

STES Internship Guidelines:

The intern and the supervisor must read these guidelines.

The Supervisor's responsibilities:

1. Provide the student with a specific job description, including any goals and at least one specific project to be completed.
2. Maintain supervision of the student's performance. Do not ignore tardiness, uncompleted work, inappropriate dress or behavior, etc. Alert the student to these problems as they occur and report to the faculty advisor if the student fails to correct himself or herself.
3. Provide advice, if needed, about where the student needs to improve.
4. Complete an evaluation of the student at the end of the internship. An evaluation form will be provided by the intern or sent by email and should also be returned to the intern's advisor by email or regular postal mail. It is up to the supervisor whether the intern will see the evaluation.

Internship requirements:

1. The student must be engaged in work that leads to new knowledge and understanding related to his or her major.
2. The student must work on a focused project that allows him or her to gain knowledge and skills. A good project ought to take up most of the time spent working, but other smaller duties may also be incorporated. An intern is not an office worker who is doing secretarial work--calling meetings, filing, organizing documents, etc.

In general, fund raising in the form of seeking donations from individuals, is not a rich educational experience. However, if the student gets involved in grant writing or researching sources of grant funding, then he or she would be gaining professional knowledge and experience.

3. The student should be called upon to use his or her knowledge, research skills, writing and speaking skills in order to be of service to the organization.

4. The student must do the following in order to gain credit for the internship:

A. Submit notes and observations about your experience to the internship Moodle through the internship forum so that your advisor may keep track of your progress.

B. Submit to your academic advisor at the end of the semester a reflection essay at the end of the experience that is 6 to 7 pages long. This reflection should explain your main duties and projects, the knowledge and/or skills acquired as a result, and any other comments or observations you might have about the organization and your experience.

Time requirements:

For a two hour internship, the student should be on site two to four hours a week but should put in about 6 to 8 hours of work per week for 14 weeks (or the equivalent). All of these hours can be on site, but due to other class scheduling, may not be possible. If more hours are needed and the student is eager and willing to do more, arrangements must be made with the faculty advisor. Keeping track of hours is not as important as solid evidence in the form of actual results of the work. Students should produce at least ten pages of written product appropriate to the internship setting. Some internships may involve research, so field notes, data display, data analysis, and results may be included. Ideally, the student will produce the type of professional research/writing or other media that best serves the setting.

For a three hour internship, the student should be on site three to six hours a week but should put in about 10 to 12 hours of work per week for 14 weeks (or the equivalent). All of these hours can be on site, but due to other class scheduling, may not be possible. If more hours are needed and the student is eager and willing to do more, arrangements must be made with the faculty advisor. Keeping track of hours is not as important as solid evidence in the form of actual results of the work. Students should produce at least twenty pages of written product appropriate to the internship setting. Some internships may involve research, so field notes, data display, data analysis, and results may be included. Ideally, the student will produce the type of professional research/writing or other media that best serves the setting.