

**School of Family and Consumer Sciences  
Eastern Illinois University**

**Graduate  
Internship**

**Site Supervisor Packet**

**FCS 5980**

Updated August, 2000

SCHOOL OF FAMILY AND CONSUMER SCIENCES  
EASTERN ILLINOIS UNIVERSITY  
CHARLESTON, ILLINOIS 61920

## **Graduate Internship Overview**

An internship is a pre-professional work experience with a business, agency, or institution which is completed by a graduate student and for which academic credit is received. For each three semester hours of credit a student must complete a minimum of 150 clock hours on the job and complete all of the School of Family and Consumer Sciences internship assignments and activities, including a weekly log. Internship, FCS 5980, may be taken for 3 or 6 semester hour's credit.

The purpose of the internship is twofold:

- (1) To acquire a relevant professional experience in specific interest areas
- (2) To learn about employment opportunities

Activities should be realistic and characteristic of the area for which the student is training. Students are expected to participate in a variety of experiences in order to gain a comprehensive overview of what a professional does in that field. Some students may need to be assigned to work in a number of areas of the cooperating business/agency/institution to gain a comprehensive overview while other students may find that concentrated activity in one area may meet their needs to develop specific knowledge and skills.

The internship should enable the student to synthesize and apply knowledge and skills gained in course work. The internship may not be a continuation of a previously held position. The student may receive financial compensation for the work experience or may participate on a voluntary basis. The cooperating employer will determine any compensation.

The student, the University internship supervisor, and the agency supervisor are expected to plan the internship to provide an appropriate learning experience. The supervisor of the internship at the cooperating agency, institution, or organization must have expertise in the relevant family and consumer sciences area, based on academic preparation and/or work experience, and must be involved primarily in related activities at his/her place of employment.

## **Graduate Intern Responsibilities**

1. Complete the Graduate Internship Application Form and obtain approval of the persons listed on the Application Form in the first four weeks of the term prior to the term in which you plan to register for Internship.
2. Meet with the faculty member who will supervise the internship to discuss possible internship sites and the internship experience.
3. Select an internship site which will provide new learning.
4. Prepare a typed resume to present to the prospective employer.
5. Make an appointment for an interview with the potential employer at the agency, organization, or institution.
6. Interview the potential employer discussing:
  - a. the objectives of the work experience
  - b. possible learning experiences for you
  - c. your work schedule and hours
  - d. your responsibilities as an intern
  - e. the evaluation process
7. Write a letter of appreciation for the interviews.
8. Obtain placement with the employer; provide the necessary information pertaining to the internship.
9. Return signed Internship Agreement Form to the University supervisor and provide a copy to the site supervisor.
10. Register and pay tuition and fees.
11. Housing, transportation, and living expenses incurred during the semester of the internship are the responsibility of the intern.
12. In coordination with the site supervisor, develop specific work objectives and a specific job description.
13. Participate a minimum of 150 hours for each three semester hours credit.
14. Maintain the work schedule as agreed upon by the employer, the student, and the supervisor.
15. Maintain contact with University supervisor during the internship.

16. Complete all tasks, all written assignments, the weekly log of activities, the final evaluation, and other requirements in a professional manner.
17. In the event of illness, notify both the employer and the supervisor.
18. Write a letter of appreciation to the supervisor at the end of the internship.

#### **University Internship Supervisor Responsibilities:**

1. Meet with the student to identify potential internship sites.
2. Discuss internship requirements with the student.
3. Sign student's Internship Agreement Form after placement has been obtained.
4. Supervise the experience through written correspondence, by telephone, or personal visit.
5. Review and evaluate all course requirements and determine a grade for the student in consultation with site supervisor.
6. Confer with site supervisor during the internship as needed.
7. Send a letter of appreciation at the completion of the experience.

#### **Cooperating Employer Responsibilities:**

1. Provide for a conference with or interview the prospective intern.
2. Offer the intern placement verbally or in writing if preparation by the business, agency, or institution is desired.
3. Assign one middle management or above employee as the intern's site supervisor for the work experience. That person will direct the work experience of the intern for the duration of the internship.
4. Provide the physical facility and space for the intern.
5. Reimburse the intern at the agreed upon stipend, if applicable.

