

AIU Online Internship Handbook

A guide for
Students, Faculty, and Internship Site Supervisors

Dr. Wendy Johnson, Acting Vice Provost and University Program Dean
Betsy Balachandran, Vice President of Student Affairs
American InterContinental University

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AIU Internship Handbook

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Introduction

The internship course is designed to develop the personal and professional qualities that will assist students in searching for employment and adjusting to the professional work environment. Internships can benefit students by allowing them to interact in a professional environment as well as providing an opportunity for students to apply skills learned through coursework.

Internship Contacts

Dr. Wendy Johnson
Acting Vice Provost and University Program Dean

Student Advising Department
877-221-5800 Option 1
AStudentAdvising@aiuonline.edu

Betsy Balachandran
Vice President of Student Affairs

Career Services Department
877-221-5800 Option 5
careerservices@aiuonline.edu

Alex Rot
Internship Coordinator
877-221-5800 ext 35739
arot@aiuonline.edu

Internship Fax & Email
847-586-6426
aiuinternships@aiuonline.edu

Program Chairs

Dr. Jeannette Jones
Program Chair, Education

Dr. Theresa Pavone
Program Chair, Business

Dr. Rhonda Allen
Program Chair, Criminal Justice

Tanya MacNeil
Program Chair, Information Technology

Dr. Joel Esperanza
Program Chair, Visual Communications

AIU Internships

The opportunity to participate in University-approved internships is an option available to undergraduate students in all majors residing in an eligible state, and students are encouraged to take advantage of this program. Students participating in internships will forego the traditional classroom experience and earn credit toward their degree in an approved, off-campus program involved in practical education in the industry. Besides the work site activities, students will attend a 5 week online classroom. There will be requirements for the submission of assignments and protocols associated with the approved Internship. Students interested in pursuing an internship should contact their Student Services Advisor.

Prerequisites

To be eligible for the internship course, INTR 490, students must:

- ✓ Complete 135 quarter credits at the Bachelor level prior to the internship course beginning.
- ✓ Have a minimum cumulative grade point average of 2.50 at the time they begin the internship course.
- ✓ Not have taken or attempted an internship within their program previously.
- ✓ Discuss the internship and possible background check needed with the Internship Coordinator.
- ✓ Exhibit responsible, professional behavior in classes leading up to the internship.
- ✓ Reside in an eligible state. Ineligible states include: IA, LA, MA, MD, NH, NM, NV, OH, OK, OR, TN, TX, WA, WV
- ✓ Submit a completed Registration Form & Learning Contract, Letter of Acceptance, and resume of the approving Work Site Supervisor on or before the deadline.

Proposals for exceptions are submitted in writing to the Internship Coordinator.

Internship Academic Policy

The internship course is a 5 week session at the Online Campus and includes estimated coursework time requirements of 25 hours and internship site work requirements of 115 hours minimum. The Academic Policy will detail points the student must be aware of in order to successfully complete the internship course.

1. Online students may begin the internship as soon as the internship experience has been approved by the Program Chair and they have completed 135 credit hours. The student must ensure all 115 hours are worked at the internship site prior to the last day of the internship class in the Virtual Campus.
2. If the student chooses to take the internship course, it will replace a general elective in the student's degree program unless transfer credits have already been posted. Only one internship course can be taken in the student's program.
3. Students must provide their own transportation to internship sites.
4. Students must identify their own internship opportunities and may solicit assistance from the Career Services Department and the Internship Coordinator.
5. The Internship Coordinator will administrate the internship program's policies and procedures. They will initiate contact with the potential internship site on behalf of the student and assist the site supervisor with necessary paperwork.
6. Students are encouraged to work with the Career Services Department to revise their resume and cover letter, and to participate in practice interview sessions before applying to the internship opening.
7. The Internship Coordinator assists the student in completing the Student Internship Registration Form & Learning Contract. This document includes the internship objectives, tasks the student will perform, and learning objectives of the course.
8. The Internship Site Supervisor develops the description of the student's job responsibilities and tasks to accomplish during the internship and provide a final evaluation of the student's work with the organization.
9. The duties must be new, not a regular part of the student's job if they are working in the field already. The student must be in a position that provides an opportunity for new learning as it relates to their program/industry.

10. All students must register for the internship by the registration deadline, which precedes the start of the internship work. Students are allowed to begin the internship work once 135 credit hours have been completed and the Program Chair has approved the internship. Students will not receive credit if they begin working in the internship prior to the approval by the Program Chair. Any hours worked prior to the university's approval will not count towards the internship course.
11. It is assumed that students are not paid for the internship work. In those cases where salary may be provided to the student, the Program Chair must agree that the learning objectives are appropriate first before considering the salary.
12. If a student is removed from the internship prior to the course work beginning, the student will be moved into a general elective and is ineligible to apply for another internship. No academic or financial penalties will be implemented. If the student withdraws or is dismissed during the actual course, standard academic rules apply. Students who need to take a Leave of Absence and are working at an internship site are no longer eligible to continue working under the internship program at the site and must notify their manager. The site manager has discretion on if they will accept the student back when they return from Leave of Absence.
13. Participating in an internship experience means you are committing yourself to work hours in addition to class time and other life activities such as work or family. Working at an internship site is the equivalent of being a regular employee of the organization. Your manager and colleagues are planning for you to be on site at certain times and have set aside time and work for you. Absences should only occur in emergency situations. If for any reason you must be absent, you must first notify the site supervisor of your internship and then also contact the AIU Internship Coordinator. Extended periods of illness and/or other emergencies may necessitate dropping out of the internship course. The work site attendance policy will govern sick time and unexcused absences. In the event no written policy is given by the Internship Site Supervisor, three (3) unqualified absences will result in a student review by Program Chair and possible removal from the program.
14. While working at your internship site, you are considered part of the team in the organization and must conduct yourself ethically and according to professional standards. Failure to do so may dictate removal from the internship course.
15. The internship course is a graded course. Course activities include discussion board postings and individual projects in addition to the internship site work and site supervisor evaluation.
16. The Program Chair must approve and sponsor the internship before the student can be scheduled.

Student Guidelines for Internship Registration

Interested students should work with AIU, as soon as possible, by contacting their Student Services Advisor if they wish to participate in an internship course. Students who do not have a prospective company or organization can work with the Internship Coordinator and the Career Services Department to seek one. Students are not guaranteed an internship and it should be made clear that AIU does not maintain a bank of internship sites and relationships. The Career Services Department can aid the student through resources on pitching internships, overcoming objections, paid/non paid, finding companies, and conduct at the worksite by providing an internship packet. The Internship Coordinator can partner with students to coach them regarding sourcing internships, which may include calling local employers on behalf of students.

Before students can be scheduled for the internship course, they must have the internship secured and submit the Employer Agreement Form no later than 5 weeks before the internship course starts. Students in Criminal Justice and some other sensitive career paths must understand they may be subject to a background check and are required to discuss the internship program with the Internship Advisor and/or their Program Chair prior to applying. Please see Student Timeline for Planning an Internship table below.

The Student Internship Registration Form & Learning Contract includes credentials of the student's supervisor and company to insure internship integrity, as well as expected hours worked and job duties the student will perform.

After you have worked with your Internship Coordinator, interviewed and secured your internship site, you should have a discussion with your site supervisor. Here are some discussion questions you should ask your site supervisor which will help you in preparing your registration forms and learning contract.

1. What are my specific responsibilities and duties?
2. What daily assignments can I expect to receive?
3. What type of work assignments have previous student workers performed (if any)?
4. Who will be my immediate supervisor?
5. What special procedures or rules should I be aware of?
6. How can someone exceed expectations in this role for the final evaluation?

Student Timeline for Planning an Internship

The internship course takes a lot of planning and preparation. There are many benefits of participating in the internship course and interested students should be sure to start the process early.

What to Do	When to Do It	Whom to See
Assess your academic background and discuss your eligibility & requirements to participate in an internship	Beginning of your program	Student Services Advisor
View recorded internship readiness and resume/interview workshop	Early in your program	Career Services/Internship Coordinator
Complete your cover letter and resume and have them critiqued	Session prior to applying to internship opportunity	Career Services
Discuss potential internship sites, introduce the program and set the expectation that the student will call to schedule an interview.	Session prior to applying to internship opportunity	Internship Coordinator
Interview with site supervisor and obtain job description for internship course application	Session prior to applying to internship opportunity	Site Supervisor
Begin filling out internship forms and learning contract	At least 8 weeks prior to internship course start date	Internship Coordinator
Finalize forms and agree on expectations and evaluation	At least 8 weeks prior to internship course start date	Site Supervisor, Program Chair and Internship Coordinator
Obtain registration approvals and register for academic credit	At least 5 weeks prior to internship course start date	Program Chair

Application Due Dates

Internship Application Due	Course Start Date
December 2 nd , 2013	January 6 th , 2014
January 6 th , 2014	February 10 th , 2014
February 17 th , 2014	March 24 th , 2014
March 24 th , 2014	April 28 th , 2014
May 5 th , 2014	June 9 th , 2014
June 16 th , 2014	July 21 st , 2014
July 21 st , 2014	August 25 th , 2014
September 1 st , 2014	October 6 th , 2014
October 6 th , 2014	November 10 th , 2014

Student Guidelines and Internship Etiquette Expectations

Etiquette is the form and manner established as acceptable or required in society, professions, or other areas of life. As a representative of your institution and a developing professional, good etiquette is a very important part of the internship experience. Your site supervisor and colleagues will expect that you act as a professional in their organization, not as a student. Here are some tips you should be sure to examine prior to beginning the internship work.

Follow the chain of command. It is important for you to know the formal and informal reporting structures within your organization. Follow the chain of command in all your communications and actions. In other words, go to your site supervisor first unless you are instructed otherwise.

Respect confidentiality. You can talk about issues, projects, the work environment, but refrain from talking about your work associates. Gossip can get back to people and wind up hurting you. Don't be hurt if you are left out of certain discussions – some issues are for staff ears and eyes only. Finally, don't take sides. Be sure to steer clear of interoffice politics. Remember that you are there to work on your project and gain professional experience.

Respect the support staff. They have been there longer than you, and they know more than you do about the company. They can be terrific allies in helping you break in, in helping you understand the unspoken rules and in helping you accomplish your goals, if you treat them with the respect they are due. Wipe the thought "just a secretary, janitor or shipping clerk" out of your mind. Remember this: without support staff, the organization would not run. Plus, you may be able to enter a valuable networking relationship by meeting as many individuals as possible. They may have good tips and contacts when it's time for you to look for a full time career.

Learn basic social skills. This might seem rather basic, but if no one ever taught you such rituals, you are well advised to learn them quickly! Go to the library and read some etiquette books, or pattern your behavior after those around you. When dealing with co-workers in any situation proper social conduct is a must. Make sure to keep your relationships professional only! How you handle hellos, good-byes and basic courtesies of speech and action can win friends and professional contacts, or turn people off. For example, don't sit down in someone's office until you are invited to do so. Keep your feet off the furniture. Hats off inside! Don't chew gum! Just because a company may be serving alcohol at an event doesn't mean it has to be consumed. In the work world, everyone should be on their best behavior.

Attendance and promptness are expected. In a professional environment, tardiness and absenteeism signal disrespect for another's time, lack of interest in the work, or just plain laziness. Promptness signals eagerness, responsibility, and respect for others. At the beginning of the day, and at all your meetings, be on time (or five minutes early). As for being absent from work, serious illness or family emergencies are the only reasons which may justify absence. It is important to call immediately and speak with your direct supervisor at the internship site if you have a problem which will keep you from your internship work. You must also contact the Internship Coordinator.

Learn to make a positive first impression. Practice until you acquire a firm handshake and good eye contact. Learn how to make introductions, and how to introduce yourself during those important first impressions. They really can earn you points.

Dress the part. Presentation is very important! When you walk in the door of your internship site, you are no longer a student. You are a professional. Appropriate attire is different for every organization. Be sure to observe what other colleagues are wearing and model your dress after that of your supervisor and other professional staff. Be cognizant of hair, makeup, and accessories. You may need to tone it down if you are in a conservative work site.

Lose the lingo. OMG – NW! Yes, way. Short text and acronyms might be acceptable when texting a family member or chatting on instant message with a friend. “Awesome, dude!” may be fit for chatting with classmates or while out with a friend, but these expressions and text talk have no place in professional emails, other written communications, or verbal conversations with colleagues or managers. This communication style will tell others around you that you are not professional material yet.

Show your appreciation. At the conclusion of your internship experience, express your appreciation to all who helped you during your program. In particular, write a brief thank you note to the site supervisor for sharing their time and expertise and serving as your “mentor.” It is a courteous thing to do, and can help you maintain the professional contact when you are applying to future positions.

Be a good ambassador. Be cognizant that you are reflecting the student body of American InterContinental University. How you perform and behave in your internship will leave a long lasting impression of our university. You are forging intern opportunities for future students as well.

Keep in touch. If you follow the etiquette described above, there are many long term benefits of a good internship experience and the relationships you are building. Many of you will ask your work site supervisor for job recommendations, reference letters or contacts. Some of you may even apply for positions within the internship site organization. If you have followed professional etiquette during your interactions, you not only have your foot in the door, you are heads above other applicants by knowing a bit about the organization and having demonstrated your abilities.

AIU Guidelines for Supervising an Internship

Prior to Registration

- Students who request information regarding the internship registration should first have their credits and GPA evaluated by their Student Services Advisor to ensure they are meeting requirements.
- If the student has not already communicated with the company, the Internship Coordinator can assist by receiving a list of internship site candidates from the student and contacting the site supervisor to introduce the program and set the expectation that the student will be calling to set up an interview.
- The Internship Coordinator will attempt to contact the site supervisor a minimum of three times within a two week period. If two weeks have passed with no contact with the site, the Internship Coordinator will notify the student. The student may discuss alternate sites with the Internship Coordinator.
- Prior to the student's approval and enrollment in the internship course, the Internship Coordinator should meet with the student over the phone to discuss the student's responsibilities and internship job duties, as well as the student's time commitment and assist the student in developing the learning contract. The Program Chair has final approval on what duties will qualify the internship.
- Site supervisors should please remind students that their registration form must be complete with the necessary signature approvals prior to their registering in the internship course.

Registration

- Each internship experience must be approved by the Program Chair. The Internship Coordinator will be responsible for tracking the internship prior to the internship course beginning, at which point the Internship Coordinator and course instructor will assume supervision.
- Registrations should be reviewed and approved or denied by the Program Chair within one week of receipt.

Supervision

- Ongoing follow up is required for AIU. The Internship Coordinator will conduct monthly status calls with the student at a minimum – more frequent contact is encouraged.
- The Internship Coordinator will conduct a minimum of four (4) job verifications over the course of the internship experience. This is a call to the site supervisor and can be before or during the internship course, but must occur after the student begins the internship. The student's record will be notated regarding the conversation.
- Any unusual problems reported by the student or site supervisor, or detected by the instructor, Program Chair or Internship Coordinator, should be discussed immediately with the Vice President of Student Affairs.

Evaluation

- The faculty will assign a final grade based on the course assignments in the internship course and the final assessment submitted by the site supervisor and submitted to the Internship Coordinator. Grades are due at the normally scheduled time.

Internship Site Supervisor Guidelines for Supervising an Intern

American InterContinental University sincerely appreciates your support of the internship course and your willingness to offer your time and expertise to mentor our future workforce professionals.

Expectations for the Student

- The student is required to work a minimum of 115 hours to complete the internship site work. The student and site supervisor have the option to agree to additional hours, if desired and outlined in the internship registration document. A minimum of 115 hours must be completed by the last date the student attends the internship course in their academic schedule.
- AIU requires the student to write out learning outcomes that align with the program with oversight from the Program Chair. Outcomes must align with the internship tasks with oversight from the work site supervisor. This document will allow the three individuals to reach an agreement on the form and substance of the internship and performance criteria.

