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## INTERNSHIP CHECKLIST

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*Please detach and save this page for your records.*

- Identify an internship with the following qualities:
  - Learning Outcomes
  - 90+ hours expectation
  - Fits within program
  
- Choose and confirm a University Internship Supervisor to advise you throughout the internship. This person can be a full-time or adjunct faculty member, or staff member with a Master's degree.
  
- Complete and collect the following for approval by your University Internship Supervisor:
  - Internship Overview
  - Learning Outcomes
  - Time Commitment
  - Reporting System
  
- Complete and collect signatures for Internship Proposal.
  
- Complete and collect signatures for Internship Agreement.
  
- Complete and collect signatures for "Add Form."
  
- Turn in completed and signed Internship Packet to Career Services who will distribute a copy to University Internship Supervisor and Registrar's office. The Registrar's office will process the form and assign a course code for the Internship.
  
- Log all hours and work completed each week. Use the template located at this link:  
<http://bit.ly/JPCatholicInternshipLog>

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# GUIDELINES FOR LEARNING OUTCOMES

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*For section 2 of the course outline. Please detach and save this page for your records.*

## Questions to Develop Learning Outcomes

- ▶ How will you make connections between your classroom learning and outside experience?
- ▶ What new topics or subjects do you expect to learn about?
- ▶ What new skills do you hope to gain? What skills do you hope to improve?
- ▶ How do you plan to apply what you will learn?
- ▶ What do you think will be a challenge for you? What will be an area of strength for you?
- ▶ How will you develop your critical thinking and problem solving ability?

## Internship & Independent Study Questions for Final Paper

### Short Answer:

#### *For Internships Only*

- ▶ Name of Company/Individual with internship
- ▶ Your internship title
- ▶ Length of internship
- ▶ How did you secure this internship position?

#### *For Independent Studies Only*

- ▶ What was the purpose of the study?
- ▶ How did you design the study?

### Short Answer:

- ▶ What were your learning outcomes?
- ▶ Why did you choose these learning outcomes?
- ▶ How did you report progress towards achieving your learning outcomes each week / over time?
- ▶ How did you measure progress towards achieving your learning outcomes each week / over time (Example log with details, artifacts etc.)?

### Long Answer:

- ▶ What deliverables did you produce?
- ▶ How did the deliverables demonstrate you achieved your learning outcomes?
- ▶ Please include a few examples of your work (remove identifiable components as necessary)
- ▶ Describe challenges you faced and how you overcame them.
- ▶ What advice do you have for future students?
- ▶ How have the experiences and skills you've gained fit with and/or shaped future goals?
- ▶ How did this experience connect to your program and overall learning experience at JP Catholic?



# INTERNSHIP OVERVIEW

## STUDENT INFORMATION List major/program and emphasis as applicable

Last	First	STU	Student ID
Major/Program	Emphasis	Quarter	20 Year

ACADEMIC LEVEL:  Junior  Senior  Graduate

PREVIOUS INTERNSHIPS FOR CREDIT:  None  One  Two

## UNIVERSITY INTERNSHIP SUPERVISOR

Internship Supervising Instructor: \_\_\_\_\_

Reason for Choice: \_\_\_\_\_

## ORGANIZATION INTERNSHIP INFORMATION

Organization Name: \_\_\_\_\_

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

Company Internship Representative: \_\_\_\_\_

Representative's Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Emergency #: \_\_\_\_\_ Email: \_\_\_\_\_

Intern's Title with Organization: \_\_\_\_\_

## INTERNSHIP CREDIT HOUR REQUIREMENT

*The intern must complete a minimum of 90 hours during the 10-week quarter. The Intern's University Internship Supervisor will verify all hours on a weekly basis. A successful Internship results in 3 units of credit, which is the equivalent of a regular class. **The grade assigned to the Internship is Pass or Fail.***

Period of Internship will begin on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and end on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Estimated number of hours: \_\_\_\_\_ per  Day  Week = \_\_\_\_\_ Total (10 weeks)

Days of the week:  M  T  W  Th  F  Sa  Su

## INTERNSHIP COMPENSATION

Period of Internship

Unpaid or Paid: \$ \_\_\_\_\_  Per hour  Per Week  Stipend

Future Payment (explain below):

Special Compensation Notes (if needed):

# INTERNSHIP OUTLINE

Please respond to the prompts written in *italics*. Examples may be provided.

## 1. OVERVIEW OF THE INTERNSHIP

*In this Internship, I will:*

DESCRIBE THE PURPOSE AND PROVIDE A SUMMARY OF THE CONTENT OF THE COURSE. HOW WILL THE COURSE FIT WITH YOUR PROGRAM OF STUDY?

## 2. LEARNING OUTCOMES AND DELIVERABLES

*Complete the chart below and review with your university supervisor. Determine the types of deliverables to submit to the university supervisor and due dates (examples include blog, excel spreadsheet, PowerPoint). Deliverables are assignments submitted to your instructor and are not necessarily the same work completed for your employer.*

*Include a **Final Reflection Paper** that summarizes Internship Learning Outcomes, demonstrates the knowledge and skills learned, and provides learning reflections. Turn in the Final Reflection Paper to the instructor upon the last meeting.*

LEARNING OUTCOMES <i>By the end of this Independent Study, I will have learned to. . . (List specific knowledge and/or skills you expect to gain)</i>	DELIVERABLES <i>List assignments submitted to your instructor that will demonstrate that you have achieved the Learning Outcomes.</i>	% VALUE

Method of Assignment Delivery. *I will submit my reports via:*

- Drop Box                       Moodle                                       Powerpoint
- Email                                       Social Media Platform                       Other: \_\_\_\_\_

## 3. COURSE TEXT AND MATERIALS

*List text, materials, equipment, and transportation needed to successfully complete the course:*

#### 4. TIME COMMITMENT AND LOG OF EVENTS

To earn three (3) credits, a minimum of 90 hours is required for this Course.

PROVIDE A WEEKLY TIMELINE FOR THE 10 WEEKS OF STUDY AT APPROXIMATELY 9 HOURS PER WEEK. BE SURE TO INCLUDE IN THE SCHEDULE, MEETING DATES WITH THE INDEPENDENT STUDY INSTRUCTOR TO DISCUSS PROGRESS AND THE FINAL PAPER.

Week	Meeting Date	Supervisor's Initials*	Week	Meeting Date	Supervisor's Initials*
1			6		
2			7		
3			8		
4			9		
5			10		

\*Leave blank. Instructor will initial next to date as meetings are completed.

During the 10th week, submit a final log of hours and what projects were completed to your supervising instructor using the template provided at this link: <http://bit.ly/JPCatholicInternshipLog> (this is the same template as listed on the internship checklist page)

#### 5. LATE CONSEQUENCES

I have identified late consequences with my Instructor:

\_\_\_\_\_ (Student's Initial) I understand that each assignment's value will be lowered      % for each week the assignment is late.

\_\_\_\_\_ (Student's Initial) I understand that all work, including but not limited to: weekly assignments, a final log of hours worked, and the final reflection paper, must be submitted by the **last day of the quarter** to receive credit.

\_\_\_\_\_ (Student's Initial) I understand that failure to meet with my instructor on a regular basis may impact my grade.

**Before continuing, verify that all fields are filled in. Incomplete fields could cause this packet to be rejected, preventing you from receiving credit.**

#### 6. SIGNATURES

Student: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Career Services: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Department Chair: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Registrar: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Distribution.** This packet must be submitted to the registrar and supervising instructor.



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# INTERNSHIP AGREEMENT

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BETWEEN

**&**

\_\_\_\_\_  
Intern Name

\_\_\_\_\_  
Company Name

In exchange for the opportunity to study the practices of and gain hands-on experience with

\_\_\_\_\_, I, \_\_\_\_\_:  
COMPANY NAME INTERN NAME

- Agree to comply with the office routines of the business and follow any reasonable instructions that I may be given.
- Understand that my status at the company is:
  - That of an employee who is compensated for my activities at the company. OR
  - Is not that of an employee and I will not be compensated for my activities at the company.
- Will hold the Company and its employees blameless for any personal injury that I might experience during the period I choose to be an unpaid intern at their office.
- Agree that I will advise the Company of, and may decline to participate in, any activity for which I am not confident or qualified to perform.
- Acknowledge and accept responsibility for my own acts and will hold the Company blameless should my conduct lead to the physical injury or property damage of others.
- Understand that I will be reimbursed for any personal funds I expend for approved company expenses during my internship.
- Acknowledge that any information/projects/material and the like that I become privy to in the course of my internship or as a consequence of my internship shall be maintained in the strictest confidence, and I shall not divulge/release/otherwise allow the information to be made known to any person/persons who otherwise are not eligible to partake of such information.
- Shared Internship Proposal with the Company Internship Representative.

Student: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Career Services: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Registrar: \_\_\_\_\_ date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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# INTERNSHIP MEMORANDUM OF UNDERSTANDING

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BETWEEN

John Paul the Great Catholic University

&

\_\_\_\_\_ Organization Name

John Paul the Great Catholic University (JPCU) is interested in promoting the benefits of an Internship arrangement for all parties involved. This Internship Memorandum of Understanding describes the mutual responsibilities between JPCU and [ORGANIZATION]. The purpose of this document is to describe and define expectations and responsibilities of both parties regarding an Internship to be performed at the site by a currently enrolled JPCU Intern.

Name(s) of Organization: \_\_\_\_\_

Organization Internship Representative: \_\_\_\_\_

## A) Responsibilities of John Paul the Great Catholic University

1. Certify the Intern's eligibility to participate in an Internship.
2. Establish guidelines for Internship Programs and make these guidelines available to the Organization Internship Representative.
3. Identify a University Internship Supervisor who will:
  - a. Work with the Intern to develop learning outcomes.
  - b. Monitor the achievement of the identified learning outcomes on a weekly basis and the completion of the deliverables for class credit.
  - c. Measure the achievement of the learning outcomes.
  - d. Maintain communication with the Company Internship Representative.
4. Encourage the student's productive contribution to the company.
5. Maintain the confidentiality of any information designated by the Company Internship Representative as confidential.
6. Provide general liability insurance as may be required for each participating Intern.

## B) Responsibilities of the Company Internship Representative

1. Provide a John Paul the Great Catholic University (JPCU) Intern with a challenging and meaningful learning experience that will promote his/her professional development and achievement of learning outcomes.
2. Provide adequate supervision and guide the Intern through a minimum of 90 hours of work within the Quarter.
3. Determine if the Internship is a volunteer or paid position.
4. Communicate to the Intern the philosophy, policies, programs and services of the organization.
5. Define the organization's expectations of the Intern.
6. Integrate the Intern as a functioning participant in appropriate levels of organizational activities, projects and programs. A specific project could be undertaken and evaluated.
7. Notify JPCU personnel of any changes in the intern's work status, schedule, or performance.
8. Submit an evaluation of the Intern's work at the end of the quarter to the Intern's University Supervisor. This evaluation is required for the successful completion of the Internship.
9. Maintain general liability, professional liability, and worker's compensation insurance as required by law.

## C) Duration of Agreement

This Memorandum of Understanding shall continue from \_\_\_\_\_ to \_\_\_\_\_. An Internship may be reviewed due to dissatisfaction. Following a discussion, if satisfactory resolution cannot be achieved, termination may be requested by JPCU or the Company.

### UNIVERSITY INTERNSHIP SUPERVISOR:

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### COMPANY INTERNSHIP REPRESENTATIVE:

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_