Accredited by the Association of Collegiate Business Schools and Programs

School of Business
Internship Handbook

Experience the New
World of Business

‘From Excellence to Greatness’

Dr. Solomon S. Smith, Dean
MISSION STATEMENT OF THE SCHOOL OF BUSINESS

Vision
The School of Business will be increasingly recognized by its stakeholders for preparing graduates with systematic self-reflection and development skills as the foundation for life-long professional effectiveness.

Mission
The mission of the School of Business is to:

1. Impart undergraduate education
2. Synthesize theory and practice in the classroom
3. Seek first-hand exposure to best business practices
4. Improve our performance as educators through research

Stakeholders
The School of Business recognizes the following stakeholders as significant partners in its success:

- Students (including student professional organizations)
- Business and professional community (including employers, internship sponsors, and advisory boards)
- Junior Colleges and high schools
- Alumni, friends, parents, and donors
- Administration

Core Values and Beliefs as Educators
Reflecting our mission priorities and key stakeholders’ contributions to our mission, our shared values and beliefs describe performance imperatives that address three critical relationships.

Relationships to Students

- Nurturing the success of a challenged student while fully challenging the exceptional student through an interactive culture of learning
- Being exemplars of the professional expectations in the work world
- Providing a curriculum that exposes students to meaningful real-world applications
- Assuring that students are beneficiaries of our scholarship
• Imparting the imperative for life-long learning - experiencing the process of student-initiated and unstructured learning that is central to professional advancement
• Engaging in assurance of learning and outcomes assessment methodologies to a) demonstrate to students their growing mastery of the professional contents of our curriculum, and b) facilitate achievement of our learning aims through continuous improvement.

**Relationships as Colleagues**

• Maintaining the imperative for continuous faculty development (including the importance of scholarship and research for teaching effectiveness) and institutional support that enhances such development.
• Continually fostering colleagueship characterized by mutual respect and assistance in professional development.
• Making meaningful contributions to committees and task groups charged with the continuous quality improvement of our school.

**External Partnerships**

• Forging partnerships that enable faculty as business educators to maintain scholarship and understanding of leading-edge organizational practice.
• Working with alumni, students, and business partners to advance the stated educational aims including significant student exposure to real-world applications.
• Advancing our communities through partnerships that employ our professional skills.

To implement its mission, act according to its values, and achieve its vision, the School of Business must ensure students' mastery of its educational philosophy.
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The purpose of this Internship Handbook is to provide a practical guide that will help students to complete their internship experience for academic credit.

WELCOME TO THE INTERNSHIP PROGRAM

You are about to undertake a unique experience: an experience designed to help you to “bring it all together.”

The purpose of the internship program is to offer you a practical experience in your program major: to integrate all of your previous learning and to apply it in a practical setting. If you are an Accounting major, you will gain practical experience in accounting systems in organizational settings; if you are an MIS major, you will gain practical experience in how management uses information systems to make rational decisions; and if you are an Organization Management major, you will gain a practical understanding of the decision-making processes. The internship is a planned work experience related to your personal, career, and academic goals and integrated into your academic schedule. It can help you learn about a career, apply knowledge gained in the classroom, develop skill sets, and enrich your understanding of self, the business world and organizational processes.

The internship involves a conscious effort to fuse your academic experiences with those of the workplace. Along with working a specific number of hours per week, interns fulfill academic requirements, such as submitting weekly logs and having periodic visits with the Director of Interns.

This INTERNSHIP HANDBOOK sets forth and explains the policies and procedures by which you will conduct your internship and be evaluated.

I wish you EVERY SUCCESS AND A PRODUCTIVE INTERNSHIP!

____________________________
Director of Interns
The internship program has been designed to provide you with a practical experience in your program area before your graduation. The purpose of this Internship Handbook is to provide a practical guide and lay out the necessary procedures that would help students to acquire their internship experience for academic credit.

The purpose of the internship is to acquaint you with the practical application of the principles and processes of business. The internship is to be experienced by applying the knowledge gained from the various courses taken in the classroom to a practical work setting. It is not the goal of this program for you simply to “put in time.” The goal is to provide an environment in which you can actually observe and gain meaningful first-hand experience in a real-world organization—whether private, public, or not-for-profit sector.

