



Lake  
Superior  
COLLEGE

Connect. Explore. Achieve.

## Lake Superior College

### Student Internship Process Handbook:

A handbook to ensure  
standardized and  
quality student  
internship  
processes at  
Lake Superior College

November 2007



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

The Minnesota State  
Colleges and Universities  
system is an equal  
opportunity employer  
and educator.

**Lake Superior College**  
**Student Internship Report**  
November 2007

**Table of Contents**

Student Internship Summary.....	1
Listing of Internship Forms .....	2
Student External Experiences Overview .....	3
Student Internship Course Outline.....	4-5
Student Internship Process .....	6-7
Training Agreement Between LSC and Facility.....	8-12
Student Internship Agreement .....	13
Student Internship Time Log .....	14
Internship Mid-Term and Summary Report .....	15-16
Field Experience Student Agreement .....	17
Field Experience Employer/Supervisor Agreement .....	18
Job Shadowing Experience Form .....	19-20
Job Shadowing Evaluation Form .....	21
Student Internship Waiver of Liability .....	22
Student Internship Course Rubrics .....	23-25
Student Internship Course Rubrics Behaviors .....	26

## **Lake Superior College Student Internship Summary**

To ensure a standardized and quality student internship process at LSC, a task force of LSC faculty, staff, and administrators developed the following process and procedures.

The task force included the following LSC members:

<b>Brenda Martin</b>	Physical Therapist Academic Coordinator for Clinical Education / Clinic Manager / Lab Assistant
<b>Tina Johnson</b>	Legal Studies Instructor
<b>Mary Grace Werner</b>	Medical Lab Technician Program Director / Phlebotomy Instructor
<b>Steve Dalager</b>	English Instructor
<b>John Jelatis</b>	Computer Information Systems Instructor
<b>Tim White</b>	Building Construction Instructor
<b>Dorian Beaulieu</b>	Art Instructor
<b>Lisa Larson</b>	Dean of Business and Industry

We also appreciate the assistance of Peter Wielinski and Kent Richards in this process. Peter for providing information from other institutions and Kent for his work on the internship course rubrics.

The following information was developed as a result of researching internship processes at like institutions, reviewing current LSC internship processes and documents, and understanding program student internship requirements.

This document is set up as a working document and includes an overview, a course outline and several internship document templates.

The templates provided are meant as a guideline and resources to ensure a standardized, efficient, and quality experience for our students, industry partners, faculty, and staff. The evaluation rubrics are set up as shared rubrics in eLumen. Inputting the information into eLumen will allow for individual as well as aggregate data that can be shared internally and externally for multiple purposes.

This information will be available in print and online to ensure maximum flexibility. We encourage you to share the process and procedures with your students, industry partners, and advisory committee members. We also appreciate your feedback. The process, procedures and templates will be reviewed periodically to ensure timeliness and effectiveness.

Good luck and enjoy the internship process.

## **Lake Superior College Internship Forms**

- A. LSC Student External Experiences Overview
- B. LSC Student Internship Course Outline
- C. LSC Student Internship Process
- D. Training Agreement between LSC and Facility
- E. LSC Student Internship Agreement
- F. LSC Student Internship Time Log
- G. LSC Student Internship Mid-Term and Summary Report
- H. LSC Field Experience Student Agreement Form
- I. LSC Field Experience Employer/Supervisor Agreement Form
- J. LSC Job Shadowing Experience Form
- K. LSC Job Shadowing Evaluation Form
- L. LSC Student Internship Waiver of Liability Form
- M. LSC Student Internship Course Rubrics

## **Lake Superior College**

### **Student External Experiences Overview**

The following terms and definitions will assist in understanding and standardizing the student internship process at Lake Superior College:

#### **Internship/Externship:**

An experiential learning opportunity offering students practical experience in their field of study. Internship experiences may also foster future success in the workplace through providing opportunities to test and apply skills and knowledge, gain in-field job experience, build relationships in the field, and provide opportunities to produce job seeking documentation. A faculty internship coordinator supervises the student while in the internship experience.

#### **Field Experience:**

An experiential learning opportunity offering students a limited-term, practical experience in their field of study to promote/foster future success in workplace, including opportunities to gain in-field job experience; build relationships ("network") in field; develop relationships with potential future employers; acquire professional behaviors; and learn and develop appropriate workplace conduct and protocols, soft skills, etc. A faculty member supervises the student while in a field experience or enrolled in a course requiring a field experience.

#### **Practicum:**

A cooperative learning experience offering students supervised application of learned theory and practice along with the acquisition of new skills currently practiced in clinical facilities. A faculty member charged with teaching the course supervises the students in a practicum experience.

#### **Job Shadowing Experience:**

A workplace experience offering students the opportunity to learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student. Students witness firsthand the work environment, employability and occupational skills in practice, the value of professional training and potential career options. Job shadowing is designed to increase career awareness, help model student behavior through examples and reinforce in the student the link between classroom learning and work requirements. A faculty member charged with teaching a course requiring a job shadowing experience will supervise the students while in the experience.

# Lake Superior College

## Student Internship Course Outline

**Course Dept and Number:** \_\_\_\_xxxx **Internship**

**Credits:** **Variable / 1-10**

**Course Title:** **Internship**

**Catalog Description:** This course enables students to acquire practical experience in a variety of professional settings that draw on the skills learned in the student's program of study. It also enables students to test the practical range of some of the ideas presented in their coursework and to experience first-hand some of the career possibilities available to them, as well as an opportunity to network and to gain the job experiences necessary to employment success after graduation.

**Prerequisites:**

Program dependent

**Course Outcomes: The student will be able to:**

Apply professional/technical knowledge as defined by faculty and industry internship supervisor or industry standards

Demonstrate professional behavior throughout the internship experience

Demonstrate effective job seeking

Demonstrate effective job keeping skills

Comply with established safety regulations and procedures

Demonstrate ethical behaviors when interacting with all clients, patients, customers, workplace employees, industry professionals, and the public.

Apply specific program skills as indicated in internship training agreement.

**Student Responsibilities:** (Note to faculty: must include those listed below. Any others you require are to be listed on the syllabus, not this outline form.)

1. Assessment. Students may be required to participate in college-wide assessment activities as part of this course. Such activities may include course or instructor evaluations, testing, or special assignments.

2. Student Code of Conduct. Charges of academic misconduct will be brought to the attention of the student and disciplinary action will be taken. See the LSC Student Code of Conduct, Policy 3.6, Part 8 for further details.
3. Non-attendance. Students are expected to attend classes regularly and are advised to officially withdraw from courses if they should stop attending. The College's Non-attendance Policy requires instructors to report students who are not attending class(es), resulting in the automatic issuing of an "FN" (failure for non-attendance) grade and re-evaluation and possible repayment of financial aid. Please refer to the LSC Policy 3.17.4 for additional information.

**Additional Related Information:**

1. Disabilities. Individuals who have a documented disability which might affect their ability to perform in this class are encouraged to contact the College's Disability Coordinator, S1911, 218-733-7650 (voice), 218-722-6893 (TTY), at the start of the semester to discuss possible accommodations. All discussions will remain confidential.
2. Tutoring. Free tutoring is provided in the Learning Center (E2120) Monday-Saturday in many subjects. Walk in or make an appointment (733-5927). The most current tutor schedules/hours can be found online.

**Evaluative Techniques and Grading Scale:** (Multiple methods of assessment must be used. \*These are spelled out on your syllabus.)

*NOTE: This Course Outline is the official document on file for this particular course. The actual course syllabus must contain all of this material and other information specific to you as the instructor.*

# Lake Superior College Student Internship Process

*To reach the educational objectives, the internship course has the following components:*

- a. Students will spend 48 hours on site for each credit of internship. The internship schedule will be developed with the LSC internship coordinator;
- b. Students will complete the necessary internship paperwork in conjunction with the LSC internship coordinator and industry internship supervisor or preceptor;
- c. The LSC internship coordinator will coordinate at least three class meetings during the internship course; **OR**
- d. The LSC internship coordinator will coordinate at least three individual meetings face-to-face, via phone, or via online technology with each student during the internship course;
- e. Students are required to complete all assignments and paperwork prior to the end of the internship course.