**Site Supervisor Responsibilities:** (The employer may serve in this capacity):

1. In coordination with the intern, develop specific work objectives and a specific job description.
2. Organize and supervise the entire work experience of the intern.
3. Prepare other employees for accepting the intern's participation and encourage their cooperation and support of the intern.
4. Plan and supervise specific work activities of the intern in keeping with the stated job description on the internship agreement and the work objectives developed with the intern.
5. Provide training for the intern in specific job skills.
6. Facilitate interpersonal relationships between the intern and other employees if necessary.
7. Treat the intern as any regular employee whether the intern is paid or volunteer.
8. Complete and return to the campus supervisor both the mid-term and final evaluation forms concerning the intern's performance.
9. Conduct a conference with the intern after completing the mid-term evaluation to share strengths the intern has exhibited and to make any suggestions for improvement.
10. Conduct a conference after the final evaluation to provide feedback for the intern on the internship experience.

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**Mid-Term Evaluation of Intern**  
*(To be completed by the site supervisor)*

Name of Intern	Name of Supervisor
Signature of Intern	Name of Business/Agency/Institution
Date	Address

**Instruction:**

This evaluation is to be conducted immediately after completing one-half of the total number of hours required. The completed form is to be sent to the campus supervisor.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not Applicable

Performance	4	3	2	1	0	NA	Comments:
Exhibits knowledge of subject matter							
Effective in verbal communication							
Effective in written communication							
Interacts or deals effectively and appropriately with customers or clients							
Works well with co-workers (patience, courtesy, tact)							
Displays a positive attitude							
Allocates time well							
Completes assignments on time							
Uses practical judgment and common sense							

## Mid-Term Evaluation of Intern

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not Applicable

Performance	4	3	2	1	0	NA	Comments:
Displays the ability to make decisions							
Brings an adequate amount of training to the internship							
Accepts and follows directions							
Follows through with tasks on own initiative							
Solves problems							
Adapts readily to new situations and responsibilities							

Professionalism	4	3	2	1	0	NA	Comments:
Projects a professional image							
Reports to work on time							
Maintains a satisfactory attendance report							Days absent
							Days present
Accepts and implements constructive criticism							
Adapts to physical demands of the job							
Exhibits dedication to profession							
Overall Evaluation							

Suggest activities which the intern might undertake to strengthen his/her performance.

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**Final Evaluation of Intern**  
*(To be completed by the site supervisor)*

Name of Intern	Name of Supervisor
Signature of Intern	Name of Business/Agency/Institution
Date	Address

**Instruction:**

This evaluation is to be conducted immediately after completing one-half of the total number of hours required. The completed form is to be sent to the campus supervisor.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not Applicable

Performance	4	3	2	1	0	NA	Comments:
Exhibits knowledge of subject matter							
Effective in verbal communication							
Effective in written communication							
Interacts or deals effectively and appropriately with customers or clients							
Works well with co-workers (patience, courtesy, tact)							
Displays a positive attitude							
Allocates time well							
Completes assignments on time							
Uses practical judgment and common sense							

## Final Evaluation of Intern

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not Applicable

Performance	4	3	2	1	0	NA	Comments:
Displays the ability to make decisions							
Brings an adequate amount of training to the internship							
Accepts and follows directions							
Follows through with tasks on own initiative							
Solves problems							
Adapts readily to new situations and responsibilities							

Professionalism	4	3	2	1	0	NA	Comments:
Projects a professional image							
Reports to work on time							
Maintains a satisfactory attendance report							Days absent
							Days present
Accepts and implements constructive criticism							
Adapts to physical demands of the job							
Exhibits dedication to profession							
Overall Evaluation							

Suggest activities which the intern might undertake to strengthen his/her performance.

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**Site Supervisor Final Evaluation of Intern**

Intern's Name \_\_\_\_\_  
Date \_\_\_\_\_

Describe growth or learning you have observed in this intern during the internship.

Suggest academic courses and/or other experiences which the intern might take to better prepare for career success.

Describe the type of position for which you feel the intern might be best prepared.

State the reasons the intern would or would not be suited for a position with your firm.

Other comments: