

**OGLALA LAKOTA COLLEGE**

**Course Syllabus and Handbook**

**Field Experience  
Acct 496  
Bad 496  
6 Credit Hours**

**Business Department**

**By Arrangement**

### **WHAT IS THE COURSE DESCRIPTION?**

Intended for the student nearing completion of a degree goal. This course involves a more intense participation and greater responsibility in the area of study.

### **IS THERE A PREREQUISITE?**

Degree Candidate Status and Department Chair approval.

### **WHAT ARE THE COURSE OBJECTIVES?**

1. To give the student practical "hands on" skills training that are necessary for successful employment after graduation.
2. To provide the student with the opportunity for practical application of his/her theoretical classroom training.
3. To expose the student to a variety of software applications and/or equipment used in his/her profession.
4. To acquaint the student with his/her field study site goals and operations.
5. To allow the student opportunity in a position to make supervised decisions.
6. To reinforce the value of accountability and punctuality.
7. To give the student an opportunity to become aware of his/her obligations as a professional.
8. To emphasize the importance of communication with co-workers and supervisors.

### **WHAT ARE THE COURSE REQUIREMENTS?**

1. Complete the Field Study Agreement form with the Field Supervisor and returned to the Instructor before the field study begins.
2. A minimum of 180 hours of hands on management and leadership tasks and duties.
3. Maintain a log of your time (daily) describing the work you are doing and the number of hours. Provide a printout (not handwritten) of your time log signed by your employer or field supervisor to verify the work done and turn into your instructor.
4. Maintain a journal describing in detail your experiences during the field study period.
5. Maintain contact with your instructor monthly.
6. Fill out the survey questionnaire provided by your academic coordinator.

### **HOW WILL WE EVALUATE THE FIELD STUDY?**

Each course requires specific documentation to show to the college the student intern has satisfactory completed the course requirements. To meet these requirements, participants in the field study must submit the following papers for evaluation. Each person involved in the field study must submit these papers to the academic coordinator at least one-week prior to the completion of the enrolled college term.

**A signed Field Study Agreement stating the individuals involved and a description of the student intern's job responsibilities.**

**ATTENDANCE: MUST SUBMIT AN EMAIL OR PHONE CALL TO YOUR ACADEMIC COORDINATOR ON A WEEKLY BASIS.**

**A daily log of time spent doing your field study.**

A time log of your time daily describing the work you are doing and the number of hours. A minimum of 180 hours of varied computer and/or applications experience is required. Provide a printout (NOT HANDWRITTEN) of your time log signed by your employer or field supervisor to verify the work done and turn into your instructor.

**A journal describing in detail your experiences during the field study period.**

The journal or diary is a way for the student to reflect upon activities, experiences and insights gained while working on the field study at the placement site. We intend it to be a learning device to help the student integrate practical academic knowledge and to synthesize a working understanding of the student's chosen discipline.

The journal written by the intern during the field study will be confidential. We will not share the journal with other individuals. After the academic advisor has reviewed it, we will return the journal to the student intact. We permit no duplication without the expressed permission of the student or any other identifiable individual.

To be most useful, the journal should be complete and assume the reader is unfamiliar with the routine activities of the placement site. It should contain a description of the student's activities, how they carried them out and problems or difficulties encountered. If you encounter problems, the student should note how he/she solved the difficulties or problems.

The student may also note any particular insight he/she has gained on a particular topic as the field study progresses, equipment, software and peripherals used. Please include attitudes and feelings about the job, etc.

Because memory fades very fast after any experience, making journal entries when they occur is best or when feasible afterwards.

**A survey questionnaire provided by your instructor. The college will supply these forms.**

- The student intern will submit written evaluation of the field study experience.
- The field supervisor to whom we assign the intern will submit an evaluation of the intern's service.
- The academic coordinator will also evaluate the field study experience.

**HOW ARE THE STUDENTS PLACED IN FIELD STUDIES?**

Most students have been placed in Tribal agencies; however, we make assignments other than Tribal entities. Ideally, the student should locate and secure the field study opportunity. If the student is already employed, he/she may use the employment site as the field study site.

The primary responsibility for evaluating the adequacy of the placement rests with the academic coordinator. Ideally, the academic coordinator should offer several placement opportunities for

the student. Remember that the primary objective is to give the student the best learning experience, given the student's interests, abilities, and aptitudes.

Upon successful placement of the student, an understanding between the agency, college, and student should be completed. This agreement includes the obligations and responsibilities of each party involved.

If the progress of the field study does not satisfy a student, or the agency the student is placed in the academic coordinator will attempt to mediate a solution, terminate the field study, or develop a new field study experience.

### **HOW LONG WILL THE FIELD STUDY LAST?**

The field study for graduating students should coincide with college Fall and Spring Term schedules whenever possible. The field study experience ideally should be completed during the final term of the student's college training. This is to give the student a culminating experience linking the academic classroom and vocational training into a real time working experience. The total amount of time spent doing the field study activities is 180 clock hours.

### **WHO SHOULD SUPERVISE THE INTERN AT THE JOB SITE?**

The business or agency should designate a field supervisor. The field supervisor should explain clearly the assignments and responsibilities given the intern and insure the tasks are completed timely. When in doubt, the field supervisor should feel free to discuss the assignments in question with the academic coordinator. Before and during the field study, a series of sessions attended by the student, the academic coordinator and when practical the field supervisor to discuss mutual expectations. The intern, field supervisor and the academic coordinator should be considered partners in the educational field study experience.

### **SHOULD INTERNS BE COMPENSATED?**

Where practical, the participating agency should be encouraged to provide a stipend or salary for the student intern. This is not a requirement of the field study program. However, the availability of compensation will in no way affect the academic validity of the field study experience. If the intern is receiving other funds, the academic coordinator will resolve any funding conflicts arising from the agency's stipend.

### **HOW WILL THE FIELD STUDY EXPERIENCE BE MONITORED?**

We expect frequent communications monthly between the agency and the academic coordinator. It is important that the agency selection and the intern's placement process provide a satisfactory learning experience for all parties involved.

### **WHAT IF THE FIELD STUDY CANNOT BE COMPLETED IN ONE SEMESTER?**

The intern should attempt to complete the field study during the semester in which the student has registered for Senior Field Study.

Situations happen where the instructor probably could not return to the college and complete the field study with the student or student family concerns do not allow completion of the field

study. It is possible for the student may have extra time to complete the field study. This however, requires additional paperwork.

The student must take the responsibility to complete and return an Incomplete Contract. These contracts are available at the local college center. The student must obtain the proper signatures (four total), get appropriate documents as required, and submit the forms before the semester ends. Failure to complete an Incomplete Contract will result in receiving an "F" until the field study is completed within twelve months after signing up for the class. We will award an Incomplete if the student properly submits the Incomplete Contract.

If the student is on financial aid, the student's continued eligibility for financial aid may be affected if the field study is not completed within the current semester and the resulting grade is an "F".

### **DISCLAIMER**

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, the syllabus is not a contract between Oglala Lakota College and any student. The instructor reserves the right to make necessary changes in course content and/or the instructional techniques with reasonable notices.

**FIELD STUDY / INTERNSHIP AGREEMENT**

This Field Study Agreement is entered into between \_\_\_\_\_  
(Student)

and \_\_\_\_\_,  
(Agency) (Address)

under the supervision of \_\_\_\_\_,  
(Field Supervisor) (Title)

and Oglala Lakota College, Department of Business.

This placement fulfills the requirements of BS Degree in Business Administration.

**To successfully complete the internship requirements the student intern agrees to:**

1. Complete the Field Study Agreement form with the Field Supervisor and returned to your Instructor before the internship begins.
2. A minimum of 180 hours of hands on, varied computer and applications work.
3. Maintain a log of your time (daily) describing the work you are doing and the number of hours. Provide a printout (not handwritten) of your time log signed by your employer or field supervisor to verify the work done and turn into your instructor.
4. Maintain a journal describing in detail your experiences during the field study period.
5. Maintain contact with your instructor monthly.
6. Fill out the survey questionnaire provided by your academic coordinator.

**The field supervisor agrees to:**

1. Complete the Field Study Agreement form with the Field Supervisors and return to your Instructor.
2. Supervise the student intern.
3. Furnish an evaluation of the courses at the end of the field study.
4. Provide assistance and advise to the College to meet the needs of the agency through a student on the job field study program.

Signed: \_\_\_\_\_ Ph: \_\_\_\_\_ Date: \_\_\_\_\_  
(Field Supervisor)

\_\_\_\_\_ Ph: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student Intern)

\_\_\_\_\_ Ph: \_\_\_\_\_ Date: \_\_\_\_\_  
(Academic Coordinator)

**Field Study Activities**

(List all duties and activities the student intern will perform at the placement site.)

**Field Experience / Internship Evaluation  
(Field Supervisor Form)**

We designed into this evaluation a process to provide feedback to the academic coordinator, field supervisor and student interns, and information about the program and how we can improve it. The evaluation will contain questions in two areas: the intern's assignment and activities, and your overall experience with the intern. Please feel free to discuss this evaluation with your intern and/or academic coordinator.

Thank you for taking this time to share your ideas and comments about the internship.

**General Data**

Name of Intern \_\_\_\_\_

Major Field of Study \_\_\_\_\_

Name of Field Supervisor \_\_\_\_\_

Name/Address of Internship Site \_\_\_\_\_

Telephone of Placement Site \_\_\_\_\_

**Signature**

Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Academic Coordinator \_\_\_\_\_ Date \_\_\_\_\_



**Describe the Organization's Purposes and Goals:**

**Evaluation of the Intern's Assignment and Activities:**

Describe the intern's job description

Did the intern's performance meet the objectives?

Describe the intern's punctuality?

Did the intern complete his/her assignments on time?

Was the intern academically prepared for the internship assignment?

Are there particular courses, books, reports and skills that would have better prepared the intern for the assignment?

**Evaluation of the overall experience with the intern.**

Would you hire this individual for a staff position if you had a job open?

What area of improvement would you suggest for the intern? Examples include: attendance, work performance, attitude, etc.

What positive contribution did the intern provide to the organization? If they made no contribution, please explain why.

You may use this space for any additional comments you may have.

**Field Experience / Internship Evaluation  
(Student Intern Form)**

We designed into this evaluation a process to provide feedback to the academic coordinator, field supervisor and student interns, and information about the program and how we can improve it. The evaluation will contain questions in three areas: the field experience, your classroom preparation, and your overall experience. Please feel free to discuss this evaluation with your field supervisor.

Thank you for taking this time to share your ideas and comments about the internship.

**General Data**

Name of Intern \_\_\_\_\_

Major Field of Study \_\_\_\_\_

Name of Field Supervisor \_\_\_\_\_

Name/Address of Internship Site \_\_\_\_\_

Telephone of Placement Site \_\_\_\_\_

**Signature**

Intern \_\_\_\_\_ Date \_\_\_\_\_

Academic Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**Evaluation of Your Field Experience:**

What job was assigned to you?

What were your work objectives?

What were your learning objectives?

Were your objectives met? How?

How was your working relationship with your supervisor?

Were you satisfied with the direction you received from your field supervisor?

What learning experiences either positive or negative did you have?

### **Evaluation of Classroom Training**

Were you academically prepared for your assignment? Explain.

Did the lab and/or learning activities of your classroom prepare you for your internship? How?

How would you compare the Journal assignment from a research paper usually assigned to class?

**Evaluation of your internship experience.**

Would you like to serve in another internship?                      Yes      No      Explain.

Would you recommend an internship to another student?    Yes      No      Explain.

How has your attitude changed about people or activities related to your professional field?

Do you plan to continue with your present professional plans?      Yes      No      Explain.

How has your internship expanded your knowledge in your chosen field of study?

What are your recommendations for improving the internship experience?

Use this space for additional comments you may have.

## My Work Journal

For each day worked you need to provide a written overview of what you accomplished and how it was relevant to your education.

# Daily Work Experience Log

**Name:**

**Week 1**

| Day/Date | Work Completed | Total Hours |
|----------|----------------|-------------|
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_



# Daily Work Experience Log

**Name:**

**Week 2**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 3**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 4**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 5**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 6**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 7**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 8**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 9**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_



# Daily Work Experience Log

**Name:**

**Week 10**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 11**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 12**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 13**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 14**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

# Daily Work Experience Log

**Name:**

**Week 15**

| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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| Day/Date | Work Completed | Total Hours |
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Total Hours for Week \_\_\_\_\_

**SUPERVISOR SIGNATURE/CERTIFICATION AND DATE APPROVED:**

**Field Experience / Internship Evaluation**  
**(Academic Coordinator Form)**  
**(Grading based on this form)**

We designed into this evaluation a process to provide feedback to the academic coordinator, field supervisor and student interns, and information about the program and how we can improve it. The evaluation will contain questions in two areas: the intern's assignment and activities, and your overall experience with the intern. Please feel free to discuss this evaluation with your intern and/or academic coordinator.

**GENERAL DATA**

Name of Intern \_\_\_\_\_

Major Field of Study \_\_\_\_\_

Name of Field Supervisor \_\_\_\_\_

Name/Address of Internship Site \_\_\_\_\_

Telephone of Placement Site \_\_\_\_\_

**Where the Internship Requirements Completed?**

Agreement                      Yes \_\_\_\_\_ No \_\_\_\_\_

Log (hours)                      Yes \_\_\_\_\_ No \_\_\_\_\_

Journal                          Yes \_\_\_\_\_ No \_\_\_\_\_

Advisor Contact                Yes \_\_\_\_\_ No \_\_\_\_\_

Intern Evaluation                Yes \_\_\_\_\_ No \_\_\_\_\_

On-Site Evaluation              Yes \_\_\_\_\_ No \_\_\_\_\_

**Signature**

Academic Coordinator \_\_\_\_\_

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

**Evaluation of Intern's Performance**

Has the student met his/her objectives?

(NO)

(YES)

Explain.

Has the student gained new skills?

(NO)

(YES)

Explain.

Has the student integrated his/her academic training with the work site experience?

(NO)

(YES)

Explain.

Student's areas of strength? Explain.

Student's areas of weakness? Explain.



## **Evaluation of Journal**

### ***Completeness***

(NO)

(YES)

Explain:

### ***Content***

(NO)

(YES)

Explain:

### ***Organization***

(NO)

(YES)

Explain:

### ***Value of Content as a learning tool.***

(NO)

(YES)

Explain: