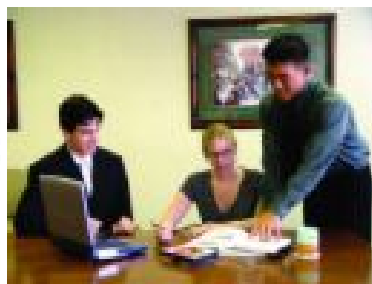


**Guide to Student Internships**  
**In the**  
**Department of Human Ecology**  
**Bitonte College of Health and Human Services**  
**Youngstown State University**



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*Section 1*  
**Information on Internships**

*“Preparing students for productive and fulfilling careers”* is among the goals of Youngstown State University. Linking academic preparation with career-related internship experiences enhances the student’s career preparation.

Field based experiences, otherwise known as “Internships,” give students the opportunity to apply classroom knowledge and skills workplace settings. These kinds of experiences can be accomplished in a number of ways, but most commonly, students participate in either paid or unpaid internships. An internship can further be defined as a project-specific learning experience that usually spans one academic term. Interns may or may not earn remuneration. Students in a college-approved internship receive academic credit. These opportunities make students more marketable upon graduation and benefit the employer/preceptors in terms of saving the costs associated with training new employees.

The Department of Human Ecology requires students in some of its degree programs to complete at least three semester hours of internship credit. These credits may be earned during the same semester, or spread over two or more semesters. Students may earn up to 9 semester hours of credit for one semester, and may receive a progress (PR) grade until the Internship requirements are completed. For each credit hour earned, students must complete 75 clock hours of work experience, under the supervision of an employee of the business or agency where the student is working. To earn three semester hours in one semester, students must work for 225 clock hours. Students should enroll in HMEC 4836 Internship for the appropriate number of semester hours (1-9)

**How to Register for HMEC 4836**

In order to register for HMEC 4836 for a given semester, the first thing that the potential student intern **must do** is complete the **INTERNSHIP PERMIT REQUEST** form with a copy of the student’s current resume and submit it to the Program Coordinator for the major program study area in which the student is enrolled.

The Permit Request form must be completed and signed by March 15<sup>th</sup> if the student plans to register for HMEC 4836 Summer or Fall semester, and by October 15<sup>th</sup> if the student plans to register for the course for the Spring semester. The internship DOES NOT have to be secured at that time, but information on the permit form should indicate the organizations which the student is interested in, has made contact with, has made an application to, or has received an offer from (indicated by code on the permit request form).

Students are expected to actively search for internship opportunities. There are numerous Internet website devoted to internships. Many organizations list internship opportunities on their human resources web pages. The Office of Career Services maintains a list of potential internships. The Office of Professional Practice sponsors on-campus interviews for internships and students who have enrolled in courses in the Williamson College of Business Administration are eligible to interview for these internships. Program coordinators maintain lists of contact information from past internships and organizations that have expressed an interest in working with YSU interns. Students should expect the search for an internship to be similar to the search for a professional entry level position, including mailing letters of inquiry and application, submitting resumes, visiting employment sites, and participating in interviews.

If the permit is submitted by the deadlines, students should be able to register for **HMEC 4836 Internship** when registration begins. Delays in submitting the permit will create delays in the processing of the permit.

Students should register for the number of semester hours that relate to the number of hours they will be working for the internship. Seventy-five hours (approximately 5 hours per week during the Fall or Spring semester) = 1 semester hour. Students may register for up to nine semester hours per semester. HMEC 4836 may be repeated for up to 12 semester hours.

## *Section 2* **Student Responsibilities**

Once students have secured their internship and registered for HMEC 4836 they must attend an orientation meeting in the Common Room (3112 Cushwa Hall) **Wednesday at noon during finals week**. At the meeting, a copy of the course syllabus will be distributed, course requirements and required forms will be reviewed, and portfolio requirements will be explained. All internship forms may be downloaded at <http://www.ysu.edu/humanecology/internship>.

