BS 183 Cooperative Education Internship A

**DONNELLY COLLEGE**

Term

***Day/Time***

1 Credit Hour

**INSTRUCTOR INFORMATION:**

**Name:**

**Office:**

**Office hours:**

**Telephone:**

**Email address**:

**Web site address:** [www.donnelly.edu/academics/bachelor](http://www.donnelly.edu/academics/bachelor)

**COURSE DESCRIPTION:**

The internship is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and is documented by at least 50 hours of on-campus training (inclusive) and work experience. The student will be evaluated by a combination of the employer and the instructor. Internship courses do not fulfill any department requirements and are offered on a by arrangement basis.

**PREREQUISITES:**

Approval from Program Director.

**REQUIRED TEXTBOOK & SUPPLIES:** The professor and student will choose the appropriate text.

**PHILOSOPHY OF GENERAL EDUCATION:**

Donnelly College has consistently maintained a strong commitment to the liberal arts and sciences as a foundation for a complete education. The faculty strongly believes that the liberal arts and sciences provide the context through which students can engage with the larger questions about students’ place in the world and their pursuit of truth. Therefore, the College’s general education requirements are designed to ensure that liberal arts and sciences graduates develop a breadth of content knowledge and the skills and abilities, which will enable them to become educated participants in a diverse global community.

# DONNELLY COLLEGE LEARNING OUTCOMES:

* 1. **Communication Skills:** Students will communicate effectively in writing and speaking.
  2. **Technology and Information Literacy Skills:** Students will demonstrate proficiency in information literacy skills.
  3. **Symbolic Problem Solving:** Students will demonstrate competency in qualitative and quantitative problem solving.

## **Analytical Thinking:** Students will employ reflective thinking to evaluate diverse ideas in the search for truth.

* 1. **Personal and Interpersonal Skills:** Students will develop an understanding across cultural differences locally, nationally, and internationally.

## **Academic Inquiry:** Students will engage independently and effectively in lifelong learning.

* 1. **Values:** Students will demonstrate moral and ethical behavior in keeping with our Catholic identity.

**PROGRAM LEARNING OUTCOMES:**

1. Academically appropriate written and oral communication.

2. An understanding of business theories.

3. Knowledge of technology and software applications appropriate to the business environment.

4. An understanding of workplace ethics and diversity.

**STUDENT LEARNING OUTCOMES:**

1. Gain practical experience within the business environment.
2. Acquire knowledge of the industry in which the internship education is done.
3. Apply knowledge and skills learned in the classroom in a work setting.
4. Develop a greater understanding about career options while more clearly defining personal career goals.
5. Experience the activities and functions of business professionals.
6. Develop and refine oral and written communication skills.
7. Identify areas for future knowledge and skill development.

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| --- | --- | --- | --- |
| **Donnelly College**  **Learning Outcomes** | **Program Learning Outcomes1** | **Student Learning Outcomes2** | **Application and Assessment3** |
| Students will communicate effectively in writing and speaking. | The student will demonstrate academically accepted written and oral communications | Students will develop and refine oral and written communication skills | Students will assess their internship experience through Reflective Journals. Achieve a passing grade of 80% or higher. |
| Students will demonstrate proficiency in information literacy skills. |  |  |  |
| Students will demonstrate competency in qualitative and quantitative problem solving. |  |  |  |
| Students will employ reflective thinking to evaluate diverse ideas in the search for truth. |  |  | Students will assess their internship experience through Reflective Journals. Achieve a passing grade of 80% or higher. |
| Students will develop an understanding across cultural differences locally, nationally, and internationally. | An understanding of workplace ethics and diversity. | The student will develop a greater understanding about career options while more clearly defining personal career goals. | Students will present a plan of lifelong learning that translates to topics related to their career and leadership while displaying an understanding across cultural differences locally, nationally, and potentially internationally. Achieve a passing grade of 80% or higher. |
| Students will engage independently and effectively in lifelong learning. | An understanding of workplace ethics and diversity. | Identify areas for future knowledge and skill development. |  |
| Students will demonstrate moral and ethical behavior in keeping with our Catholic identity. |  |  |  |

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| --- | --- |
| **COURSE REQUIREMENTS:** |  |
| Pre-Internship Quiz  Reflective Journal Entries | 5%  39% |
| Biweekly Evaluations  Site Visit by Program Director/Instructor | 42%  7% |
| Exit Interview with Program Director/Instructor | 7% |
|  | **100%** |

**GRADING SCALE:**

A = 324-360 Points

B = 288-323 Points

C = 252-287 Points

D = 216-251 Points

F = 215and below Points

1. Pre-Internship Quiz…………………………………………………………………………………… 5%

The quiz will examine your knowledge and comprehension of the internship course as well as the expectations and overall guidelines of a successful internship. Due Date: Please refer to the Tentative Course Calendar as well as Canvas.

1. Reflective Journal Entries…………………………………………………………………………….39%

An excellent way to process what you are learning during your internship is to write about your experiences on a regular basis. In preparing the entries, practice effective business communication (e.g., spelling, grammar, conciseness). Due Dates: Please refer to the Tentative Course Calendar as well as Canvas.

1. Biweekly Evaluations…………………………………………………………………...……….........42%

Internships completed for credit require Internship Evaluations designed for site supervisors and students. Information about these evaluations will be e-mailed to students and supervisors near the beginning of the internship. Site Supervisors are required to submit their evaluation and supply contact information to the Program Director/Instructor when the evaluation is complete. Due Date: Please refer to the Tentative Course Calendar as well as Canvas.

1. Site Visit …………………………………………………………………...………………................7%

Internships completed for credit require at least on-site visit by the Program Director/Instructor. The program Director/Instructor will shadow the intern for a maximum of 50 minutes. Due Date: Please refer to the Tentative Course Calendar as well as Canvas.

1. Exit Interview and Internship Experience Report ……………………….…………………..............7%

The Internship Experience Report provides an opportunity for you to reflect on your entire internship experience. This report should summarize what you learned, assess how successful you were in achieving your Learning Objectives, and highlight any other insights about the organization, industry, or career field. This assignment requires inclusion of an updated resume that includes your internship experience.

**EXPECTATIONS**: To receive credit for the internship, you are required to register for the course and pay the required tuition/fees, complete all assignments and turn them in by the deadline, and present yourself in a professional manner at all times. You are responsible for all materials and announcements related to the course. Additionally, you are representing yourself and Donnelly College.

Please keep in mind that you are expected to:

1. Arrive at work as scheduled, ready to work, and stay for the agreed upon time

2. Present yourself in a professional manner at all times, including being appropriately dressed for your workplace

3. Communicate any concerns with your supervisor, the Internship Coordinator and/or Program Director in a timely manner and respectfully

4. Demonstrate enthusiasm and interest in what you are doing; ask questions and take initiative as appropriate

5. Complete and submit assigned tasks by designated timelines. Meet all deadlines

6. Participate in assigned meetings at work and with the instructor

7. Keep track of and accurately report internship hours worked

**PURPOSE OF REFLECTIVE JOURNALS:**

The Reflective Journals are the primary place for demonstrating meaningful reflection as you address the Learning Objectives; resolve problems and challenges, and document observations and feelings relating to your internship. The goals of the reflective journal are:

• To provide a forum for deep reflection on the internship experience (i.e. observations, projects/ tasks, challenges, etc.);

• To provide an opportunity to highlight the progress towards achieving the intern’s Learning Objectives;

• To provide a venue for the Internship Instructor’s constant monitoring, coaching, and assessment of the internship experience.

**GUIDELINES FOR WRITING REFLECTIVE JOURNALS:**

The following guidelines will be strictly enforced. **Late papers will not be accepted.** The student will be required to rewrite the journal if they do not adhere to the guidelines. Rewrites must be submitted within 24 hours after notification. Reflective Journals should be a ***maximum of one (1) page, typed and double-spaced, 1” margins, and 12 point font***. The journal must address the topics below, and use “headings” to divide each reflection topic within your journal (e.g., Specific Tasks; Learning Objectives; Challenges & Resolutions):

• Specifics about jobs/tasks/projects accomplished, and how classroom knowledge has helped?

• Progress towards achieving Learning Objectives; what did you learn and how did you learn it?

• Problems encountered with job assignments or work environment, and efforts towards resolution.

• Description about what is most impressive about your internship to date.

• Expectations for the following weeks.

***Tip***: It is recommended that you keep a daily log that documents your experience. Set aside at least 20 minutes, preferably at the same time each day, to write. Make writing in the journal a “habit” or the weeks will fly by and you will have little record of your experience for future reflection. Consider addressing the following questions on a daily basis:

• What did I learn today?

• What challenges or frustrations did I encounter today?

• How did I use critical thinking or problem-solving to address this issue?

***Please make certain that the Internship Instructor receives the journal at the scheduled times.***

**GRADING OF REFLECTIVE JOURNALS:**

The Reflective Journals are worth 39% of the total grade.

Note: Please include an interview with a professional from your field of interest as one of your required journal entries. Develop a set of questions that will provide you with the information about the professional such as:

• What are the most important knowledge, skills, and abilities needed by someone in this field?

• What would good entry-level jobs for gaining experience to become [fill in name of job title of person you are interviewing]?

Satisfactory assessments of the Reflective Journal Entries are based on:

• Evidence of thoughtful reflection, critical thinking, problem solving, complex interpretation;

• Consistent reference toward achieving your Learning Objectives;

• Demonstrated awareness of self in the work environment and the role of others;

• Adherence to the writing guidelines for Reflective Journals and timely completion.

**ACADEMIC INTEGRITY: “**…Academic integrity is to be maintained at all times to insure genuine educational growth. Cheating and plagiarism in all forms, therefore, will be subject to disciplinary action. Serious infractions will be reviewed by an ad hoc committee, appointed by the appropriate dean. Appropriate sanctions will be imposed.”

**PLAGIARISM:** Plagiarism – the appropriation or imitation of the language or ideas of another person and presenting them as one’s original work – sometimes occurs through carelessness or ignorance. Students who are uncertain about proper documentation of sources should consult their instructors.

**ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, Donnelly College will make every attempt to provide equal access for persons with disabilities. Students in need of accommodations must request them in writing from the Vice President of Academic Affairs.

**CIVILITY & DECORUM:** As noted in its Code of Conduct, Donnelly College is committed to maintaining an overall atmosphere of civility and respect. Civility and decorum both inside and outside the classroom are fundamental foundations of the values at Donnelly College. Classroom discussions and interactions outside the classroom will at all times be focused on the learning process and should always be respectful of both students and faculty. In open discussions of ideas and issues, disagreements should focus on ideas and facts. Name calling and assaults (either in person or on-line) will not be tolerated. Should any problems occur, the instructor should be notified immediately. Those who do not comply with civility and decorum requirements may be subject to a grade reduction and/or other sanctions up to and including dismissal from Donnelly College.

**ATTENDANCE POLICY:** Attending class is expected. Class participation and attendance is required. Class Participation: Students are expected to “hit the ground running” which means you need to be prepared and contribute in class from day one. Missing more than two sessions may cause a drop in your grade.

**WITHDRAWAL FROM COURSES OR FROM SCHOOL:** It is the responsibility of the student to withdraw from class. If a student decides to withdraw from a class, ideally, they should see an advisor and the financial aid staff before taking the withdrawal form to the Registrar's office for processing. However, any verifiable contact (e-mail, fax, phone, mail, etc.) with authorized college personnel expressing the student's intent to withdraw from a class will be honored.

If students withdraw before they have earned their financial aid, they will owe Donnelly College a debt for the unearned portion of the financial aid as well as for any unpaid balances (subject to the College's refund policy). Not attending class is not a withdrawal from class.

**Donnelly College reserves the right to withdraw a student from class(es) if the student does not meet their financial obligations, including two missing or incomplete payments, or loss of financial aid.** Faculty may initiate an administrative withdrawal on the basis of non-attendance. In extreme circumstances (i.e. a disciplinary problem), the Vice President of Academic Affairs may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

The deadlines for withdrawing from classes are as follows:

|  |  |
| --- | --- |
| 14 to 16 weeks | 3 weeks before the end of the class |
| 6 to 8 weeks | 7 weekdays before the end of class |
| 4 to 5 weeks | 4 weekdays before the end of class |
| Less than 4 weeks | Withdrawals are not allowed |

Withdrawal deadline dates will be published in the academic calendar.

**TENTATIVE COURSE CALENDAR:**

The schedule is subject to change based on the progress or needs of the class.

|  |  |  |
| --- | --- | --- |
| **Week** | **Classroom/Laboratory Protocol** | **ASSIGNMENTS** |
| ***1*** | Introductions and review of syllabus  First week: Meetings with site supervisor and Program Director.  Minimum of 4hrs | Pre-Internship Quiz  Turn in required information from Donnelly College Internship Packet to Program Director no later than the 2nd week of the semester. |
| ***2*** | Minimum of 4hrs | Reflective Journal Entry. |
| ***3*** | Biweekly Evaluation submitted by Site Supervisor to Program Director/Instructor.  Minimum of 4hrs | Biweekly Evaluation |
| ***4*** | Minimum of 4hrs | Possible Site Visit.  Reflective Journal Entry. |
| ***5*** | Biweekly Evaluation submitted by Site Supervisor to Program Director/Instructor. Minimum of 4hrs | Biweekly Evaluation |
| ***6*** | Minimum of 4hrs | Possible Site Visit.  Reflective Journal Entry. |
| ***7*** | Biweekly Evaluation submitted by Site Supervisor to Program Director/Instructor. Minimum of 4hrs | Biweekly Evaluation |
| ***8*** | Minimum of 4hrs | Possible Site Visit.  Reflective Journal Entry. |
| ***9*** | Biweekly Evaluation submitted by Site Supervisor to Program Director/Instructor. Minimum of 4hrs | Possible Site Visit.  Biweekly Evaluation |
| ***10*** | Minimum of 4hrs | Reflective Journal Entry. |
| ***11*** | Biweekly Evaluation submitted by Site Supervisor to Program Director/Instructor. Minimum of 4hrs | Biweekly Evaluation |
| ***12*** | Minimum of 4hrs (Students may need to make up additional hours in week 16 if they do not fulfill the 4hours minimum this week because of the holiday). | Reflective Journal Entry. |
| ***13*** | Minimum of 4hrs |  |
| ***14*** | Minimum of 4hrs | Reflective Journal Entry. |
| ***15*** | Exit Interview with Program Director/Instructor.  Biweekly Evaluation submitted by Site Supervisor to Program Director/Instructor. Minimum of 4hrs | Biweekly Evaluation  Final Internship Evaluation. |
| ***16*** | Additional hours to be made up in week 16 (if necessary) |  |

Please complete this together with your Faculty/ Staff Supervisor

Sign and return to Yvonne Telep by August 20, 2021

A copy should be kept by both DS and Supervisor.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Staff Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Information

Is the internship for course credit? Yes or No

If so, Course and number of credits \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List Three Educational Goals to be met via this internship: At least one should be informed by the Professional Career Competencies provided in this packet.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Intern's Planned Responsibilities:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Summary of the intern's schedule: (Please be as specific as possible.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |
|  |  |  |  |  |

Should this schedule change, the student is responsible to both their Faculty/ Staff Supervisor and Yvonne Telep and inform them of the new schedule in an email.

I have read Donnelly College’s Internship Agreement and understand the designated roles and responsibilities of such.

1. I agree to familiarize myself with and adhere to the relevant policies, procedures, functions and ethical standards of the department where I will be serving.
2. I agree to use professional email communications to inform my supervisor and Yvonne Telep of any sick days, needed time off, change of schedule, or other interruption in my work hours.
3. I will communicate any feedback and concerns that may arise during the course of the internship to the other parties as appropriate.
4. I understand that I am responsible for meeting my Educational Goals, and I will discuss with my supervisor any ideas I have about how these might be better accomplished.

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Student Signature Date

Supervisor Agreement:

I have discussed Dragon Scholar position and this agreement with the student. We have worked together to set learning goals. I agree to provide the Dragon Scholar with an orientation concerning the position’s policies, procedures and responsibilities and to be available to meet regularly with the intern. I also agree to conduct a final evaluation of the Dragon Scholar’s work.

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Supervisor Signature Date

Supervisor’s Contact Information:

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator Contact Information:

Yvonne Telep

Associate Director of Academic Support

ARC Room 201 C

Direct (913) 621-8732

ytelep@donnelly.edu

It is the Dragon Scholar’s responsibility to return this completed form to Yvonne Telep by August 20, 2021

**Professional Career Competencies: Self-Assessment Tool**





|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Areas of Concern and Evaluation | Strongly Disagree | Disagree | Neutral/ variable | Agree | Strongly Agree |
|  | 1 | 2 | 3 | 4 | 5 |
| 1. Professionalism and Reliability Student arrives on time for work as scheduled and gives appropriate advance notice of absence. |  |  |  |  |  |
| 2. Initiative and Accountability The student consistently completes job assignments without need of constant supervision. Student is a self-starter. Student is a problem-solver who adapts and adjusts well to changes. Student follows workplace policies and procedures, including any dress code and safety policies. Student initiates proper care of college equipment, facilities, materials, and work environment. (DCLO 3) |  |  |  |  |  |
| 3. Teamwork and Collaboration  Student demonstrates a willingness to work, support, and collaborate with supervisors and coworkers. Student promotes a positive atmosphere in the workplace and an understanding of his or her work to the department and College as a whole. Student enhances the effectiveness of coworkers by sharing knowledge. (DCLO 5) |  |  |  |  |  |
| 4. Respect and Values Student exhibits professional conduct in the workplace and interacts respectfully with all people including supervisors, coworkers, and those being served. Student respectfully deals with differing points of view. Student demonstrates moral and ethical behavior in keeping with Donnelly’s identity. (DCLO 7) |  |  |  |  |  |
| 5. Communication Skills Student communicates effectively verbally and in writing. (DCLO 1) |  |  |  |  |  |
| 6. Inquiry  Student seeks to reflect and understand the value of the job and how it relates to personal, professional, and academic development. Student demonstrates an interest in acquiring new skills. (DCLO 6) |  |  |  |  |  |

**Dragon Scholar Midterm Evaluation: Fall 2021**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Evaluate the scholar using the rating system below and providing additional comments as needed.**

Exemplary Proficient Marginal Unsatisfactory

|  |  |  |
| --- | --- | --- |
| **Areas of Concern and Evaluation** | **E/P/M/U** | **Comments** |
| **Professionalism and Reliability** Student arrives on time for work as scheduled and gives appropriate advance notice of absence. Demonstrates integrity, confidentiality, and ethical behavior. Student performs tasks in the manner expected and on time. Uses a planner or calendar to prioritize and track work and meet deadlines. (DCLO 5) |  |  |
| **Initiative and Accountability** The student consistently completes job assignments without need of constant supervision. Student is a self-starter. Student is a problem-solver who adapts and adjusts well to changes. Student follows workplace policies and procedures, including dress code and safety policies. Student initiates proper care of college equipment, facilities, materials, and work environment. (DCLO 3) |  |  |
| **Teamwork and Collaboration**  Student demonstrates a willingness to work, support, and collaborate with supervisors and coworkers. Student promotes a positive atmosphere in the workplace and an understanding of his or her work to the department and College as a whole. Student enhances the effectiveness of coworkers by sharing knowledge. (DCLO 5) |  |  |
| **Respect and Values** Student exhibits professional conduct in the workplace and interacts respectfully with supervisors, coworkers, and those being served. Student respectfully deals with differing points of view and demonstrates moral and ethical behavior in keeping with Donnelly’s identity. (DCLO 7) |  |  |
| **Professional Communication Skills** Student communicates effectively verbally and in writing. Communicates changes in schedule and other needs in a timely, professional manner and in writing with their supervisor. (DCLO 1) |  |  |
| **Inquiry**  Student seeks to reflect and understand the value of the job and how it relates to personal, professional, and academic development. Student demonstrates an interest in acquiring new skills. (DCLO 6) |  |  |
| **Creativity and Problem Solving**  Student exercises sound reasoning to analyze issues, make decisions and solve problems. Demonstrates critical thinking skills in the workplace. (DCLO 4) |  |  |
| **Progress on Student’s Educational Goals**  Please refer to goals set at initial planning meeting and revise or update as needed.  List action items for meeting goals by end of semester. |  |  |
| Overall Rating:  Exemplary Proficient Marginal Unsatisfactory | | |
| Additional comments: | | |

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Faculty Staff Supervisor (Date)

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(Scholar Signature) (Date)

Donnelly College Dragon Scholars

**Internship Evaluation (Supervisor section)** Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill out the form to evaluate your intern’s performance and discuss it with them.

**Please complete and submit this to Yvonne Telep by Friday December 10th, 2021**

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Student (DS) Name DS Position

**Please rate the DS on the following areas (E**/Exemplary P/Proficient M/Marginal U/Unsatisfactory

Dependable and present during scheduled work times. E P M U Took directions and followed through on tasks. E P M U Demonstrated the ability to understand new ideas and concepts. E P M U Met deadlines as instructed. E P M U Took initiative and was a self-starter. E P M U Worked well in group/team settings. E P M U Acted professionally in terms of communicating with co-workers. E P M U Enthusiastic in relation to assigned tasks. E P M U Had the skills applicable to the intern position and demonstrated them E P M U regularly.

Demonstrated respect to all others in the workplace E P M U Acted professionally in terms of my communicating with co-workers. E P M U

How well did the DS meet their Educational Goals this semester?

How did the DS grow as a professional this semester?

In what areas did the DS meet or go beyond your expectations? Please explain.

How could have the DS improve in their performance and professional skills?

Please add any additional comments

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/ Staff Supervisor Signature Date

**Dragon Scholar Self Evaluation (DS Student section)** Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill out the form to evaluate your internship placement and your own performance. This will be reviewed only by the Dragon Scholar coordinator.

**Please complete and submit this to Yvonne Telep by Friday December 10th, 2021**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student (DS) Name DS Position

**Please rate yourself and in the following areas (E/Exemplary P/Proficient M/Marginal U/Unsatisfactory)**

Dependable and present during scheduled work times. E P M U Took directions and followed through on tasks. E P M U Demonstrated the ability to understand new ideas and concepts. E P M U Met deadlines as instructed. E P M U Took initiative and was a self-starter. E P M U Worked well in group/team settings. E P M U Acted professionally in terms of communicating with co-workers. E P M U Enthusiastic in relation to assigned tasks. E P M U Had the skills applicable to the intern position and demonstrated them E P M U regularly.

Demonstrated respect to all others in the workplace E P M U Acted professionally in terms of my communicating with co-workers. E P M U

What were your primary responsibilities? Were there any changes made from the original internship application? If so, were those changes communicated?

What were the most valuable internship experiences?

What were the least valuable internship experiences?

How successfully did you meet your Educational Goals, set at the beginning of this experience?

**Please rate your internship placement in the following areas (SA/ Strongly agree** **A/Agree M/Marginal U/Unsatisfactory)**

The internship allowed me to grow professionally/academically. SA A M U NA My time was well-utilized at the internship. SA A M U NA The internship mentor had strong knowledge of the field/subject matter. SA A M U NA The internship mentor showed the ability to guide/teach me. SA A M U NA The organization and mentor were professional. SA A M U NA The mentor took an interest in my professional/academic development. SA A M U NA I was treated with respect. SA A M U NA I would recommend this internship experience to other students. SA A M U NA

Did the internship meet your expectations? Please explain.

How could have the internship experience been improved?

Please add any comments regarding the mentor, the internship, or your performance.

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DS Student Signature Date

|  |  |
| --- | --- |
| Action | Deadline |
| Begin onboarding and work schedule  Meeting to set Educational Goals, Expectations, Schedules | Week of August 16th |
| Complete Dragon Scholar Agreement and return to Yvonne Telep | August 23, 2021 |
| Biweekly Evaluations  To Yvonne Telep | Every two weeks due Friday   * 9/3 * 9/17 * 10/1 * 10/15 * 10/29 * 11/12 * Monday 11/ 29 (after Thanksgiving) |
| Mid Term Evaluation meeting with Dragon Scholar  Evaluation due to Yvonne Telep | Between 9/27 & 10/15  October 15, 2021 |
| Dragon Scholar Self Evaluation and Evaluation of Internship  Complete and copy to Yvonne Telep | Dec. 10, 2021 |
| Faculty/ Staff Supervisor’s Final Evaluation of DS  Complete and copy to Yvonne Telep | Dec. 10, 2021 |

Pay periods:

If pay needs to be approved by Yvonne Telep, scholars should verify hours to me by the following dates. Otherwise, hours will be verified by your supervisor.

* Friday 8/20
* Friday 9/3
* Friday 9/17
* Friday 10/1
* Friday 10/15
* Friday 10/29
* Friday 11/12
* Tuesday 11/23 (Change for Thanksgiving week)
* Friday 12/10

Paychecks issued on following dates.

* Friday 8/27
* Friday9/10
* Friday 9/24
* Friday 10/8
* Friday 10/22
* Friday 11/5
* Friday 11/19
* Friday 12/3
* Friday 12/17