The three main participants in the internship course are the student intern, the LSC internship coordinator (usually a faculty member in the program), and the industry internship supervisor or preceptor. Success in reaching the educational objectives of the course depends on the main participants and the interrelationship between them. Outlined below are the course responsibilities of each of the participants.

***Student Intern is responsible for:***

- Meeting and maintaining satisfactory academic progress;
- Spending forty-eight (48) hours per credit during the semester in internship activities and related work. Internship activities and related work includes:
  - Being present at the assigned field placement
  - Addressing the assignments from the industry internship supervisor or preceptor
  - Attending the class meetings or individual meetings with the LSC internship coordinator
  - Completing required learning assignments and internship documentation
  - Submitting accurate time logs accounting for the time at the internship worksite

***LSC Internship Coordinator (Program Faculty) is responsible for:***

- Overall coordination and administration of the internship course, including the development, monitoring, and maintenance of the agreement between LSC and the employer;

- Clarifying whether the internship experience is either paid or unpaid;
- Coordinating the class component of the course;
- Maintaining communication between LSC, the student, and the employer;
- Reviewing interns' time logs;
- Meeting with the interns a minimum of three (3) times during the course;
- Communicating with the workplace supervisor a minimum of two (2) times during the term of the course;
- Documenting and managing all of the documents related to the internship course;

and

- Assessing a grade for the internship course (based on the quality of the assigned learning projects, internship documentation, and the intern's participation in the class and individual meetings).

***Industry Internship Supervisor is responsible for:***

- Orienting the intern to the workplace during the first week of the internship;
- Assisting in the skills training of the student intern;
- Determining safety needs and standards of internship experience;
- Providing to the intern a variety of challenging tasks that draw on the intern's skills throughout the course of the internship;
- Meeting regularly with the intern to discuss matters pertinent to the understanding of the technical skills and workplace;
- Giving specific feedback to the intern during the course of the internship;
- Conducting an evaluation of the intern's performance at mid-semester and communicating that evaluation to the LSC internship coordinator;  
and
- Evaluating the intern's performance and technical skills at the end of the internship.

***Evaluation:*** The internship course syllabus will clarify the grading process including whether the course is a Pass/No Credit or Graded.

**TRAINING AGREEMENT**  
**BETWEEN**  
**LAKE SUPERIOR COLLEGE**  
**AND**

\_\_\_\_\_  
**"Hereafter referred to as "Facility"**

Student-Learner: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

These training guidelines are established to define the responsibilities agreed upon by the student-learner, the above named facility, and the Lake Superior College program instructor in providing a meaningful, on-the-job training experience in the area of:

\_\_\_\_\_

The terms of the agreement are as follows:

I. Conditions of Agreement

1. This agreement is to be reviewed and evaluated annually by both parties and revisions and alterations made as deemed advisable.
2. Neither party to this agreement shall discriminate against persons because of race, creed, sex, age, or national origin, or against persons with handicaps who are otherwise qualified.
3. Services rendered by students enrolled in the program covered by this agreement and who are not formally engaged as volunteers by the Facility and who are not employed by the Facility, will be considered to be educational in nature and, therefore, generally without monetary compensation to the students. Services performed by students enrolled in the program covered by this agreement shall be within the established and written requirements of the education credential being pursued as required of every candidate for that educational credential.

## II. General Provisions

### A. Joint responsibilities.

1. The affiliation period shall be for \_\_\_\_\_ weeks. The specific dates shall be agreed upon by both parties no later than 7 days prior to the start of the internship experience. Any change relative to the number of weeks of internship practice shall be determined by a conference between the program instructor of the Lake Superior College and the Facility.
2. Although the Lake Superior College retains the ultimate responsibility for the design, overall supervision, and evaluation of all students' learning experiences, the Lake Superior College instructor and Facility personnel shall jointly decide upon the area of the Facility that shall be utilized, experiences planned, dates and times for experiences, and the supervisory responsibilities of each.
3. Student assignments shall be planned whenever possible in advance. Class schedules, objectives, and evaluations shall also be provided by the Lake Superior College.
4. The student hours per day will be determined by the Lake Superior College and the Facility. The time per week shall generally range from 9-30 hours.
5. The Facility has ultimate responsibility for the quality of service given to its clients. The Lake Superior College, through the instructor's teaching assignment, is responsible to the Facility to maintain appropriate Facility policies.
6. There shall be ongoing communication between the Lake Superior College program instructor and cooperating Facility personnel in the following concerns:
  - a. The personnel of the Facility shall be familiar with the philosophy, goals, and curriculum of the program. Any change in philosophy and goals shall be communicated in writing.
  - b. The Lake Superior College program instructor shall be familiar with the philosophy and policy of the Facility. Program expectations shall be a mutual concern of the Facility and the Lake Superior College program instructor.
  - c. There shall be cooperation between the Facility and the Lake Superior College instructor in the follow-up evaluation of the student assignment.

7. Disciplinary action:
  - a. The need for disciplinary action shall be determined by the Facility supervising personnel and the Lake Superior College program instructor and carried out as they see fit.
  - b. A report of such action shall be submitted in writing to the program instructor at the Lake Superior College.
8. Problems of mutual concern will be resolved by appropriate representatives of the Lake Superior College and the Facility.
9. The internship shall occur when the student has satisfactorily completed the prerequisite course work.
10. A student may be additionally employed by the Facility while on internship, upon the approval of all parties. Such employment by students shall be outside of the regular academic hours and subject to the Facility's employment policies.

B. Responsibilities of the Lake Superior College

1. The Lake Superior College shall provide the Facility with any pertinent information about the student and his/her prior experiences prior to the student's arrival for the internship.
2. The Lake Superior College shall assume liability for all students and faculty assigned to the Facility.
3. The Lake Superior College instructor will be responsible for coordinating the student's learning experience at the Facility. The instructor shall monitor the student's progress by periodic site visitations.

C. Responsibilities of the Facility

1. The Facility shall provide for supervision of the student.
2. The Facility shall retain sufficient number of staff personnel so that students are not relied upon for providing services during their internship.
3. The Facility shall provide for the orientation of the Lake Superior College students to the Facility policies and to provide the Lake Superior College with a copy of the Facility's policy handbook.

4. The Facility staff shall participate in student evaluations by:
  - a. reporting student behaviors to the Lake Superior College faculty when the student performance is not directly observed by the Lake Superior College faculty.
  - b. providing time for consultation with the program instructor (or his/her designee) concerning the progress of the student.
5. The Facility shall not be responsible in the event of illness or accident during the student's internship.
6. Any incident or accident involving the student shall be written up as soon as possible after the incident, and a copy of the report shall be forwarded to the Dean of the Business Division at the Lake Superior College.

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

LAKE SUPERIOR COLLEGE

By \_\_\_\_\_  
Division Dean

\_\_\_\_\_  
Program Instructor

\_\_\_\_\_  
Facility Office Manager/Supervisor

# INDEMNIFICATION AGREEMENT

For and in consideration of the Facility permitting students and employees of the Lake Superior College to enter their premises from time to time for the purpose of participating in various educational programs, to include internship, the Lake Superior College does hereby agree to defend, indemnify, and hold harmless the Facility and its employees from any and all claims for loss, liability, or damage which may arise against them as a result of or as an incident to such programs.

