

**EAST-WEST UNIVERSITY  
INTERNSHIP FORMS**

**STUDENT INFORMATION FORM**

*Please print or type all information*

NAME \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ daytime \_\_\_\_\_ evening \_\_\_\_\_ cell \_\_\_\_\_

E-mail \_\_\_\_\_

Present  
Position \_\_\_\_\_

**Location of Internship**

Organization  
name \_\_\_\_\_

Company  
address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Internship field  
Administrator \_\_\_\_\_

Position \_\_\_\_\_

Student intern: Keep one copy for your files. Return original to **Dr. Carolyn Stevenson, your internship coordinator**, Room 410, West building or e-mail at carolyns@eastwest.edu.

**WRITTEN REQUIREMENTS  
INTERNSHIP**

**Part I. Reflective Journal/Log**

Interns will keep a reflective journal/log that reflects the amount of time and type of activity performed. ***A TOTAL AMOUNT OF 100 HOURS OF DOCUMENTED INTERNSHIP WORK IS REQUIRED PER QUARTER.*** For each entry, include the following:

- Date
- Amount of time spent on activity
- Description of the activity
- Personal thoughts, reflective comments

**EVALUATION:** The reflective journal will be collected and reviewed by the coordinator twice: once after week 5, the other after week 11. Total points for the journal/log: Weight: 30% of grade

**Part II. Professional Development Paper**

One of the main goals of the internship is to provide students with hands-on professional experience. Interns **MUST** complete a 4-6 page paper that includes the following sections:

Describe your professional interests and goals.

Discuss your professional experience.

Talk about your reasons for pursuing your major field of study.

Where do you see yourself in 5 years?

List and describe issues you have passion for.

Describe how your internship experience relates to your career goals.

What have you learned about yourself and the position?

Include a copy of your most recent resume.

*Weight: 45% of grade.*

## INTERNSHIP JOB RESPONSIBILITIES

### **\*INCLUDE A JOB DESCRIPTION FROM YOUR INTERNSHIP SUPERVISOR DESCRIBING THE NATURE OF YOUR WORK AND JOB RESPONSIBILITIES** **Monitoring the Internship Experience**

During the internship, the coordinator may schedule individual meetings at the internship site or at the College. The meeting may involve the student, site administrator, and/or the internship coordinator

Visits to the internship site by the internship coordinator may be made when necessary. The internship coordinator will contact the field supervisor periodically to determine the progress of the student. Feedback from these conferences will serve as formative evaluation information to confirm whether the student is performing in a satisfactory manner and/or indicate areas for improvement.

Contact the internship coordinator if, for any reason during your internship, you cannot complete your tasks. The internship experience provides practice in assisting with administrative responsibilities with the help and guidance of a field administrator and an internship coordinator. Do not hesitate to ask for help if you need it. Your internship coordinator is:

**Dr. Carolyn Stevenson**

**Phone: (312) 939-0111**

**E-mail: [carolyns@eastwest.edu](mailto:carolyns@eastwest.edu)**

**Mail may be placed in my 3<sup>rd</sup> floor mailbox.**

The student should schedule an appointment with the field supervisor to discuss the type of experiences proposed above. The field supervisor will suggest potential tasks to be conducted by the student during the internship period. Attached is a list of specific responsibilities to be carried out by the intern.

The administrative tasks are translated into objectives and activities by the student and recorded on the contract form (See attached). This form is submitted to the field administrator and internship coordinator for approval as indicated by their signatures and agreed to by the student.

*Contract Development should include the following:*

- a. The site location and the name of the administrator with whom you will work.
- b. Specific objectives and related activities.
- c. A plan (including a schedule) to achieve internship objectives.
- d. Completion of the Contract Form

After your Contract form has been approved by your site administrator and internship coordinator, you are ready to implement the objectives of the contract. Copies of the

contract should be given to the field administrator, Dr. Larry Gorman—Program Director for English and Communications, and the internship coordinator. Keep a copy for yourself.

Given that unexpected situations can occur, be willing to be flexible in implementing your plan according to the proposed schedule, but try to complete your approved internship objectives. At the end of each day, record the events that occurred, both planned and unplanned, in a reflective journal/log. Provide space for each objective. Record the date and hours worked on a task under the title of the objective. Indicate why some activities were successful while others were not. Your coordinator will not penalize you for recording the latter.

This form serves as documentation of clinical hours and must be submitted as part of the requirements for completing the course. At the end of the internship, the reflective journal/log is to be submitted as part of your assessment and determination of final grade.

*Assessment and Course Grade:*

The mid-term and final grades will be assigned on the basis of the following:

**INTERNSHIP EVALUATION:** (Completed by the internship site supervisor and the course instructor). The field administrator, to indicate the extent to which you met the objectives of your approved plan, will complete the evaluation form. In a final conference, the field administrator may discuss the rationale for assigning his/her ratings of the various criteria indicated on the form. The internship coordinator will use the ratings to determine the final grade. Weight: 25%

**REFLECTIVE JOURNAL/LOG:** Weight 30% (15% at MT; 15% at final) of grade. Due week 5 and week 10.

**PROFESSIONAL DEVELOPMENT PAPER:** 45% of grade. Due week ten.

*THE REFLECTIVE JOURNAL MUST BE COMPLETED DUE WEEK 5.* This will serve as a partial assessment for the mid-term grade. Additionally, the internship coordinator will meet with the site administrator to discuss the student's progress. The same holds true for assigning the final grade. The internship coordinator must receive the professional development paper no later than week 10.

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INTERNSHIP FORMS**

**INTERNSHIP CONTACT**

*Please print or type all information*

STUDENT  
NAME\_\_\_\_\_

SITE  
ADMINISTRATOR\_\_\_\_\_

**OBJECTIVE** **DESCRIPTION OF ACTIVITY**  
(PLACE ADDITIONAL OBJECTIVES WITH DESCRIPTIONS ON THE ACK OF THIS FORM)

1.

2.

3.

4.

5.

6.

7.

Site Administrator: \_\_\_\_\_ (print name) Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_ (print name) Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Student Intern: \_\_\_\_\_ (print name) Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## STUDENT INTERN EVALUATION FORM

SITE ADMINISTRATOR: Please complete the form below and mail in the attached stamped and addressed envelope. Mail to: Dr. Carolyn Stevenson, Assistant Professor, English and Communications, East-West University, 816 S. Michigan Ave. Chicago, IL 60605

Circle the appropriate response.

**1. The student completed tasks and objectives in a timely manner.**

Not Acceptable    Poor                  Fair                  Good                  Excellent

**2. The student intern demonstrated a high level of professionalism.**

Not Acceptable    Poor                  Fair                  Good                  Excellent

**3. The student demonstrated an understanding of the tasks assigned.**

Not Acceptable    Poor                  Fair                  Good                  Excellent

**4. The student demonstrated growth and understanding in the field of computer training OR web-page design.**

Not Acceptable    Poor                  Fair                  Good                  Excellent

**5. The student demonstrated good communication skills and worked well with other members of the organization.**

Not Acceptable    Poor                  Fair                  Good                  Excellent

**6. The student intern reported to work in a timely manner.**

Not Acceptable    Poor                  Fair                  Good                  Excellent

**ADDITIONAL COMMENTS:** (please place additional comments below and continue on back if needed)

Site Administrator: \_\_\_\_\_ (print name) Date: \_\_\_\_\_

Signature: \_\_\_\_\_