The following explains and describes what will be expected of you in order to complete a successful internship.

PROCEDURES

You are strongly advised to plan doing your internship during the first semester of your senior year. To get started, submit the following to the Director of Internship:

1. Application for Internship (see Appendix B)
2. Current Resume

A. PLANNING AND SELECTING AN ORGANIZATION FOR INTERNSHIP

The School of Business will assist the prospective intern in worksite placement whenever and wherever possible; however, it is neither the responsibility nor the practice of the School of Business at Langston University to place interns in organizations. One of the
responsibilities a student will have upon graduation will be securing a job. The intern experiences the job search and hiring process at the beginning of the internship program by searching for an organization to do internship. To arrange for the internship, do the following:

1. Select an internship site.
2. If necessary, use the letter in the Appendix A as a means of an introduction.
3. Discuss the nature of your degree program and the type of experience you would like to obtain.
4. Arrange an interview and receive a commitment from the prospective site supervisor of the intern.

B. SUBMIT A TYPEWRITTEN LETTER OF PROPOSAL

5. TYPE a letter to the Director of Internship proposing the following:
   a. Where you propose to intern (name of company, address, city, state, zip, phone, e-mail);
   b. Who has agreed to supervise you (name and title);
   c. What days and hours you will work;
   d. What you hope to accomplish (your goals);
   e. A job description for the duties you will be expected to fulfill during the internship

NOTE: This letter is to be received by the Director of Internship **NO LATER** than the end of the **second week** of the semester. If the letter is not received by this time, you will be dropped from the course and must start again the following semester. Prior to the beginning of the semester in which you will be registering for internship.

C. OBTAIN APPROVAL FROM THE DIRECTOR OF INTERNSHIP

6. Make an appointment to visit with the Director of Internship regarding your proposal.

7. Obtain the Director of Internship approval for your internship.

D. SIGN THE INTERNSHIP CONTRACT AND INSURANCE WAIVER

8. Prepare the contract based on the proposal as presented in your Letter of proposal; You and the Director of interns will sign it first; then,

9. Have the participating supervisor sign the contract.
10. Submit a signed insurance waiver.

E. HAVE YOUR SUPERVISOR WRITE A LETTER TO THE DIRECTOR OF INTERNS ON COMPANY STATIONERY ACKNOWLEDGING AN UNDERSTANDING OF YOUR INTERNSHIP GOALS AND WILLINGNESS TO SUPERVISE YOUR INTERNSHIP.

F. BEGIN THE INTERNSHIP

G. PREPARE AND SUBMIT YOUR WEEKLY LOG (site supervisor must sign and date weekly logs)

H. DISCUSS YOUR INTERNSHIP WITH THE DIRECTOR OF INTERNSHIP ON A WEEKLY BASIS BY SCHEDULING A VISIT OR CALLING

I. HAVE YOUR SUPERVISOR SUBMIT A MID-TERM EVALUATION BY THE 7TH WEEK (OR 4TH WEEK IN SUMMER).

J. HAVE YOUR SUPERVISOR SUBMIT A FINAL EVALUATION BY THE 14TH WEEK (OR 7TH WEEK IN SUMMER).

K. SUBMIT AN EVALUATION OF YOUR INTERNSHIP BY THE 15TH WEEK

L. TURN IN COMPLETED FILE FOLDER TO MS. NICOLE Y. STANLEY AT THE END OF THE 15TH WEEK

EVALUATION/GRADING

“How will I be graded?” is a question that is in the mind of every student even if it is not asked. In order that you may adjust your work habits to obtain the grade, which you desire, the following guidelines will be used to evaluate your efforts.

At the end of the semester, you will turn in a file, which contains ALL of your approved paperwork. You will be evaluated according to the following standards:

NOTE: It is strongly recommended that you keep two files: one to turn in and the other to keep as a “backup.” Should nothing be in one of the files, the other file can always be accessed to support any claim.
Fifty percent of your grade (50%) will be based on the time you put into the internship and your Supervisor’s evaluation.

Twenty-five percent of your grade (25%) will be based on your approved logs.