FACILITY

LAKE SUPERIOR COLLEGE

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Division Dean

\_\_\_\_\_  
Facility Supervisor/Manager

\_\_\_\_\_  
Program Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Lake Superior College Student Internship Agreement**

As a student in the \_\_\_\_\_ Internship course, I agree to the following terms and conditions:

1. I will perform at least 48 hours of work for each Internship credit.
2. I will report to the Internship work location on time for each work session.
3. If I am unable to report on time, I will communicate with the Industry Internship Supervisor and the LSC Internship Coordinator before my reporting time. Communication will be mutually agreed upon and may include phone or email contact and will include a reason for the delay and a plan to make up the time.
4. I will complete all internship work assignments from the industry supervisor on time.
5. I will complete all internship assignments from the LSC internship coordinator on time.
6. I will complete all required internship paperwork on time.
7. I will conduct myself professionally at all times including treating everyone respectfully, using appropriate language, dressing appropriately, and conforming to all codes and standards prescribed by the internship industry work site.
8. I will bring all workplace concerns to the industry supervisor and work cooperatively to resolve them.
9. I will communicate any unresolved workplace issues with the LSC internship coordinator.
10. I understand that the Internship experience does not formally begin until the following conditions are met:
  - a. I have registered for the internship course
  - b. The internship site and goals have been approved by the LSC internship coordinator
  - c. The LSC Internship Employer Agreement Form has been signed by all parties.
  - d. The LSC Student Internship Form has been signed by all parties.
11. I understand the Internship experience may be terminated by the LSC internship coordinator or the industry supervisor for violation of the internship agreement or just cause.

I have read, I understand, and I agree to the above terms and conditions.

Student Intern Signature \_\_\_\_\_  
Date \_\_\_\_\_

LSC Internship Coordinator Signature \_\_\_\_\_  
Date \_\_\_\_\_

## Lake Superior College Student Internship Time Log

The Time Log is to be completed and turned in periodically during the internship experience. The LSC internship coordinator will share the timeline with the intern prior to beginning the internship experience.

Student Intern \_\_\_\_\_ ID \_\_\_\_\_

Industry Internship Supervisor \_\_\_\_\_

Organization \_\_\_\_\_

Please record the dates worked, work performed, and hours worked in the table below.

Date	Work Performed	Hours
Total hours worked		

Student Intern's Signature \_\_\_\_\_

Date \_\_\_\_\_

Industry Internship Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

LSC Internship Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

## Lake Superior College Internship Mid-Term and Summary Report

This report is to be completed and delivered to the Lake Superior College Internship Coordinator at the midterm and conclusion of the internship experience.

Student Intern Name: \_\_\_\_\_ ID: \_\_\_\_\_

Industry Internship Supervisor: \_\_\_\_\_

Organization: \_\_\_\_\_

Internship Dates: \_\_\_\_\_

Total hours worked: \_\_\_\_\_

Please rate the Student Intern's performance using the following four-point scale  
4=Excellent; 3=Good, 2=Fair, 1=Poor, 0=Unacceptable

<b>Internship Outcomes</b>	<b>Rating</b>	<b>Comments</b>
Apply professional/technical knowledge as defined by faculty and industry internship supervisor or industry standards		
Demonstrate professional behavior throughout the internship experience		
Demonstrate effective job seeking skills		
Demonstrate effective job keeping skills		
Comply with established safety regulations and procedures		
Demonstrate ethical behaviors when interacting with all clients, patients, customers, workplace employees, industry professionals, and the public.		
Apply specific program skills as indicated in internship training agreement.		

Briefly summarize the duties performed and skills utilized by the Student Intern.

Please indicate strengths the Student Intern demonstrated.

Please indicate how the Student Intern can improve.

Student Intern Signature \_\_\_\_\_

Date \_\_\_\_\_

Industry Internship Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

LSC Internship Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Lake Superior College Field Experience Student Agreement**

This agreement is intended to ensure a valuable learning experience for the student and a rewarding mentoring experience for the Supervisor.

**I, the student, agree to the following terms:**

1. I will complete the prescribed Field Experience hours (20-48 hours as designated by the program)
2. I will report to my Field Experience site on time and as scheduled with my Supervisor
3. If I am unable to report to a scheduled Field Experience, or need to report late, I will contact my Supervisor appropriately and promptly
4. I will conduct myself professionally at all times
5. I will observe or participate at my site in accordance with what my program and Supervisor dictate
6. I will keep a time record of all of my Field Experience activities, documented by my Supervisor on a record sheet
7. I will journal or report back to my LSC Coordinator as instructed
8. I will bring any concerns regarding my Field Experience to my Field Experience Supervisor or LSC Coordinator as soon as possible, and work cooperatively to resolve them.
9. I understand that my Field Experience Supervisor or my LSC Coordinator may terminate the Field Experience for any violation of this agreement

**I have read, understand, and agree with the above terms and conditions.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Lake Superior College  
Field Experience Employer/Supervisor Agreement**

**I, the Field Experience Supervisor, agree to the following terms:**

1. I will provide the prescribed Field Experience hours (20-48 hours as designated by the program)
2. I will involve the student in Field Experience activities that are appropriate to the student and the program
3. I will document Field Experience activities on the student's record sheet
4. I will bring any concerns regarding this Field Experience to the student or LSC Coordinator as soon as possible, and work cooperatively to resolve them
5. I will communicate with the LSC Coordinator regarding the student as needed
6. I understand that the LSC Coordinator may terminate the Field Experience for any violation of this agreement

**I have read, understand, and agree with the above terms and conditions.**

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Lake Superior College Job Shadowing Experience Form**

Student:

Student Phone Number:

Student Email Address:

Program:

---

Business:

Business Contact/Position:

Business Address:

Phone Number:

Email Address:

---

Please provide a brief overview of Company

Please indicate position for Job Shadowing Experience

Describe the job responsibilities

Indicate length of Job Shadowing Experience

Describe the activities student will participate with

- **Examples of job shadowing activities:**
  - Tour of department or organization
- Informational interview with yourself, HR representative, or other colleagues
- Attendance at staff meetings,
- Visit with constituent/client/customer
- Show-and-tell" regarding projects on which you are currently working
- Sharing information about journals and professional activities related to your field
- Current project where shadower can contribute and learn some valuable skills
- Niches within your field that s/he could consider and ways to explore those areas, etc.

**Please note:**

Job Shadowing can be for one day to several weeks depending on sponsor/student schedule.

## Lake Superior College Job Shadowing Evaluation Form

Rate what you saw during your time with this student:

<b>Safety</b> Demonstrates safe work habits Use of personal safety equipment	Needs Improvement	Good	Comments
<b>Communication</b> Demonstrates good listening skills Inquisitive, wants to learn	Needs Improvement	Good	Comments
<b>Work Habits and Work Ethic</b> Makes good use of time Takes initiative	Needs Improvement	Good	Comments
<b>Technical Ability</b> Asks informed technical questions Interested in learning more about the field	Needs Improvement	Good	Comments
<b>Housekeeping</b> Takes initiative to clean up after job Helps other with clean up	Needs Improvement	Good	Comments
<b>Attendance</b> On time for start of shift Works until end of shift	Needs Improvement	Good	Comments

Student completed the job shadowing experience with no absences

RECOMMEND YES \_\_\_\_\_ NO \_\_\_\_\_

Please submit this completed form to Kent Richards at LSC via email at [k.richards@lsc.edu](mailto:k.richards@lsc.edu)

**Lake Superior College**  
**Student Internship Waiver of Liability**

I, [print name] \_\_\_\_\_, hereby agree to participate in an internship program at Lake Superior College. I understand that such participation is voluntary and that there is no connection between this project and possible future employment at \_\_\_\_\_.

I further agree to abide by all the rules, regulations, policies and standards of Lake Superior College and \_\_\_\_\_, including but not limited to those rules, regulations, policies, or standards related to safety, confidentiality, and academic integrity.

I hereby waive any and all rights to assert claims for injuries and/or damages against \_\_\_\_\_, its officers, agents, servants, or employees for any cause of action which might arise during the course of my participation in the internship whether such injuries and/or damages are caused in whole or in part by any negligent act or omission of \_\_\_\_\_.

I state that I have read and understand this agreement, that I am at least 18 years of age, and that I am competent to enter into this agreement.

Signed: \_\_\_\_\_  
(Student)

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

# **Lake Superior College**

## **Student Internship Course Rubrics**

### **1. Apply professional/technical knowledge as defined by faculty and industry internship supervisor or industry standards**

4. The intern has demonstrated a well-developed ability to apply the knowledge expected of someone working in this field.
3. The intern has demonstrated a satisfactory ability to apply the knowledge expected of someone working in this field.
2. The intern has demonstrated some ability to apply the knowledge expected of someone working in this field, but needs additional practical experience to further develop that ability.
1. The intern has demonstrated little or no ability to apply the knowledge expected of someone working in this field, and needs substantial additional practical experience to develop that ability.

### **2. Demonstrate professional behavior throughout the internship process**

4. The intern has consistently demonstrated thoroughly professional behavior throughout the internship.
3. The intern has demonstrated professional behavior throughout the internship with only minor exceptions.
2. The intern has demonstrated occasional unacceptable levels of unprofessional behavior throughout the internship.
1. The intern has demonstrated an unacceptable level of unprofessional behavior throughout the internship.

### **3. Demonstrate effective job seeking**

4. The intern has demonstrated effective and well developed job seeking skills.
3. The intern has demonstrated effective basic job seeking skills.
2. The intern has demonstrated job seeking skills, but the skills need further development to be effective.
1. The intern has failed to demonstrate job seeking skills or the skills are totally ineffective.

#### **4. Demonstrate effective job keeping skills**

4. The intern has demonstrated effective and well developed job keeping skills.
3. The intern has demonstrated effective basic job keeping skills.
2. The intern has demonstrated job keeping skills, but the skills need further development to be effective.
1. The intern has failed to demonstrate job keeping skills or the skills are totally ineffective.

#### **5. Comply with established safety regulations and procedures**

4. The intern has complied with all important safety regulations and procedures that apply to the internship.
3. The intern has substantially complied with all important safety regulations and procedures that apply to the internship.
2. The intern has failed to substantially comply with all important safety regulations and procedures that apply to the internship
1. The intern has totally failed to comply with one or more established safety regulations and procedures that apply to the internship.

#### **6. Demonstrate ethical behaviors when interacting with all clients, patients, customers, workplace employees, industry professionals, and the public**

4. The intern has demonstrated the highest standards of ethical behavior when interacting with others as part of the internship.
3. The intern has demonstrated ethical behavior when interacting with others as part of the internship.
2. The intern has demonstrated questionable ethical behavior when interacting with others as part of the internship.
1. The intern has demonstrated highly questionable or clearly unethical behavior when interacting with others as part of the internship.

**7. Apply specific program skills as indicated in internship training agreement**

4. The intern has applied the program skills indicated in the internship training agreement with extraordinary consistency and thoroughness.
3. The intern has applied the program skills indicated in the internship training agreement with satisfactory consistency and thoroughness.
2. The intern has applied the program skills indicated in the internship training agreement, but with some inconsistencies or lack of thoroughness.
1. The intern has substantially failed to apply the program skills indicated in the internship training agreement, or has applied the program skills without consistency or thoroughness.

# **Lake Superior College**

## **Student Internship Course Rubrics Behaviors**

### **2. Professional Behaviors:**

Interacts Appropriately with Supervisors and Co-Workers

Interacts Appropriately with Clients

Treats Others Respectfully at All Times

Produces Neat and Thorough Written Materials

Takes Responsibilities Seriously

### **3. Job Seeking Behaviors:**

Makes Appropriate Inquiries about Internship

Completes Application Process and/or Submits Resume

Arranges Appointment/Interview

Follows Up All Contacts

### **4. Job Keeping Behaviors:**

Attendance is Regular; Calls In When Sick or Delayed

Maintains a Positive Attitude

On-time for Work, Appointments, and Meetings

Works Hard

Uses Time Efficiently

Can be Counted On

Always Neatly Groomed and Appropriately Dressed

Accepts Supervision Well

Accepts Responsibility for His or Her Actions

Seeks Guidance or Clarification When Appropriate