

# Bachelor of Specialized Studies Internship Approval Form

***A job description from your internship employer  
must be submitted with this approval form***

Name (print): \_\_\_\_\_

PID #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street City State Zip

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

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

Permanent Phone: \_\_\_\_\_

Area of Concentration: \_\_\_\_\_

Area of Concentration GPA \_\_\_\_\_ Overall GPA \_\_\_\_\_ (minimum 2.0 required)

Name & Address of Internship Employer: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_  
Street City State Zip

Supervisor's Name and Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Period for Internship Experience: \_\_\_\_\_

Number of work hours per week: \_\_\_\_\_ Salary, if any \_\_\_\_\_ per \_\_\_\_\_

Semester to be enrolled for academic credit: \_\_\_\_\_ # of credits: \_\_\_\_\_  
(40 hours = 1 credit)

I understand that I will be required to submit written assignments of my internship experience and have received and reviewed these assignments.

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

Please return the completed approval form and job description and schedule an appointment either with the BSS Director, the internship director, or your advisor. The job description must be on the stationery of the internship site. The job description must outline what your responsibilities will be, describe any projects in which you will participate, and describe how you will be supervised.

### OFFICE USE ONLY

The proposed internship of this student is approved for \_\_\_\_\_ hours.

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

# SPST 4910

## Internship

### Objectives:

- a. To provide an internship experience for BSS students.
- b. To provide meaningful work-related experiences related to the student's self-designed area of concentration.
- c. To provide the opportunity for BSS students to share their internship experiences with other BSS students.

### Course Requirements:

The internship experience will vary according to the needs and opportunities of the sponsoring organization. Interns must satisfy the employing organization in terms of work performance, and in addition, apply the knowledge gained from courses in their BSS degree. Students must complete the following assignments to satisfy the requirements of the course:

1. Work:
  - a. Provide useful service to the organization.
  - b. Comply with all rules and regulations of the organization.
  - c. Agree to number of hours for credit. One (1) credit hour can be earned for every forty (40) hours worked. Credit may be awarded for up to fifteen (15) credit hours.
2. Weekly Journals (see attached)
3. Final Paper or Project Completion Report or Professional Portfolio: (see attached)
  - a. Length of paper: 5-10 pages  
OR
  - b. Project: If the internship involves a project, for example gathering data for a new marketing campaign or developing a newsletter, a copy of the project and reflections about it may be submitted in place of the paper. **Projects must be cleared with the instructor by the end of the second week of the internship.**  
OR
  - c. Professional Portfolio
4. A positive evaluation by supervisor at the end of the internship.
5. Copy of your résumé (due at the end of the internship-must include reference to your internship)

### Grade:

CR or F. Your grade is based upon the completion and quality of the assignments listed above. Determine with your BSS internship advisor when your assignments will be due.

# Internship Journals

You must write (type) a weekly journal which records what you have done each week. Your journal is more than a brief description of your work; it details your activities, your experience at the internship site, and your thoughts about what you are doing and what you are learning. [**These must be at least one page long, but may be longer.**] You may keep a daily, typed journal instead and submit them collectively as your weekly entry. These are typically submitted weekly to your advisor via e-mail.

During your first few days, you should make careful records of your impression of the internship site, including:

- a description of the physical environment
- an assessment of the staff
- an assessment of how the staff relates with the clients, the public, each other, work assignments, etc.

As you become more familiar with the environment, try to apply what you have learned in the classroom to situations as they arise. Do your experiences match well with what you have learned in your BSS Area of Concentration courses?

Remember the journal is not just a catalog of what you are doing, but also your thoughts and feelings about your experiences. **Reflect** on what you are learning and what you want to learn-not only about the career field, but also yourself.

## Guidelines for **The Internship Paper**

1. Your weekly journals during your internship experience may serve as a basis for the paper.
2. The paper should be 5-10 pages. Include the following elements in your paper:
  - A) Provide an overview of your internship experience. Elaborate on what you did, but more importantly what you learned. In what ways was the internship particularly beneficial; what did you really enjoy? Was there anything about the experience that disappointed you? Be specific and provide examples.
  - B) How did your internship put into practice what you have learned in the classroom? What specific course(s) prepared you? In what ways? Were there areas in which you felt unprepared? Be specific!
  - C) Has your internship had any impact on your career planning decisions?
  - D) Based on this experience, are there changes you would like to make to your BSS curriculum? Please describe, including rationale.
  - E) Would you recommend an internship with this organization to another BSS student? Why or why not? What advice would you give another student who is undertaking an internship with the same organization?
3. Determine with your internship advisor when the paper is due. You will be notified when the paper has been approved. Should the paper not be satisfactory, it will be returned to you for rewriting.

**OR**

## **The Internship Project**

1. If your internship involves the completion of a project, a separate description of the project is due by the end of your second week. Describe the project that you will undertake as part of your internship. As thoroughly as you can, specify your project topic, describe the “end product,” how you are going to gather the data/information, what computer software you may use, and individuals you might rely on as sources of information.
2. In addition to submitting a copy of your project, please address questions “B”, “D” and “E” in the “Guidelines for the Internship Paper” description in a typed essay. Should the essay not be satisfactory, it will be returned to you for revisions. Your internship project will remain on file for future prospective interns to review.

**OR**

## **Professional Portfolio**

(See advisor or BSS Director for details)

## *Checklist for Internships*

1. \_\_\_\_\_ Complete the internship approval form, obtain job description, and meet with your BSS advisor to discuss your planned internship.
2. \_\_\_\_\_ Review assignments and determine time lines for submission with your BSS advisor.
3. \_\_\_\_\_ Begin internship. Remember you are expected to work 40 hours for every 1 hour of credit earned.
4. \_\_\_\_\_ Submit weekly journal entries by assigned dates (see #2).
5. \_\_\_\_\_ Submit a copy of your resume at the end of the internship.
6. \_\_\_\_\_ Remind your supervisor to submit an evaluation of your internship performance. (Your supervisor should be sent an evaluation form by your advisor at the conclusion of your internship).
7. \_\_\_\_\_ Complete and submit either your internship paper, project, or professional portfolio by the date determined by your internship advisor.