Twenty-five percent of your grade (25%) will be based on your conferences with the Director of Interns. Presentation to the School of Business Internship Committee. This committee shall consist of the School of Business faculty and student representatives.

EVALUATION/GRADING

For a Grade of “C” you must:

1. Meet with the Director of Internship a minimum of eight (8) times throughout the semester to discuss your logs (unless other arrangements have been made with the Director of Interns);

   NOTE: This is a minimum of eight (8) times to discuss the logs and does not include the necessary meeting times to approve the Letter of Proposal and to sign the contract.

2. Submit the required paperwork on time;

3. Complete a minimum of 160 hours of internship;

4. Receive an average grade of “C” on your weekly logs;

5. Receive a recommended grade of at least a “C” by your internship supervisor;

6. Be awarded an average grade of “C” by the Internship Committee.

For the Grade of “B” you must:

1. Meet all the requirements for the grade of “C” as noted above, plus:

2. Meet with the Director of Internship a minimum of ten (10) times throughout the semester to discuss your logs (unless other arrangements have been made with the Director of Interns);

3. Receive an average grade of “B” on your weekly logs;

4. Receive a recommended grade of at least a “B” by your internship Supervisor;

5. Be awarded a grade of “B” by the Internship Committee.

For the Grade of “A” you must:
1. Meet all the requirements for the grade of “B” as noted above, plus:

2. Meet with the Director of Internship a minimum of twelve (12) times throughout the semester to discuss your logs (unless other arrangements have been made with the Director of Interns);

3. Receive an average grade of “A” on your weekly logs;

4. Receive a recommended grade of at least a “A” by your internship Supervisor;

5. Be awarded a grade of “A” by the Internship Committee.

INTERNSHIP POLICIES

In order that there be no confusion or misunderstanding about what is and what is not expected during the internship program, the following policies and guidelines have been adopted by the Faculty of the School of Business at Langston University.

1. The urban internship is to be taken during the first semester of the student's SENIOR year.

2. The prospective internship student should become familiar with the contents of the Internship Handbook prior to enrolling in the internship program.

3. The School of Business at Langston University does not provide internship worksite placement. As a first step in the internship process, the student is expected to secure a location for an internship. The School of Business will assist in internship worksite placement when and where possible.

4. Students cannot use a full-time job as an internship unless they are given a separate assignment for the internship nor can students earn substantial salary or wages for part-time jobs used as internships.

5. Students who take six units of internship must have two different projects.

6. Students will intern for at least 160 hours for three units of credit and 320 hours for six units of credit. It is not possible to earn one, two, four, or five units for an internship.

7. Once an internship has begun the student will be expected to complete it. If the Student, for any reason, quits or drops out of the internship without the prior approval of the Director of Internship, the student will be awarded the grade of “F”.
8. If a student completes the internship before the end of the semester, the student will have TEN (10) days in which to submit all paperwork to the Director of Internship and complete the program.

9. Internship students are expected to meet weekly with the Director of Interns to discuss the student’s progress and log. Students, who either neglect or fail to meet with the Director at least eight (8) times throughout the semester, unless prior arrangements have been made with the Director of Interns, will not receive a passing grade for the internship.

**NOTE:** It is important that the student meet with the Director of Interns to discuss the progress of the internship just as it is for the intern to experience the business process at the internship site.

10. Arrangements will be made at the beginning of each semester for a time for all students to meet together once each week “as a group” to discuss issues and problems related to the internship. This group meeting is no substitute for meeting personally each week with the Director of Interns to discuss your log and progress.

11. Langston University does not insure students in case of an accident during the internship. The student, therefore, is expected to sign an insurance waiver at the beginning of the internship.

12. During the internship, the student will submit the following paperwork:

**NOTE: ALL FORMS AND PAPERWORK MUST BE TYPED: SUPERVISOR’S FORMS ARE EXCEPTIONS.** All paperwork must conform to proper business communications standards for spelling, grammar, sentence construction, margins and page headings.

Week 1  
a. A Letter of Application;

b. Insurance waiver;

Week 2  
c. A letter of Proposal with a job description; and a Resume;

d. A letter from your Supervisor on company stationery indicating an understanding of your project and a willingness to supervise it;

Week 3  
e. A contract confirming the Letter of Proposal signed by all the participating parties (Intern, Supervisor, director of Interns);

**NOTE: Prior to Beginning Internship** - The internship student **MUST** have the Director of Interns’ approval of a proposed internship by the **THIRD WEEK** of the semester, otherwise the
student will have to drop the internship and wait until the following semester to begin the internship.

Week 4  
   f. First Weekly log and beginning of Weekly contact with the Director of Interns;

Week 7  
   g. Intern’s Mid-term Evaluation,
   h. Supervisor’s Mid-term Evaluation;

Week 15  
   i. Supervisor’s Final Evaluation;
   j. Student’s Evaluation of the Internship.

NOTE: These forms are in the Appendix of this handbook.

**STUDENT CHECKLIST**

The following is a checklist for the *typewritten paperwork* which must be submitted by the intern throughout the course of the internship. Use it as your guideline to get your paperwork in on time and to insure an “A” in the course. The activity must be completed by the end of the week listed.

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Application for Internship</td>
</tr>
<tr>
<td>Week 2</td>
<td>Letter of Proposal (with job description attached) and Resume Insurance Waiver (before actually beginning the internship)</td>
</tr>
</tbody>
</table>
| Week 3   | Contract
          | Supervisor’s Letter of Approval                                         |
| Week 4-15| Weekly Log (Logs for weeks 2 and 3 must be submitted by this time)      |
|          | Weekly Conference (Meet personally with the Director of Interns)         |
| Week 7   | Intern’s Mid-Term Evaluation                                            |
|          | Supervisor’s Mid-Term Evaluation                                        |
| Week 15  | Supervisor’s Final Evaluation                                           |
|          | Student’s Evaluation of Internship Experience                           |
|          | Make Presentation to Internship Committee.                             |
COMPANY REQUIREMENTS

Companies are selected on a volunteer basis. Criteria for participation of a company include:

1. A student is available with the interest in and abilities to fulfill the job requirements. This is to ensure that employers understand that they will only receive a student that has been screened by the faculty for the position. In this way, if the position is unfilled, it is not a reflection on the volunteer company.

2. Employers will not be guaranteed an intern each semester. Consideration will be given first to past participants but students will be recommended only if they are qualified. It is felt that it is better to leave a position unfilled than place a student who is unable to meet the job requirements.

3. Employers must be willing to offer supervision and guidance to the student during the term. This is a critical factor since students can easily become “lost” if left to their own devices.

4. Employers must be willing to write periodic reports and make themselves available to the Director of Internship. Frequent communication is a vital factor in avoiding problems.

5. Employers should allow the intern to experience the full range of the company’s activities.

6. Interns should not be relegated to “busy work” or to clerical functions on a regular basis. It is understood that at times such activities are necessary. However, they should not dominate the internship.

7. Employers should not expect more hours of effort than those specified and agreed upon. Occasionally, it may be necessary to allow the intern to adjust a work schedule to meet academic requirements.

Employers receive significant returns for their contribution to the program:

1. A trained part-time employee at no cost.

2. The opportunity to assist a student’s education experience.

3. The development of a pool of trained business personnel.

SUPERVISOR’S CHECKLIST

In order that you may help both yourself and your Supervisor, the following checklist has been provided so that you may submit the proper forms to your supervisor in advance of the due dates. As above, the requested information should be submitted by the end of the week listed.

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 3</td>
<td>Letter of Approval</td>
</tr>
<tr>
<td>Week 7</td>
<td>Mid-Term Evaluation</td>
</tr>
<tr>
<td>Week 15</td>
<td>Final Evaluation</td>
</tr>
</tbody>
</table>

INTERNSHIP FORMS

The forms for the required paperwork are in the Appendices. See the appropriate appendix for the required form to meet your assignment.

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<table>
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<th>Appendix</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>Letter of Introduction</td>
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<tr>
<td>Appendix B</td>
<td>Application for Internship</td>
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<tr>
<td>Appendix C</td>
<td>Insurance Waiver</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Contract</td>
</tr>
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<td>Appendix E</td>
<td>Weekly Log: Summary</td>
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<td>Appendix F</td>
<td>Daily Log</td>
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<td>Appendix G</td>
<td>Interns Mid-Term Evaluation</td>
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<td>Appendix H</td>
<td>Supervisor’s Mid-Term Evaluation</td>
</tr>
<tr>
<td>Appendix I</td>
<td>Supervisor’s Final Evaluation</td>
</tr>
<tr>
<td>Appendix J</td>
<td>Interns Final Evaluation of Internship Program</td>
</tr>
</tbody>
</table>
APPENDIX A

LETTER OF INTRODUCTION TO A BUSINESS

To Whom It May Concern:

The business student at Langston University is required to complete an urban internship in a business setting as a requirement for graduation. The purpose of the internship is to acquaint the student with the practical application of organizational principles and processes learned in the academic setting. The program requires that each student completes a minimum of 160 hours of supervised work experience for organizations participating in the internship program.

The participating organization is asked to provide and supervise relevant work experience in the interns program major and complete the performance evaluation reports (forms provided) at the middle and end of the internship. We neither require nor prohibit payment of interns for the work hours they work. We do ask, however, that any job-related out-of-pocket expenses incurred by the interns be reimbursed to them by the participating organization.

In most instances, we do not place a particular student in a specific internship, but encourage students to make their own arrangements with a potential participating organization. We find that this provides the student with valuable job-seeking experience. Scheduling the 160 hours is also left to the student and participating organization. Most students are enrolled in classes while interning, and individual schedules vary considerably.

Many organizations have participated in our internship program, on either a regular or an occasional basis. The experience has proved valuable to both the interns and organizations. Many of our graduates have been offered full-time employment by interning organizations, and all have found experience an invaluable adjunct to their academic endeavors.

We welcome new internship opportunities for our students. If you would like to participate in the program and need further information, please call the Director of Interns.

Your support of this program is greatly appreciated by both the student and the School of Business at Langston University.

Director of Internship
APPENDIX B

APPLICATION FOR INTERNSHIP
LANGSTON UNIVERSITY: SCHOOL OF BUSINESS

APPLICATION FOR INTERNSHIP (THIS FORM MUST BE TYPED)

FALL _____, 200__ SPRING _____, 200__ SUMMER _____, 200__

NAME _____________________ PAID OR UNPAID INTERNSHIP (please circle one)

STUDENT I.D. _______________ MAJOR ______________

CREDIT HOURS___ LOCATION (Campus where you are enrolled) _______

PERSONAL INFORMATION:

ADDRESS ____________________ CITY ______________ ST ____ ZIP ___________

TELEPHONE _____/____________ E-MAIL ________________________________

TOTAL CREDIT HOURS COMPLETED _______

GPA IN MAJOR ________ GPA OVERALL ________

Courses I have completed in my MAJOR and OTHER Courses, which prepared me for this Internship.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>GRADE</th>
<th>YEAR TAKEN</th>
</tr>
</thead>
</table>

SEE ATTACHED TRANSCRIPT

I understand that for every three hours of credit I need to complete 160 hours of Practical Internship; I also understand that I must have periodic visits and submit weekly logs, midterm and final evaluations by the worksite supervisor to the Director of Internship.

__________________________
STUDENT SIGNATURE

__________________________
DATE

__________________________
DIRECTOR OF INTERNSHIP

__________________________
DATE
APPENDIX C

INSURANCE WAIVER
LANGSTON UNIVERSITY: SCHOOL OF BUSINESS

INSURANCE WAIVER (THIS FORM MUST BE TYPED)

NAME ________________________ PAID OR UNPAID INTERNSHIP (please circle one)

STUDENT I.D. _______________ MAJOR ____________________________

CREDIT HOURS _____ LOCATION (Campus at which you are enrolled) ___________

INTERNING AT:

COMPANY _____________________________________________________________

ADDRESS _______________________ CITY ___________ ST ___ ZIP _________

TELEPHONE _____/_______________ E-MAIL ____________________________

SUPERVISOR ____________________ SUPERVISOR’S TITLE ____________

I hereby agree that in connection with my Internship at the Company noted above, I Waive Rights to coverage of University Insurance or Insurance of the above named company or organization if I am injured during the course of my Internship.

________________________________ ____________
STUDENT SIGNATURE DATE

________________________________ ____________
WITNESS SIGNATURE DATE

I attend school part-time and am regularly employed by the Company noted above. I will be doing my Internship at this same Company and do not need to Waive Company Insurance. I will be covered by Covered by Company Insurance during the course of the internship.

________________________________ ____________
STUDENT SIGNATURE DATE

________________________________ ____________
WITNESS SIGNATURE DATE
APPENDIX D

INTERNSHIP CONTRACT
LANGSTON UNIVERSITY: SCHOOL OF BUSINESS

INTERNSHIP CONTRACT (THIS FORM MUST BE TYPED)

NAME ________________________ PAID OR UNPAID INTERNSHIP (please circle one)

STUDENT I.D. _________________ MAJOR ____________________________

CREDIT HOURS ___ LOCATION (Campus at which your are enrolled) ______

INTERNING AT:

COMPANY:

ADDRESS: 715 E 13TH CITY:

TELEPHONE : E-MAIL:

SUPERVISOR: SUPERVISOR’S TITLE:

I have read the Internship Handbook and agree to abide by the policies and procedures therein. I have also discussed the internship with the supervisor whose name appears above. We have agreed that I will intern a minimum of 160 hours and, conditions permitting, the Director of Interns will make on-site evaluations of the intern during the period of the Internship. We have also agreed that I will obtain practical experience in the following activities:

I will be interning the following days and the following hours for ________ weeks.

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

____________________________ ________________
STUDENT SIGNATURE DATE

____________________________ ________________
WORKSITE SUPERVISOR DATE

____________________________ ________________
DIRECTOR OF INTERNSHIP DATE
APPENDIX E

SUMMARY OF WEEKLY LOG
LANGSTON UNIVERSITY: SCHOOL OF BUSINESS

WEEKLY LOG: SUMMARY

WEEK # _________ FOR WEEK ENDING ________________

NAME____________________ PAID OR UNPAID INTERNSHIP (please circle one)

MAJOR _________________

INTERNING AT:

COMPANY ____________________________________________

ADDRESS ______________________ CITY_______________ ST __ZIP ______

TELEPHONE __________ SUPERVISOR’S E-MAIL ________________

SUPERVISOR____________________ SUPERVISOR’S TITLE ________________

NUMBER OF VISITS WITH INTERN DIRECTOR TO DATE______

HOURS COMPLETED THIS WEEK _____ TOTAL HOURS TO DATE _____

SIGNATURE AND DATE THIS LOG SUBMITTED___________________________

SUPERVISOR’S SIGNATURE AND DATE__________________________________

SUMMARY (TYPE AT LEAST ONE COMPLETE PARAGRAPH)
APPENDIX  F

DAILY LOG (THIS IS FOR YOUR RECORDS ONLY)
INTERNERSHIP: DAILY LOG

NOTE: (A separate daily log entry is to be recorded for each day for which you intern. All entries are to be typed.)

Date (Day, Month, Date, Year) ____________________________________________

Hours ________________________________________________________________

Total Hours for Today ________ Date this Log Submitted ________________

NAME ________________________ TYPE OF INTERNSHIP Paid or Unpaid

MAJOR _______________________

INTERNING AT:

COMPANY _____________________________________________________________

SUPERVISOR _______________ SUPERVISOR’S TITLE _______________

TELEPHONE _____/_______________ E-MAIL _____________________________

GOAL(s) FOR TODAY:

THINGS I DID TODAY:

EXAMPLE: (I spent the hours noted above doing the following things:
From 9 a.m. to 11 a.m. I did the following
From 1 p.m. to 3 p.m. I did the following)

COMMENTS:

EXAMPLE: (Today I learned . . . from the following thing which I did: . . . From my course work I learned . . .; the experience above, especially doing . . ., supports (or does not support) what I learned in theory. The actual experience taught me . . .)
APPENDIX  G

INTERN’S MID-TERM EVALUATION
LANGSTON UNIVERSITY: SCHOOL OF BUSINESS

INTERN’S MID-TERM EVALUATION (THIS FORM MUST BE TYPED)

INTERN’S NAME _______________ PAID OR UNPAID INTERNSHIP (please circle one)

INTERNING AT:

COMPANY:

ADDRESS: CITY:

TELEPHONE: E-MAIL:

SUPERVISOR: SUPERVISOR’S TITLE:

IDENTIFY THE GOALS WHICH YOU SET FOR YOURSELF:

ARE YOUR GOALS BEING MET? IDENTIFY WHAT ACTIVITIES YOU HAVE BEEN DOING AND HOW THESE ACTIVITIES RELATE TO YOUR GOALS.

SUMMARIZE YOUR THOUGHTS REGARDING YOUR INTERNSHIP TO DATE. (Type on a separate sheet of paper)

SIGNED __________________________ DATE ________________
APPENDIX H

SUPERVISOR’S MID-TERM EVALUATION REPORT
INTERNSHIP REPORT
SUPERVISOR’S MID-TERM EVALUATION

It is requested that the Supervisor of the intern completes this form, review it with the intern, and submit it directly to the Director of Internship by the seventh week of the semester (note: during summer internships, please send in this evaluation by the fourth week).

INTERN’S NAME: 
PAID OR UNPAID INTERNSHIP (please circle one)

INTERNING AT:

ADDRESS: 
CITY:

TELEPHONE: 
E-MAIL:

SUPERVISOR: 
SUPERVISOR’S TITLE:

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Total hours worked to date _____ Number of absences: 0

Intern’s Goals:

What do you consider the intern’s most significant strengths?

How could the intern improve?

What letter grade do you feel this intern should receive? A B C D F

Supervisor: 
Date: 

Student ___________________________ Date _______________
APPENDIX I

SUPERVISOR’S FINAL EVALUATION REPORT
LANGSTON UNIVERSITY: SCHOOL OF BUSINESS
SUPERVISOR’S FINAL EVALUATION

It is requested that the Supervisor of the intern completes this form, review it with the intern, and submit it directly to the Director of Internship by the last week of the internship.

INTERN’S NAME: PAID OR UNPAID INTERNSHIP (please circle one)

INTERNING AT:

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Total hours worked to date ____  Number of absences: 0

Intern’s Goals:

What do you consider the intern’s most significant strengths?

How could the intern improve?

What, in your opinion, should we do to better prepare our students for internship?

If you had a position available to a person with the intern’s background, would you hire the intern? Yes __ No __ Why?

What letter grade do you feel this intern should receive? A B C D F

Would you be interested in having another intern placed with your organization? Yes: __ No___

If yes, please indicate any adjustments you would like to see made to the internship. If no, please explain why. No changes needed.

Supervisor: Date:

Student ___________________________ Date _____________
APPENDIX  J

INTERN’S FINAL EVALUATION REPORT
LANGSTON UNIVERSITY: SCHOOL OF BUSINESS

INTERN’S FINAL EVALUATION OF THE INTERNSHIP PROGRAM (THIS FORM MUST BE TYPED)

This evaluation is to be turned in by the last day of regular classes.

INTERN’S NAME ________________ PAID OR UNPAID INTERNSHIP (please circle one)

INTERNING AT:

COMPANY:

ADDRESS:  CITY:  ST  ZIP:

TELEPHONE:  E-MAIL:

SUPERVISOR:  SUPERVISOR’S TITLE:

On a scale of 1 to 5 (1 being poor and 5 being excellent) please rate your overall internship experience. ____

Did your supervisor provide you with learning opportunities or made an effort to train you? Explain.

Do you feel satisfied with the variety and nature of experience of your internship? Explain.

Would you recommend that this company be retained as a participant in the internship program? Explain.

How do you feel about your internship? Is it what you expected?

Discuss your perception of your job responsibilities.

Did you have needs that were not being met? Do you feel you had the authority and freedom to carry out the responsibilities assigned to you? Were the intern meetings beneficial to you? Explain.
How far did you progress in reaching your goal? State reasons.

Best experience during the internship?

Worst experience?

Most worthwhile?

Additional Comments:
Intern Students should be able to:

- Interact with people of all background and education.
- Present good telephone personality.
- Plan and organize daily office routine.
- Be self-motivated, energetic and willing to learn new techniques and ideas.
- Present innovative and creative methods of accomplishing assigned tasks.
- Ability to work well with other people.
- Develop habits of dependability, reliability and a desire for self-improvement.
- Other duties as assigned.