To protect the student and employer/preceptor, students should NOT begin work at an internship site until a completed copy of the **Internship Information Sheet** AND a completed and signed copy of the **Internship Agreement** is submitted to the program coordinator. Students should submit the **Faculty Checklist** as early as possible in the semester. It is important to note that employer/preceptors believe that students are working in a University-sponsored program. In accordance with University policy, **the Internship Agreement must be completed before the student's begins the internship assignment.**

The course syllabus lists learning goals and related learning activities that students, along with the worksite supervisor may select to complete. Evidence of completion of these activities should be included in the internship portfolio. If the internship responsibilities do not relate to the goals and activities listed on the syllabus, the student intern must schedule a meeting with the program coordinator or the Department of Human Ecology faculty member assigned to supervise the internship to define goals and learning activities that should be completed during the internship before beginning the assignment.

Students should maintain weekly communications with the faculty supervisor via email, telephone, or office visits during the supervisor's regularly scheduled office hours. Communications should include the student's work schedule for the current and upcoming week and a brief report of the past week's work activities.

Students should attempt to complete the internship during the academic term in which they have registered. However, if a student's work hours are reduced or the internship extends beyond the end of the semester, a PR grade will be awarded.

To receive a letter grade for the internship, the intern **must prepare and submit a portfolio** to the assigned faculty supervisor according to requirements outlined in the course syllabus by 5:00 p.m. on the Tuesday of finals week for the Fall or Spring semesters, or the last Tuesday of the Summer semester. Failure to adhere to this deadline may result in a PR grade.

## Important Dates and Deadlines

- |   |  |
|---|--|
| • March 15 <sup>th</sup> and October 15 <sup>th</sup> | Permit is due to program coordinator for internship credit for the next semester |
| • Wednesday noon of finals week                       | Mandatory internship meeting in 3112 Cushwa Hall                                 |
| • First week of the semester                          | Submit signed Internship agreement and Faculty Checklist to Program coordinator  |
| • Weekly throughout the semester                      | Make weekly contact with campus supervisor                                       |
| • Tuesday of Final's week                             | Submit portfolio to faculty supervisor   |

## Problem Resolution

In the event of any problem at the work site, students must contact the faculty supervisor to discuss it. Most difficulties arise due to lack of communication between the student, employer/preceptor, and the university and are not difficult to resolve. Other problems may require intervention by the university to protect the student. In any event, if there is no communication, there can be no resolution.

## During the Internship

### The student will:

- ✓ Submit required paperwork before beginning the internship experience
- ✓ Participate in the orientation meeting during finals week of the semester before the internship assignment begins
- ✓ Report to the workplace on time
- ✓ Dress appropriately (If you are not sure what this means, ask)
- ✓ Exhibit professional conduct at all times
- ✓ Show initiative and enthusiasm
- ✓ Be an active, motivated, and productive team member
- ✓ Observe confidentiality issues at all times
- ✓ Set goals and priorities
- ✓ Meet deadlines
- ✓ Be aware of workplace politics and avoid engaging in same
- ✓ LEARN EVERYTHING POSSIBLE ABOUT THE POSITION AND THE WORKSITE!
- ✓ Maintain weekly contact with the campus supervisor
- ✓ Compile a portfolio which documents learning activities and experiences
- ✓ Know and understand the reporting structure at the internship assignment
- ✓ Report any problems or difficulties to the faculty supervisor as soon as possible

**The student will NOT:**

- ✓ Report to work late or leave early without permission
- ✓ Sit or stand around idle
- ✓ Use office supplies, the telephone or the computer (including the Internet) for personal use
- ✓ Exhibit a negative attitude or become known as a whiner or complainer
- ✓ Be destructively competitive with co-workers
- ✓ Ask for time off unless you have an emergency or an appointment that absolutely cannot be scheduled after work
- ✓ Refuse to perform routine or mundane tasks
- ✓ Talk or gossip about co-workers or non-business issues
- ✓ Make disparaging comments about the University, faculty, staff, other students, other workers at the internship site, or supervisory personnel.
- ✓ Go over your supervisor's head if there is a problem

**Unemployment Compensation**

Upon completion of the internship assignment, unless the student was previously gainfully employed by the same organization, the student **is not** eligible to apply for unemployment compensation. Not only is this unethical, it is a violation of most state laws. Such action also causes a breach of good faith understanding between the student and the employer/preceptor.

### Section 3

#### **Employer/preceptor Responsibilities**

The Department of Human Ecology values its relationship with all employer/preceptors of internship students. We see this as a true partnership in the education of our students. I hope that the employer/preceptor values the internship experience and views it as part of the student's overall education, not just as a job. This means assigning students to meaningful work assignments related to their chosen field of study. The ultimate success of this program occurs when the student makes the connection between the classroom and the workplace, and the employer/preceptor creates a pool of trained graduates ready to accept positions of responsibility.

Employer/preceptors who are seeking an intern will be more successful in their search for an intern if they follow the procedures listed below:

- ✓ Each employer/preceptor interested in participating in acquiring an Intern through with the Department of Human Ecology must submit a written job description of the expectations of the student intern.
- ✓ The Department of Human Ecology welcomes any printed and/or audio-visual materials about the company. The information will be shared with the students, to include in their research of the employer/preceptor prior to the interview process.
- ✓ Employer/preceptors should communicate the internship offer directly to the student.
- ✓ Negotiation of salary and fringe benefits is left solely to the discretion of the employer/preceptor and the student. Youngstown State University will in no way attempt to influence negotiations between the employer/preceptor and the student about salary or fringe benefits.
- ✓ In accordance with the employer/preceptor's organizational policies, internships may be paid or unpaid, however employer/preceptors should take into consideration that the student intern may be giving up income producing activities in order to fulfill internship requirements. Some type of financial compensation, particularly if the student has transportation and food expenses while performing internship duties, may be a consideration of the student in selecting the internship site, when more than one offer is made to the student

Employer/preceptors can assure themselves of a successful relationship with the student and the university during the actual internship experience if they do the following:

- The employer/preceptor should provide an orientation to the student. This should cover the following areas:
  - ✓ The physical facility
  - ✓ Work site policies and procedures
  - ✓ The organizational structure
  - ✓ The corporate culture
  - ✓ The work site community
- The employer/preceptor should provide the intern with adequate work space,

supplies, and equipment necessary for the intern to complete work duties.

- The employer/preceptor should be aware of the number of hours the student must complete at the job site to receive academic credit and provide written verification of completion of hours. 75 work hours = 1 semester hour of credit. 225 hours, or 15 hours per week during the regular semester = 3 semester hours
- At the end of each academic term, the intern's supervisor should complete an **Employer/Preceptor Assessment Form**, and share the evaluation with the student. Both student and employer/preceptor should sign the form where indicated. It is essential that the form be returned to the student before the end of the semester to allow faculty to factor the information provided into the student's final academic grade.
- The employer/preceptor or supervisor should also write a letter of reference for the student to include in the internship portfolio. This document should reflect an accurate appraisal of the student's performance and abilities. It becomes part of the student portfolio and may be valuable in the search for permanent employment after graduation.
- If the employer/preceptor intends to make the student an offer for a permanent position, the intent should be communicated to the student as soon as possible. This will prevent uncertainty on the part of the student which may lead him/her to seek and accept another position elsewhere.

#### Other helpful information for Employers

- Prior to the beginning of the internship, all parties must sign an internship agreement. The university will provide the document. However, in the event that an employer/preceptor prefers a different form, please contact the program coordinator to discuss it.
- Communication is the most important aspect of the partnership between the employer/preceptor, the student, and the university. Serious consequences may result if that communication is lacking. The Department of Human Ecology would appreciate immediate notification from the employer/preceptor should the following situations occur:
  - ✓ Failure of a student to report for the assignment
  - ✓ Excessive absenteeism
  - ✓ Unexplained or continual tardiness
  - ✓ Improper dress
  - ✓ Uncooperative attitude
  - ✓ Insubordination
  - ✓ Unethical behavior

#### Dismissal Procedure

While it is everyone's hope that there is never a need to sever the business relationship with an intern prior to the scheduled ending date, it is always a possibility. Prior to dismissing a student from his or her internship assignment, please observe the following procedure if possible (The employer/preceptor may feel free to supply the campus supervisor with a copy of the company policy and procedure):

- ✓ Notify the campus supervisor of the difficulties surrounding the student assignment in advance of the decision to dismiss.
- ✓ The campus supervisor will communicate with the employer/preceptor and the student separately, then together, if necessary.

- ✓ The employer/preceptor should provide documentation of the student's actions leading the dismissal. This is important in order to facilitate communication with the faculty supervisor in terms of the student's grade.
- ✓ If it is determined that the relationship cannot be saved, and that this intern – employer/preceptor was not a good match, efforts will be made to reassign the current student.

We want all YSU students to represent themselves and the university well, in addition to providing the employer/preceptor with much needed skills and a willingness to learn. This can only occur successfully if every member of the partnership works together.

*Section 4*  
**University Responsibilities**

The Department of Human Ecology values the partnership with both the student and the employer/preceptor and is committed to ensuring that it is beneficial to all parties. YSU has several methods of internal program monitoring. These assist both the employer/preceptor and the student in their quest for the best possible internship experience.

- ✓ The Department of Human Ecology will verify all information submitted by the student by contacting the employer/preceptor and reviewing the information submitted by the student.
- ✓ The job description and duties will be reviewed by the program coordinator for approval.
- ✓ A faculty member will be assigned as a campus supervisor to work with the internship student. The supervisor will be responsible for granting academic credit and will communicate with the student and employer/preceptor during the internship experience.
- ✓ Employer/preceptors will be contacted at least twice per quarter by the faculty supervisor.
- ✓ A site visit by the faculty supervisor will take place if the work site is within a 50-mile radius of the university.

**Faculty Expectations**

Whenever possible, the student's faculty supervisor will visit the work site, in order to evaluate the student, and to determine whether the experience involves and includes a sound application of classroom theory to practice. The faculty member will want to meet with the student's direct supervisor, view the work site, and ask questions of both the student and supervisor. A site visit usually takes about one hour or less.

**Office of Career Services**

Student interns are expected to register with the Office of Career Services to begin the search for professional employment. The coordinators in the Career Services Office, located in Jones Hall, are available to assist students in resume preparation, career planning and job search skills. They provide career counseling, resume development, mock interviews, and sponsor Job Fairs.

Students who file their resumes with the Office of Career Services have access to thousands of jobs in the "hidden job market," from employers who only seek applicants from universities. Student internships or any other form of experiential education should be included on the professional resume from Career Services. Career Services serves as a resource for students in their search for a permanent position upon graduation.

Career Services also maintains listings of potential intern employers. Students seeking an internship should consider Career Services as a source of information on potential internship sites.

**Information Access**

All information on students participating in an internship will be shared with employer/preceptors **ONLY** with the student's permission. This information is **NOT** public, and cannot be released to anyone else outside the university.

**YOUNGSTOWN STATE UNIVERSITY**  
 Dr. Dominic A. and Helen B. Bitonte  
**College of Health and Human Services**  
**Department of Human Ecology**  
**Internship Permit Request**

**Student Name:** \_\_\_\_\_ **Major** \_\_\_\_\_

**E-Mail address:** \_\_\_\_\_ @student.ysu.edu

**PID** \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Home Phone:** (\_\_\_\_) \_\_\_\_\_

**City** \_\_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_\_

**State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ **Mobile Phone:** (\_\_\_\_) \_\_\_\_\_

**Applying for credit for (check):** \_\_\_\_\_ **HMEC 4836** **Number of s.h. (1-9)** \_\_\_\_\_

\_\_\_\_\_ **HMEC 4875** **Number of s.h. (1-3)** \_\_\_\_\_

**Potential Internship Sites under consideration:**

<b>Organization Name</b>	<b>Location of Work Site (City, State)</b>	<b>Contact Person</b>	<b>Phone Number</b>	<b>Application Status*</b>
1.				
2.				
3.				
4.				

\*Status code for student to use: **PI=Phone inquiry, EI=Email Inquiry, LI=Mailed letter of inquiry**  
**SR=Submitted Resume and Application Letter, PA Position is Approved, AE=Already employed**

**Anticipated Goals for Experience:**

**Attach Resume**

Sign and submit to you Program Coordinator  
 before October 15 for Spring semester or before March 15 Summer or Fall semester

\_\_\_\_\_  
**Student signature** **date**

\_\_\_\_\_  
**Program coordinator signature** **date**

\_\_\_\_\_  
**Department chairperson signature** **date**

<i>For Office Use only:</i>	
(Program Coordinator initial)	
Resume Reviewed	_____
GPA verified:	_____
Total Hours verified:	_____
Major hours verified	_____
Prerequisites verified	_____

*For Office Use Only:*

Term \_\_\_\_\_  
Date Started \_\_\_\_\_  
Date Completed \_\_\_\_\_

*Appendix B*

**YOUNGSTOWN STATE UNIVERSITY**  
Dr. Dominic A. and Helen B. Bitonte  
**College of Health and Human Services**  
**Department of Human Ecology**

**Faculty Checklist**

for Supervision of Field Experience/Internship

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Student PID Number \_\_\_\_\_ Major \_\_\_\_\_  
Telephone Number (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_  
Email address \_\_\_\_\_  
Address (During the Field Experience/Internship)  
Mail Address \_\_\_\_\_ Apt. or Room No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Employer/Preceptor Information**

Company Name \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Email address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
On-site Supervisor, (if different) \_\_\_\_\_ Title \_\_\_\_\_  
Email address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Work Site Information:  
Street Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Mail Address (if different from Work Site Address) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Student Position Information**

Position Title \_\_\_\_\_ Academic Term(s) \_\_\_\_\_  
Hours per Week \_\_\_\_\_ Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

**Student's work responsibilities and duties: (You may attach a copy of the job description)**

*For Department of Human Ecology use only:*

Faculty Supervisor \_\_\_\_\_  
Employer/Preceptor Agreement on file \_\_\_\_\_  
Employer/Preceptor Contact(s) \_\_\_\_\_  
Student Contacts \_\_\_\_\_  
Site Visit (s) \_\_\_\_\_  
Portfolio Submitted \_\_\_\_\_ Picked up \_\_\_\_\_

**Observations/ Comments**

*For Office Use Only:*

Term \_\_\_\_\_  
Date Started \_\_\_\_\_  
Date Completed \_\_\_\_\_

*Appendix C*

**YOUNGSTOWN STATE UNIVERSITY**  
Dr. Dominic A. and Helen B. Bitonte  
**College of Health and Human Services**  
**Department of Human Ecology**  
**Internship Agreement**

**This Document MUST be on file BEFORE student begins field work hours**

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

PID \_\_\_\_\_ Major \_\_\_\_\_ Minor (f any) \_\_\_\_\_

Telephone Number \_\_\_\_\_ Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Employer/Preceptor Information**

Company/Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Student Position Information**

Position Title \_\_\_\_\_ Academic Term \_\_\_\_\_

Hours per Week \_\_\_\_\_ Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Hourly Wage or Monthly Stipend \_\_\_\_\_

**The student agrees to:** perform all assigned duties to the best of his/her ability, satisfactorily meet all requirements of the employer/preceptor, the Department of Human Ecology and the College of Health and Human Services, and abide by the rules, regulations and the policies of the employer/preceptor and the University (**i.e., registering for course credit**), and paying all applicable fees while on assignment. Failure to meet the above requirements will result in the student's withdrawal from the assignment and the forfeiture of any benefits of the experience.