Facilitating the Internship

- After interviewing and getting hired for the internship role, the student will contact the Internship Coordinator to define the student's job responsibilities and details such as start date, hours per week, and company rules.
- Open communication among the work site supervisor, Internship Coordinator and instructor, and the student is critical to provide a positive experience. The student is required to send a time and task log with the work site supervisor's sign off on a weekly basis to the Internship Coordinator. Failure to submit the weekly time and task logs may result in removal from the internship course.

Intern Orientation

- The student understanding of the context in which work takes place can help the student learn from the internship and managers at the site. The people, events, and social issues in your organization often comprise an unlimited wealth of knowledge for this soon-to-be professional in your field.
- It will benefit the student and the organization if the student is aware of your site's formal and informal work rules. Are there clear implicit goals for your organization? If possible, share with the student any handbook or documents where those rules appear such as reports, public relations material, or strategic planning documents.
- Introduce the intern to the key players in your organization and department. Giving the student an opportunity to speak with various individuals about their role will help enrich their

experience. If possible, share the organizational structures, communication patterns, and the process for decision making.

- If you are supervising others, share how you characterize your supervisory style. Sharing challenges you have as a supervisor and how you have overcome previous challenges can help the new mentee.

How Supervisors get the Most out of the Internship Program

Why use Interns

- Inexpensive source of highly motivated and skilled workers.
- If your company is thinking of hiring – you get an extended interview.
- Interns who are not employees are ineligible for employee benefit packages.
- At the conclusion of the internship, Interns are ineligible for unemployment compensation because the work experience was part of an educational program.

Define your Company's Needs

Please remember that a student intern is neither a volunteer nor a go-fer. Your company's need is providing the student with a chance to use their education in a real world setting while making a positive impact on your company. These are some of the things to consider when thinking about using an intern.

- What is your company's need?
- Where will the intern work?
- Who will be supervising the intern, do they have the skill and the time?
- Are the duties or projects appropriate for a college student?
- Will the projects assist the student in their major?
- Are the responsibilities worthy of receiving college credit?
- What will the student learn by completing the internship?

Write a Job Description

Make sure that the intern understands what all of their roles and responsibilities are. If there is any special training or safety requirements, make sure that those are spelled out. Review the Student Internship Registration Form & Learning Contract with the intern and make sure that the outcomes coincide with your expectations.

Open Communication

Communication with any employee is important and with interns even more so. They are going to have questions and it is important that they have a resource to answer them. The Internship Coordinator is there to assist you with any questions or concerns you may have.

Frequently Asked Questions

What is an internship?

The internship course is a supervised work and learning experience which adds depth to the student's academic program. The class includes coursework, as well as industry work at a physical location. Upon successful completion of the course the student earns credit and a grade.

Why should I do an internship? What's in it for me?

The internship experience has many benefits for students. For those entering a new field, the internship provides valuable work experience and allows them to develop personal and career related skills. These are all benefits when creating a resume and when a student begins looking for jobs.

The experience will also allow students to explore careers and establish new contacts in the chosen career field for future career networking. Additionally, the internship leads to credit and a grade toward fulfillment of the academic degree requirements.

How do I know if I qualify for an internship?

Students who are interested in registering for the internship should immediately schedule a time to discuss it with their Student Services Advisor to check eligibility. Students qualify if they have a minimum GPA of 2.5, will have 135 credits at the bachelor level at the time they begin the internship course and reside in an eligible state for the internship program. Students must discuss the registration process with the Internship Coordinator and must be willing to put forth the effort in sourcing companies, interviewing, and maintaining a professional work ethic during the internships. The internship requires a minimum of 115 work site hours. This course is only available in the Bachelor programs.

How do I find a company to intern with?

The Internship Coordinator and Career Services Department are able to assist and coach you with identifying companies to target for the internship experience and provide you with resources to help in your search. You should look for companies near you with a reasonable commute. Identifying companies in your industry first is preferable to experience maximum exposure to your industry. Students are not guaranteed an internship and it should be made clear that AIU does not maintain a bank of internship sites and relationships.

How do I start the registration process?

Once you have worked with the Internship Coordinator and secured an internship site, you must work with both the Internship Coordinator and work site supervisor to complete the Student Internship Registration Form & Learning Contract. Do not procrastinate during this step! Allow plenty of time for gathering job duties from your site supervisor and working on learning objectives with your Internship Coordinator and Program Chair. If this form is not complete, the internship cannot be approved.

When should I start the registration process?

You should begin the paperwork as soon as possible. The form cannot be submitted past the due date which is 5 weeks prior to the internship course start date. Additionally, the internship work hours may not start until the internship is approved and you have completed 135 credit hours. Any hours worked prior to approval will not retroactively count towards the internship requirements.

How many internship courses can I take?

You are only eligible to take one internship course per program.

What should I expect during the interview?

Even though you know the site supervisor is open to working with interns, you should treat this like a real job interview, including your communication, dress, and preparation for the meeting. Not only because you want to make the best possible impression, but also it is good practice and there may be others competing with you for that internship spot. We recommend you contact the Career Services Department for a practice interview session prior to your real interview date.

What should I do if there is a problem during the internship?

To avoid problems and confusion, it is important that both the site supervisor and student read and understand the internship guidelines prior to beginning their working relationship.

Occasionally, problems do arise during an internship. First discuss the problem with the necessary party (for example the student and site supervisor should try to work out the issue first). If the issue cannot be resolved, the student and/or the employer are encouraged to call the Internship Coordinator to seek a resolution. The Internship Coordinator will keep the Program Chair & Instructor aware of any issues. The Internship Coordinator will collect information from the site supervisor and student concerning the problem and attempt to facilitate a resolution.

If the student is not compliant with the University's published Student Code of Conduct, the student can be removed from the internship and receive a Withdraw or Dismissal from the course, which can have academic and financial penalties and implications.

Internship Forms

Student Internship Registration Form & Learning Contract

This form includes student, employer and outcome information. It is important that this form is completed accurately and submitted on time in order to be considered for the internship course. The student should complete this form under the guidance of the Internship Coordinator.

Internship Time & Task Log

Weekly progress and timekeeping is an important component of the internship. This form must be submitted weekly once the internship begins. Failure to submit the time and task logs weekly may result in the student's removal from the internship course.

Internship Performance Assessment Form

The site supervisor will provide feedback relating to the student's performance and development through the internship program. This feedback is vital for the student to complete the course and receive full credit and it will assist them in their continued development.

Student's Internship Evaluation Form

AIU wants to provide meaningful internship experiences to students. This evaluation is optional, however an important step in providing the most beneficial experience to students. This evaluation of the course will be sent through an electronic survey engine.



Student Internship Registration Form & Learning Contract

This registration packet is the responsibility of the student to complete and submit. They must work with the appropriate individuals who can help them complete the form, such as their Internship Site Supervisor, Internship Coordinator and Program Chair. The Student Internship Registration Form & Learning Contract must be submitted with a Letter of Acceptance from the worksite company. The application will not be reviewed without an acceptance letter. The letter must include company letter head; student information; and the name, title and attached resume of the worksite supervisor. Please note: the worksite supervisor approving this internship must have a bachelor degree minimum or higher to sign off on the program.

Student Registration Information			
Student Name:		Faculty Supervisor:	
Student ID #:		Program:	
Internship Title:		Session/Term:	
Current CGPA:			
Course Number:		Number of Credits:	
Work Site Registration Information			
Company Name :			
Start date and time:			
End date:			
Name of Work Site Supervisor:			
Supervisor email address:			
Supervisor telephone number:			
Address at which the student will be based:			

Nature of Business:		
Number of Employees:		
Department which the student will be based in:		
Dress code expectations for the student:		
Is this internship paid or unpaid? (If paid, please list per hour amount.)		
Is the student covered on the Company's Limited Liability Insurance?	Yes	No
Has the student been briefed as to what is expected during the internship?	Yes	No
Environmental Health & Safety Check		
1. General		
Does the employer have contact details for the student in the event of an emergency?	Yes	No
Has the student been given a tour of the workplace?	Yes	No
If not, will this take place as soon as possible after the student begins work?	Yes	No
Are there any areas on site that will be out of bounds during the internship?	Yes	No
If so, will these be pointed out and the dangers explained?	Yes	No
Have any risks in the work tasks allocated to the student been identified?	Yes	No
Does the student know how to obtain first aid help?	Yes	No

Is any Personal Protective Equipment necessary?	Yes	No
2. Fire Safety		
Has the fire warning system been explained?	Yes	No
Has the means of escape been demonstrated from the areas in which the student will be working?	Yes	No
Has the action to be taken on discovery of a fire been made clear?	Yes	No
Has the importance of keeping any fire doors shut been explained?	Yes	No
Has the student been briefed on the fire drill?	Yes	No
Additional Comments:		
Learning Contract		
<p>I. Program & Concentration Outcomes - Please describe at least 5 outcomes this internship will support. The program and concentration outcomes can be found in the AIU Catalog.</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>		
<p>II. Work Activities - Please describe at least 5 work activities your Site Supervisor has approved for this internship.</p> <p>1.</p> <p>2.</p> <p>3.</p>		

4.

5.

III. Evaluation - Please describe the evaluation process you will have with your Site Supervisor.

1. Weekly performance meetings with my site supervisor.
2. Time and task log including duties fulfilled.
3. Final evaluation from manager.
4. Other if applicable:

Submission & Approvals

Student:

I understand that to receive full credit for this course all forms must be submitted and the minimum hours of the internship must be met. I understand the internship guidelines and that I may be subjected to a background check. I have completed this Student Internship Registration Form & Learning Contract and have attached a Letter of Acceptance and resume of the approving Work Site Supervisor.

Student Name Signature Date

Work Site Supervisor:

I understand the university guidelines of employing an intern and have agreed upon the stated duties and timeframe of the internship. I understand that the Internship Coordinator may be in contact with me to receive and provide updates on the intern's performance.

Work Site Supervisor NameSignature Date

Please attach Letter of Acceptance & Resume of the approving Site Supervisor and submit to the Program Chair

University approval:

Faculty NameSignature Date



Internship Time & Task Log

Student Name:		Site Supervisor:	
Student ID #:		Company:	
Program:		Faculty Supervisor:	

Please enter the hours for the week and work tasks performed. List any off site locations if applicable.

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time In							
Time Out							
Total Hours							
Tasks Performed							

Once completed for the week, please sign and have your manager sign off and fax to 847-586-6426.

Student Name Signature Date

Supervisor Name Signature Date



Internship Performance Assessment Form

This assessment is sent electronically to the Internship Site Supervisors who managed students during the internship.

Please put an "x" inside the box that corresponds to your answer:

1: never 2: seldom 3: fairly often 4: frequently 5: always

If you did not have an opportunity to observe the behavior, please leave that question blank.

Student name: -----

Site Supervisor name: -----

Company name: -----

	1	2	3	4	5
1) Arrives each day on time					
2) Completes routine work on time					
3) Demonstrates a positive view toward clients, peers, and supervisors					
4) Demonstrates willingness to help					
5) Demonstrates common courtesies and professionalism toward all individuals					
6) Accepts suggestions about work and make noticeable effort to improve					
7) Communicates (written and verbal) in a clear and easily understood manner					
8) Seeks out information from reliable sources when in doubt or lacking knowledge about an area					
9) Makes constructive use of any free time					
10) Made meaningful contributions to your facility					

Please comment on the student's overall performance and what you recommend the student do to successfully work in this profession:

Site Supervisor Signature Date



Student Internship Evaluation Form

This evaluation is sent electronically to students who took the internship course.

Please put an “x” inside the box that corresponds to your answer:

1: strongly agree 2: agree 3: disagree 4: strongly disagree 5: not applicable

Student name: -----

Company name: -----

	1	2	3	4	5
1) I enjoyed my internship.					
2) I would recommend that AIU continue to send students to this company.					
3) The company engaged me in meaningful work.					
4) I feel that I learned about the industry from my internship.					
5) I developed my skills during your internship.					
6) I received adequate guidance from my workplace supervisor.					
7) I am more confident about securing graduate employment as a result of my internship.					
8) I would rate my overall internship experience positively.					
9) How do you feel the internship experience could be improved?	Comments:				

Any further comments: