**PURPOSE**

An Internship in American Studies should ask students to apply the principles and theories learned in the classroom to work experiences outside the academy. The student is expected to develop basic competencies related to work performance, interpersonal communications, and application of theoretical knowledge to enhance his/her job readiness.

**OBJECTIVES**

During the experience, the student should:

1. Develop analytical ability through application in real world situations.
2. Develop written and oral communication skills through application in real world situations.
3. Learn to formulate and meet objectives in a timely and efficient manner.
4. Evaluate situations and make sound decisions.
5. Identify personal and professional strengths and weak­nesses.
6. Learn enhanced problem-solving techniques.
7. Increase social interaction skills, including leadership ability.
8. Contribute to the community and forge meaningful social connections

**COURSE COMPONENTS AND EVALUATION CRITERIA**

Letter grades will be assigned according to the traditional grading system:

A= (100-90); B= (89-80); C= (79-70); D= (69-60); and F= (59 - ).

1. **Work Experience Report: 50 points**

Write a 5-10 page narrative report about your experiences during the internship. We recommend you keep a weekly journal of activities and assignments to help you organize and write your report.

**Structure of the report**:

**Introduction**: Explain a bit about the institution for which you worked and identify your principle objectives for the internship. What did you hope to accomplish or learn from the experience?

**Body**: Describe specific work assignments and activities and what you gained as a result of these experiences. How did you use what you learned in your American Studies courses during the internship?

**Conclusion**: Evaluate your performance: What did you learn about yourself--your strengths, weaknesses, and preparedness for the job market? How do you think the experience will affect your future career plans? Etc. Use the “Student Self-Evaluation” as a guide for further reflection.

Your report will be evaluated on the following criteria.

**Content**: Thorough report of activities, facts are correctly reported, specific examples are given of work completed, student is able to articulate how the internship has benefitted them experientially (what skills were honed and how) (20 points)

**Clarity**: Essay is well-planned, thoughts are logically organized of thoughts, paragraphs are well-developed and supported, the essay is meaningful to readers (20 points)

**Grammar**: Grammar and sentence structure are sound, language is used at a high level, typos are minimal (10 points)

1. **Intern’s Self-Evaluation: 25 points**

The student will complete the attached Self-Evaluation form. This form is designed to help you identify and articulate exactly what you’ve learned. We recommend completing it before you write your reflective report (above). As you complete the evaluation, pay attention to the language used: the form models “job interview language,” which you may use to present your strengths, weaknesses, skills and experiences to potential employers in the future.

1. **Employer Evaluation: 25 points**

The employer's evaluation should be used as an opportunity to evaluate your professional development. It provides a forum for you and your supervisor to review your performance together. The employer evaluation form is attached at the end of this document.

**DUE DATES**

Materials will be due on the Friday of reading week of the semester in which the internship has been conducted. They may be submitted via email: john.kinder@okstate.edu. Alternate arrangements may be made for internships that do not conform to the regular semester calendar. Email the Director of American Studies to arrange a due date in those circumstances.

**Intern Self-Evaluation**

All internship students are required to submit a self‐evaluation form in which they honestly assess their internship performance and degree of learning. This activity affords you the opportunity to reflect on your internship experiences, identify your strengths and weaknesses, and evaluate your development.

*You should submit the completed self‐evaluation form to your internship supervisor and discuss it as part of your final evaluation. A copy of the completed form should also be submitted to the Director of American Studies along with your internship report.*

|  |  |
| --- | --- |
| *Name:* | *Date:* |
| *Name of Internship Site:* |
| *Address:* |
| *Name of Supervisor:* | *Supervisor’s Phone or Email:*  |
| *Dates of Internship:* |

**PART I INTERNSHIP ROLES AND RESPONSIBILITIES:** Please provide thoughtful and specific responses to the following questions.

List your five primary work assignments during the internship

1.
2.
3.
4.
5.

What skills did you learn/use during this internship? List 3-5

1.
2.
3.
4.

Identify the 3-5 most important insights you gained from this internship

1.
2.
3.
4.

**PART II WORKPLACE PERFORMANCE:** Using the scale provided, respond honestly to the following statements about your internship performance.

**1**= Strongly disagree

**2**= Somewhat disagree

**3**= Neither agree nor disagree

**4**= Somewhat agree

**5**= Strongly agree

**NA**= Not applicable

|  |  |  |
| --- | --- | --- |
| **Item**  | **During the Internship, I…**  | **Score**  |
| 1  | Achieved my internship learning objectives  |  |
| 2  | Demonstrated necessary writing and speaking skills  |  |
| 3  | Was able to apply classroom knowledge to the internship setting effectively  |  |
| 4  | Demonstrated critical thinking and problem‐solving skills  |  |
| 5  | Demonstrated initiative and the ability to learn  |  |
| 6  | Responded well to supervision and constructive criticism  |  |
| 7  | Showed the capacity to be a self‐sufficient, independent worker  |  |
| 8  | Worked effectively with others on team projects  |  |
| 9  | Exhibited a sense of responsibility and dependability  |  |
| 10  | Exhibited a positive attitude toward work and co‐workers  |  |
| 11  | Showed creativity and originality  |  |
| 12  | Exhibited a professional attitude  |  |
| 13  | Behaved ethically  |  |
| 14  | Sensitive to diversity in the workplace  |  |
| 15  | Adapted well to changing circumstances  |  |
| 16  | Presented an appropriate professional appearance  |  |
| 17  | Made progress throughout the internship  |  |
| 18  | Completed a sufficient quantity of work  |  |
| 19  | Produced quality work  |  |
| 20  | Demonstrated awareness of strengths/weaknesses  |  |

**PART III GENERAL REFLECTIONS:** Please provide thoughtful and specific responses to the following questions:

1. To what degree did the actual internship experience conform to your expectations? If it differed, how so?
2. Did you feel comfortable handling all assigned responsibilities? Were you well-prepared to handle these responsibilities?
3. How has the internship clarified or changed your educational and career goals?
4. How has the internship enhanced your self‐understanding and professional development?
5. What advice would you give to future interns regarding the experience?
6. What advice would you give to the American Studies Program faculty about preparing students for future internships?

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

**Supervisor Evaluation for Internship Course**

This form is to be printed, completed and signed by the on-site internship supervisor. Please give this form to the student/intern as it must be turned in with his/her final assignment. If you are concerned about the privacy of the form, you may put it in a sealed envelop. Thank you for your assistance .

|  |  |
| --- | --- |
| *Student Name:* | *Date:* |
| *Name of Internship Site:* |
| *Name of Supervisor:* | *Supervisor’s Phone or Email:*  |
| *Dates of Internship:* |

**Please rate the student using the following key:**

1=unsatisfactory; 2=needs improvement; 3=satisfactory; 4=above average; 5=outstanding

|  |  |  |
| --- | --- | --- |
| **Item**  |  | **Score**  |
| 1  |  Quality of work (accurate and thorough) |  |
| 2  | Use of time (efficient/effective use of time to complete tasks) |  |
| 3  | Takes initiative (ability to work independently) |  |
| 4  | Grasp of subject (understanding of applicable standards and procedures) |  |
| 5  | Judgment skills (ability to make appropriate work related decisions) |  |
| 6  | Interpersonal relations/teamwork (effectiveness in working with peers and supervisors) |  |
| 7  | Adaptability (ability to alter activities to accommodate change) |  |
| 8  | Problem solving/critical thinking skills |  |
| Dependability |
| 9  | Punctuality |  |
| 10  | Attendance |  |
| 11 | Appearance |
| Communication Skills |
| 12  | Verbal |  |
| 13  | Written |  |
| 14  | Awareness of strengths/weaknesses |  |

**SUPERVISOR EVALUATION CONTINUED**

*You may choose to write an evaluation letter instead of filling in the blanks below. If so, we ask that your letter be written on official stationary and that you comment on the following topics.*

Were the goals of the internship met? (Provide an example, if possible)

What skills do you think this student developed?

What were the intern’s primary strengths?

What recommendations would you suggest for his/her improvement?

What is your overall assessment of the student’s performance?

Other Comments

**Supervisor Signature Date**