\_\_\_\_\_  
**Student's Signature** **Date**

**The employer/preceptor agrees to:** coordinate the student's assigned duties in ways that will closely relate to the student's individual academic degree program and/or career objectives; provide supervision of the student; evaluate the student's performance on forms provided by the University, and provide the same consideration of health, safety, and working conditions accorded to other employees.

\_\_\_\_\_  
**Employer's/preceptor's Signature** **Date**

**The Department of Human Ecology and the College of Health and Human Services agree to:** maintain communication with both the employer/preceptor and the student in an effort to answer questions, resolve potential problems, and otherwise endeavor to make the experience as productive and rewarding as possible for both the employer/preceptor and the student.

\_\_\_\_\_  
**Program Coordinator/ Faculty Supervisor's Signature** **Date**

\_\_\_\_\_  
**Chairperson's Signature** **Date**

Copy Distribution: Academic department, student, employer/preceptor, faculty supervisor

## Employer/Preceptor Assessment of Internship Experience

Youngstown State University  
 Department of Human Ecology  
 Bitonte College of Health and Human Services

Student Name \_\_\_\_\_ Semester/Year completed \_\_\_\_\_

Employer/Preceptor \_\_\_\_\_ Evaluator \_\_\_\_\_

**Instructions:** The intern's immediate supervisor will assess the student objectively, comparing his or her performance with other personnel assigned to the same or similarly classified work, or with individual or organizational standards. *Rate the student accordingly. Please provide comments where appropriate*

<b>5</b> Exceeded expectations	<b>4</b> Fully met expectation	<b>3</b> Met expectations with minor difficulty	<b>2</b> Met expectations with major difficulty	<b>1</b> Did not meet expectations	<b>NA</b> Not applicable
<b>A Department goals</b> - Using the above rating scale, please assess the intern's performance in the following::					
1. Is able to facilitate individual and/or organizational change					
2. Uses appropriate technologies effectively					
3. Demonstrates professional behavior					
4. Exhibits ethical behavior					
5. Relates to others appropriately and professionally					
6. Applies critical thinking and practical reasoning to solve problems and make decisions					
7. Manages the organization's resources effectively					
8. Contributes positively toward organizational goals.					
9. Demonstrates effective oral communications skills					
10. Demonstrates effective written communication skills					
11. Relates to others with concern and respect for cultural diversity and individual differences					
12. Exhibits a positive work ethic					
13. Exhibits appropriate attitudes in the workplace					
14. Can be depended on to meet expectations of the position					
15. The intern's quality of work meets the expectations of the position					
<i>Comments</i>					

**B. Program goals** – Using the same rating scale on page one, please rate the intern’s performance on the following : *[Faculty supervisor includes goals that relate to program learning outcomes]*

1.	
<i>Comments</i>	
2.	
<i>Comments</i>	
3.	
<i>Comments</i>	
4.	
<i>Comments</i>	
5.	
<i>Comments</i>	
6.	
<i>Comments</i>	
7.	
<i>Comments</i>	
8.	
<i>Comments</i>	
9.	
<i>Comments</i>	
10.	
<i>Comments</i>	

<b>C. Internship assignment - specific goals</b> – Using the same rating scale on page one, please rate the intern performance on the following : <i>[These goals are developed jointly by student intern, faculty supervisor, and employer/preceptor]</i>	
1.	
<i>Comments</i>	
2.	
<i>Comments</i>	
3.	
<i>Comments</i>	
4.	
<i>Comments</i>	
5.	
<i>Comments</i>	
6.	
<i>Comments</i>	
7.	
<i>Comments</i>	
8.	
<i>Comments</i>	
9.	
<i>Comments</i>	
10.	
<i>Comments</i>	

**Has this evaluation been discussed with the student?** (circle)      **Yes**   **No**

**Evaluator's Comments:** Your comments are extremely valuable in providing the student intern and the faculty supervisor with feedback on the intern's performance and are greatly appreciated. Attach a separate sheet if necessary.

\_\_\_\_\_  
**Evaluator's/Preceptor's Signature:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Student's Signature:**

\_\_\_\_\_  
**Date:**