

Internship Course Requirements

Assignments

1. **Learning Objectives** - Intern will establish, in conjunction with company supervisor, 3-4 Learning Objectives as a means of focusing his/her internship experience. The Learning Objectives should be connected to the National Association of Colleges & Employers (NACE) Career Readiness Competencies. This form will be completed, initialed (by intern and company supervisor) and submitted via Blackboard within the first two weeks of the internship.
2. **Daily Activity Log** - Intern will record dates worked, number of hours completed, the nature of projects, tasks, and responsibilities, and how it meets the Learning Objectives and connects to the NACE Career Readiness Competencies. The Log will be initialed by supervisor on a regular basis (i.e., once a week).
3. **Final Paper** - Intern is required to complete a 10-12 page final paper documenting:
 - o Describe the nature of the internship (i.e., responsibilities, projects, assignments, etc.)
 - o What were your learning objectives at the start of your internship and how did you achieve them?
 - o How did the internship relate to your past/future coursework?
 - o Reflect on insights gained regarding the industry, profession, leadership styles, etc.
 - o How can/will you apply your learnings to experiences in the future?
 - o Did your internship experience help to focus or clarify your career goals? How so?
 - o Read an excerpt about the NACE Career Readiness Competencies (see separate instruction doc for details). Select 3 career competencies and discuss how you utilized and refined these competencies during your internship. Be sure to cite 2-3 sample behaviors you practiced during your internship as well.
4. **Evaluation** - Intern will complete an Evaluation to help determine the effectiveness of the internship experience, including assessment of work, quality of supervision, professional development, NACE career competencies, and overall quality of the internship experience. In addition, if there were any changes in terms of placement, supervisor or other information, update the VSB O'Donnell Center Experiential Education team immediately.

*****All assignments must be typed and uploaded to Blackboard. Handwritten assignments will not be accepted.***

Expectations

- **Time** - For all VSB internships, completion of a minimum of 150 work hours is required. These hours must be completed over the course of a single academic semester or a minimum 8 week summer period.
- **Intern Launch Workshop** - Intern will attend a mandatory group session at the beginning of the internship semester/summer (if registration takes place remotely, students will be required to attend this session via webinar). Students will complete the Experience Form in Handshake with internship details at the time of attending the Launch Session, virtually or on campus.
- **Communication** - Interns are expected to maintain communication with the VSB O'Donnell Center Experiential Education team throughout the duration of the internship. This includes communication about any issues, concerns, or problems that arise during the course of the internship.
- **Grading** - Internships are graded on a Satisfactory (S) or Unsatisfactory (U) basis. The designated faculty of the appropriate academic area evaluates Learning Objectives, Daily Activity Log and Final Paper, reviews Employer Evaluation of student's performance and issues a grade of "S" or "U". If "S" is granted, 3 free elective credits are awarded for the internship at the end of the appropriate semester
- **Submission Deadlines** - All assignments are due via Blackboard as follows:
 - o Completed Learning Objectives form is due within the first two weeks of the internship.
 - o Completed Daily Activity Logs, Final Paper and Student Evaluation are due according to this schedule:

| Internship Completed | Documents due to the O'Donnell Center Team |
|----------------------|--------------------------------------------|
| Fall | December 1 |
| Spring | May 1 |
| Summer | August 15 |