern. It is the Intern's responsibility to remind the Supervisor/Mentor to complete the forms during the 6th and 12th week of the internship and return the completed forms to the Technological Studies Internship Coordinator.

Email Contact

It is the Intern's responsibility to contact the Technological Studies Internship Coordinator by email a minimum of two times during the internship experience. Contact by email should be once at approximately the midpoint of the internship and a second time during the last two week of the experience. The contacts should include a brief overview of progress/status.

Requirements for Evaluation

The goals/activities listed on Internship Agreement Form will be used as the basis for evaluation. The Technological Studies Internship Coordinator will evaluate internship products/information submitted by the Intern and will assign the proper grade. It is the Intern's responsibility to provide the Technological Studies Internship Coordinator with a target date of completion (usually within 3 weeks of completing the internship). A grade of IP (in progress) is assigned until all required components are complete. The University will retain your Internship Report/Journal, so be sure to make a copy for yourself.

Compensations

The University expects employers to pay an Intern qualified to perform internship tasks. Internship pay is generally considered taxable income. Unsalaries internships are only used in circumstances when there is lack of financial resources within the organization such as non-profit agencies.

Sexual Harassment Policy

Bemidji State University has a stringent policy on sexual harassment that applies to Internship Supervisor/Mentor as well as the Intern representing the university. Any Intern or Supervisor/Mentor who believes that this policy has been violated should report the incident immediately to the Affirmative Action Office, Deputy 309, or phone (218) 755-2900.

Internship Report/Journal Information

1. The written report should be 8 ½" x 11" pages and bound in a three-ring notebook.

2. It must be typed and double-spaced in 12 point Times type.
3. The report must be free of typographical, grammatical, and punctuation errors.
4. The report will be checked for technical accuracy, appearance and organization.
5. One report should be submitted to the Technological Studies Internship Coordinator and the Intern should retain an additional copy.

Organization

Each report will include five sections in the order described below. The content and comprehensiveness of the main body and appendices of the report should include the following:

1. The Title Page--title (An Internship Experience Report For (Your Name)), name of internship organization, name of the Supervisor/Mentor and his/her title, date started and completed, and number of credits for which the report is submitted.
2. Table of Contents--an outline of the contents by topics and subtopics with the page number and location of each section.
3. Introduction--short, but should include how and why you obtained the internship experience position and the relationship it has to your professional and career goals.
4. Main Body--should include but not be limited to daily tasks performed. Major projects contributed to, dates, hours on task, observations and feelings, meetings attended and their purposes, listing of tools and materials and their suppliers, and photographs if possible of projects, buildings and co-workers.
5. Appendices--include pamphlets, forms, charts, brochures, technical and descriptive literature, graphs and other information related to your Internship experience.

How Internships Are Obtained

The ultimate responsibility for obtaining an internship rests with the Intern. The University does provide assistance. The following modes are available for obtaining an internship:

1. Agreements--The University maintains agreements with some organizations in an on-going basis.
2. Referrals--Interns may check with the faculty advisor or Technological Studies Internship Coordinator regarding internship availability.

3. Self--Interns may make their own contacts to arrange for internships.

Role of Technological Studies Internship Coordinator

1. Work with the Intern and his/her Supervisor/Mentor in completing the Internship Agreement Form.
2. Responsible for maintaining contact with Internship Supervisor/Mentor, visiting internship site if possible, reviewing the Internship Report/Journal, conducting a post-interview with Intern.
3. Evaluate internship experience materials and assign grade in a timely manner.

Role of Supervisor/Mentor

1. Work with the Intern and the Technological Studies Internship Coordinator to complete an Internship Agreement Form.
2. Provide supervision and mentoring relationship for the Intern as described in Internship Agreement Form.
3. Assess the Intern's experience at the 6th and 12th week by completing the Student Intern Evaluation Form. After discussing the results with the Intern, the form is then sent to the Technological Studies Internship Coordinator.

An Intern Represents Bemidji State

Remember, that as an Intern you are representing, at a professional level, the quality and integrity of the Industrial Technology or Design Technology programs at Bemidji State University. It is expected that the Intern will exhibit the highest possible moral and ethical judgment at all times.

Many firms have concerns that supervising/mentoring an Intern will require immense amount of "close supervision." Professionals in industry realize that many times they must go the extra mile to get the job done without close supervision at all times. This is the key attribute of any professional.

Always ask pertinent questions when you do not understand the assignment. Questions are an expected as part of the learning process and experts in the field can view the absence of questions negatively. A successful internship experience is up to you.

Intern's Check List

- Study the Internship Guidelines.
- Talk to your faculty advisor about the role and timing of an internship experience.
- Meet with the Technological Studies Internship Coordinator and discuss all internship requirements.
- Interview with potential organizations providing internships.
- Prepare the Internship Agreement Form and obtain signatures of all required parties and return the form to the Technological Studies Internship Coordinator. Retain a copy for your files.
- Serve internship. If you have any questions, concerns or need assistance during your internship, you should contact your Technological Studies Internship Coordinator or your Supervisor/ Mentor.
- Make a minimum of two required contacts via email with the Technological Studies Internship Coordinator discussing your progress.
- Remind your Supervisor/Mentor to complete the Student Intern Evaluation Form at the midpoint and the end of your internship. Return the completed written evaluations to the Technological Studies Internship Coordinator.
- Notify the Technological Studies Internship Coordinator 3 weeks before your internship is complete as to when your Internship Report/Journal will be arriving in the Technological Studies Department.
- Submit the required Internship Report/Journal upon completion of the internship.
- Schedule post-interview with Technological Studies Internship Coordinator.

For additional information or answers to specific question, please contact:

Internship Coordinator
Technological Studies Professor and Internship Coordinator
Bemidji State University
1500 Birchmont Dr NE
Bridgeman Hall, # 34
Bemidji, MN 56601
Phone 1.218.755.2950
FAX 1.218.755.4011

STUDENT INTERN EVALUATION FORM

TECHNOLOGICAL STUDIES DEPARTMENT

Bemidji State University

PLEASE COMPLETE INFORMATION BELOW:

Intern's Name _____

Intern's Job Title _____

Supervisor/Mentor _____

Evaluation Date _____

MAIL TO: Internship Coordinator
 Technological Studies Department
 1500 Birchmont Dr NE
 Bemidji State University
 Bemidji, MN 56601

INSTRUCTIONS:

Please read each division listed below. Evaluate the performance of the intern by circling the number next to the description. "5" is the highest ranking and "1" the lowest. Please write your comments describing your ranking within the area provided next to each description. We request that the official, on-site supervisor evaluate the student intern twice during the internship period, once after 6 weeks and again at the completion of the internship. We invite you to use the form below, although you are free to modify it in any way necessary or to replace it with a device of your own choosing. Please review the contents of completed evaluation with the intern then to send the completed form to the Technological Studies Internship Coordinator.

| | | |
|-----------------------|--|-----------|
| 5 4 3 2 1 | BASIC MOTOR SKILLS Refers to skill in using or operating tools, equipment, materials, machines, etc. in your work. | Comments: |
| 5 4 3 2 1 | OCCUPATION KNOWLEDGE Refers to practical everyday knowledge of work processes, methods, procedures, etc | Comments: |
| 5 4 3 2 1 | THEORETICAL KNOWLEDGE Refers to knowledge of basic principles and concepts underlying the practical trade work. | Comments: |
| 5 4 3 2 1 | SUPERVISORY SKILLS Refers to skill in supervising others, e.g., instructing, directing, evaluating, planning, organizing, etc. | Comments: |
| 5 4 3 2 1 | COMMUNICATION/VERBAL Ability to effectively participate in verbal interchange with colleagues, supervisors, clients, etc. | Comments: |
| 5 4 3 2 1 | COMMUNICATION SKILLS Refers to skill in writing, drafting, sketching, etc. to communicate ideas. | Comments: |
| 5 4 3 2 1 | PERSONAL RELATIONS SKILLS Refers to skill in dealing with people, such as customers, co-workers, other trades, etc. | Comments: |

Please continue on back side of form

STUDENT INTERN EVALUATION FORM

TECHNOLOGICAL STUDIES DEPARTMENT

Continued from opposite side of form

| | | |
|-----------------------|---|-----------|
| 5 4 3 2 1 | MATHEMATICAL SKILLS Refers to ability to use higher mathematics | Comments: |
| 5 4 3 2 1 | ADAPTABILITY Ability to take criticism, accept and adjust to necessary change. | Comments: |
| 5 4 3 2 1 | RESPONSIBILITY Willingness to fulfill the agency's employment expectations, schedules, dress policies, etc. | Comments: |
| 5 4 3 2 1 | ATTITUDE TOWARD JOB Enthusiasm shown about the job and company or agency. | Comments: |
| 5 4 3 2 1 | ATTITUDE TOWARD PERSONNEL Enthusiasm shown toward colleagues and supervisors. | Comments: |
| 5 4 3 2 1 | OVERALL EVALUATION Based on the above factors. | Comments: |
| 5 4 3 2 1 | STRENGTHS Intern's areas of strength. | Comments: |
| 5 4 3 2 1 | IMPROVEMENTS Intern's areas to be improved. | Comments: |

Name: _____ Signature: _____ Position: _____

Comments for the Technological Studies Internship Coordinator

THANK YOU FOR YOUR COOPERATION!