



# **Career and Technical Education**

## **Internship Handbook**

**Moberly Area Community College**

## Quick Facts about the Career and Technical Education Internship Program

**Who:** MACC students with a minimum of 30 credit hours in program of study, 2.5 GPA and/or approval from the Dean of Career and Technical Education or the Director of Career and Technical Programs.

**What:** Internship opportunities for variable credit hours (2-6 credit hours) with area businesses and industry employers. Students must complete a minimum of 45 contact hours per credit hour per semester. The internship can be paid or unpaid.

Work should be related to a student's area of study but should be structured to benefit both student and employer. A student may receive internship credit for his/her current employment. However, documentation must be supplied that shows the student's job as an intern will be expanded to include new duties in addition to those the student already performs as an employee.

Students will be supervised by the business/industry sponsor and report to the Internship Coordinator. Either the Director of Career and Technical Programs or a CTE faculty member can serve as the Internship Coordinator.

Unpaid internships may require students to sign a waiver of liability.

**When:** Internships can be completed during the fall, spring or summer semester.

**Where:** Internships are flexible to include all areas that are related to a student's area of study (accounting, administration, electrical, industrial technology or other area).

**Why:** This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major.

**How:** If you are interested in a Career and Technical Education Internship, talk with your academic advisor or the Director of Career and Technical Programs to find out about possible work sites.

## **Program Guidelines**

1. The intern work assignment must relate to the student's declared Career and Technical Education degree or certificate program.
2. A student who is already employed in an occupation related to his/her field of study may receive internship credit for that position. However, the employer and intern must be able to provide documentation that the intern will perform job duties beyond the normal scope of responsibility for his/her regular position.
3. Approval to enroll must be obtained from the CTE Program Coordinator, the Director of Career and Technical Programs, or the Dean of Career and Technical Education.
4. The intern is required to meet with the Internship Coordinator as scheduled, to complete and submit all intern forms, and to submit the required assignments in a timely manner.
5. Change of work assignments during the semester are discouraged, but should one be necessary, it must be approved by the Internship Coordinator prior to the change. An unapproved change could result in loss of college credit for the internship experience.
6. All internship assignments must be completed and responsibilities met by the intern before a grade will be awarded.
7. The student is expected to take part in employer/employee events in the work place as would any regular employee of that business.
8. The student will establish beginning and ending dates of work and hours per week of work with the employer/supervisor and report both to the Internship Coordinator prior to the beginning of the experience.

## **Program Benefits**

### **To the Intern**

- Motivates intern to develop positive work habits
- Relates education to the world of work
- Permits testing of career choices in an actual work situation
- Increases employability and possibly starting salary
- Strengthens employee/supervisor communication skills

### **To the Employer**

- Identifies prospective employees
- Reduces costs of employee recruitment and training
- Provides a means for interaction with Moberly Area Community College

### **To Moberly Area Community College**

- Provides a laboratory situation for interns
- Provides opportunity for feedback on intern skills
- Assists in response to specific training needs
- Provides a means for interaction with employers

### **Required Meetings**

Interns must obtain the approval of the Internship Coordinator and the employer/supervisor prior to enrolling in the class. Due to the planning this course requires, the timeline should be closely adhered to and all assignments should be submitted when due.

### **Intern/Internship Coordinator Office Visits**

Office visits are scheduled by the Internship Coordinator and the intern to submit forms, to discuss progress, to turn in required assignments, and to discuss evaluations by the employer/supervisor and grading by the Internship Coordinator. Some interns may require more office visits than others, but generally there are at least three meetings between the intern and the Internship Coordinator during the semester.

#### **❖ *Orientation Session***

During the Orientation Session, the intern and the Internship Coordinator will discuss the expected outcomes of the internship.

- 1) The intern will complete the Internship Program Data Form, Appendix Form B.
- 2) The Intern Agreement, Appendix Form C, will be discussed and signed.
- 3) The Intern Time Sheet, Appendix Form F, will be discussed. The Intern Time Sheet should be completed and turned in to the Internship Coordinator weekly. The intern will be responsible for duplicating this form.
- 4) The Provisional Credit Hour Acceptance Form, Appendix Form E, will be discussed and signed.
- 5) The Employer/Supervisor Evaluations which are used to evaluate intern performance, Appendix Form G and Form H, will be discussed.
- 6) The grading criteria for the course will be discussed.

#### **❖ *Mid-term Session***

- 1) At this time the intern and the Internship Coordinator will review the format, content, and preparation of any required papers.
- 2) The intern and the Internship Coordinator will discuss the Mid-Term Employer/Supervisor Evaluation, Appendix Form G.

#### **❖ *Final Session***

- 1) The intern and the Internship Coordinator will discuss any graded papers that have been previously submitted.
- 2) The Employer/Supervisor Final Evaluation, Appendix Form H, will be discussed.
- 3) The Intern Evaluation, Appendix Form I, will be discussed.
- 4) The final grade for the internship will be discussed.

### **Internship Coordinator Meetings with Employer/Supervisor**

The purpose of this meeting is for the Internship Coordinator to become familiar with the setting in which the intern is working. The Internship Coordinator and the employer/supervisor share information which would help to make the experience more beneficial to both the employer/supervisor and the student. Specific work assignments and course requirements, as they may apply to both the student and the employer/supervisor, can be clarified.

The Internship Coordinator will explain the mid-term and final employer/supervisor evaluations. The mid-term evaluation by the employer/supervisor is an instrument by which the Internship Coordinator and the intern can determine areas in which the intern needs to improve. This mid-term evaluation, which accounts for 25% of the intern's grade, is a valuable tool to aid in maximizing the experience for the intern by pinpointing possible areas of improvement and allowing time for the intern to concentrate on those areas. The Final Employer/Supervisor evaluation will account for 50% of the grade. The remaining 25% of the grade will be awarded based on submission of time sheets and student internship evaluations.

Although there are normally two visits between the Internship Coordinator and the employer/supervisor which are scheduled at the convenience of the employer/supervisor, the second visit is optional and may be conducted in person or by telephone.

### **Intern Meetings with Employer/Supervisor**

If the student is already working in a job, the Internship Coordinator will assist in the completion of the requirements for the degree or certificate program in which the student is enrolled. The student should explain the program and its benefits to the employer/supervisor and then request the employer/supervisor's cooperation. There should be some agreement that the job description will be expanded to include new duties in addition to those the student has already been performing.

Employers who have agreed to provide an internship experience usually require an application and/or an interview to determine if the internship experience will be mutually beneficial.

The intern and the employer/supervisor sign the Employer/Supervisor Agreement, Appendix Form D, and the Provisional Credit Hour Acceptance Form, Appendix Form E. The intern submits both forms to the Internship Coordinator.

### **Internship Program Calendar**

A suggested program calendar for completing a summer semester internship is located on page five; a suggested program calendar for completing a fall/spring semester internship is on page six. These are suggested guidelines. If necessary, adjustments can be made to accommodate individual intern/employer needs.

## **Suggested Internship Program Calendar**

### Summer Semester Sequence

#### Prior to Internship/Week One

- Obtain Internship Coordinator's approval for internship program (approval may be obtained from CTE faculty, the Director for Career and Technical Programs, or the Dean of Career and Technical Education). The student's enrollment form should be signed by whomever approves the experience prior to enrollment.
- The intern should obtain approval from employer/supervisor to be a sponsoring agency.
- The Orientation Session with the Internship Coordinator should be held to review all job requirements, discuss all forms, and to complete the Intern Data Form and Intern Agreement, Appendix Form B and Form C.
- Intern and Employer/Supervisor should meet to review work assignment requirements, beginning and ending work dates, work hours, and to sign Employer/Supervisor Agreement and the Provisional Credit Hour Acceptance Form, Appendix Form D and Form E.

#### Weeks Two and Three

- Intern finalizes all job requirements and works agreed upon schedule, submitting Time Sheet after each work week.
- Internship Coordinator contacts Employer/Supervisor to discuss the program, student performance, and to explain the Employer/Supervisor evaluations, mid-term and end of the semester (Appendix Form G and Form H).

#### Week Four

- Mid-term employer evaluation of student due to Internship Coordinator.
- Intern contacts Internship Coordinator to discuss Employer/Supervisor Mid-Term Evaluation.

#### Weeks Five, Six and Seven

- Intern continues internship experience, making adjustments as needed per the Mid-term Employer/Supervisor Evaluation.
- Intern submits Time Sheet following each work week.

#### Week Eight

- Final Employer/Supervisor Evaluation due to Internship Coordinator.
- Intern meets with Internship Coordinator to discuss Employer/Supervisor Final Evaluation, submit and discuss Student Evaluation, and to determine final grade.

## **Suggested Internship Program Calendar**

### Fall/Spring Semester Sequence

#### **Prior to Internship/Week One**

- Obtain Internship Coordinator's approval for internship program (approval may be obtained from the Program Coordinator, the Director for Career and Technical Programs, or the Dean of Career and Technical Education). The student's enrollment form should be signed by whomever approves the experience prior to enrollment.
- The intern should obtain approval from employer/supervisor to be a sponsoring agency.
- The Orientation Session with the Internship Coordinator should be held to review all job requirements, discuss all forms, and to complete the Intern Data Form and Intern Agreement, Appendix Form B and Form C.
- Intern and Employer/Supervisor should meet to review work assignment requirements, beginning and ending work dates, work hours, and to sign Employer/Supervisor Agreement and the Provisional Credit Hour Acceptance Form, Appendix Form D and Form E.

#### **Weeks Two through Seven**

- Intern finalizes all job requirements and works agreed upon schedule, submitting Time Sheet after each work week.
- Internship Coordinator contacts Employer/Supervisor to discuss the program, student performance, and to explain the Employer/Supervisor evaluations, mid-term and end of the semester (Appendix Form G and Form H).

#### **Week Eight**

- Mid-term employer evaluation of student due to Internship Coordinator.
- Intern contacts Internship Coordinator to discuss Employer/Supervisor Mid-Term Evaluation.

#### **Weeks Nine through Fifteen**

- Intern continues internship experience, making adjustments as needed per the Mid-term Employer/Supervisor Evaluation.
- Intern submits Time Sheet following each work week.

#### **Week Sixteen**

- Final Employer/Supervisor Evaluation due to Internship Coordinator.
- Intern meets with Internship Coordinator to discuss Employer/Supervisor Final Evaluation, submit and discuss Student Evaluation, and to determine final grade.

## **Grading**

The final grade for the Internship Program is based on the following:

- 1) Evaluation from Employer/Supervisor under the Privacy Act of 1974 Authority Section 3012, Title 10 USC. Purpose: To evaluate and establish an academic grade for college credit hours; disclosure is voluntary.
- 2) Quality of assignments: All writing assignments will be evaluated on both content and mechanics and must be typed.
- 3) Documentation and consultation with the Internship Coordinator, time sheets, attitude, effort, cooperation, and timely submission of all requirements including Appendix Form F, the weekly time sheet (Student must copy Form F and submit weekly. Failure to do so will result in a grade deduction.).

### **Grade Components**

25% of grade = Mid-term Supervisor Evaluation  
50% of grade = Final Supervisor Evaluation  
10% of grade = Time Sheets  
10% of grade = Student Internship Self Evaluations  
5% of grade = Student Final Evaluation

### **Grading Scale**

95% or above = A  
83% - 94% = B  
70% - 82% = C  
60% - 69% = D

## **General Reminders**

- The Internship Coordinator is a resource person to answer questions related to the Internship Program and is available throughout the semester to discuss internship and/or academic issues and concerns.
- Failure to keep scheduled appointments with the Internship Coordinator or to turn in required forms and time sheets may result in being withdrawn from the Internship Program.
- If the intern has an address or phone number change during the internship, it is the intern's responsibility to notify both the Internship Coordinator and the Employer/Supervisor of the change.
- The intern should follow the employer's standard procedure for notifying the employer/supervisor of absence from work. The intern should also always notify the Internship Coordinator. The absence should be recorded on the weekly time sheet along with the reason and the method by which the intern will make up the time.
- The intern should make every effort to treat the internship experience as if it were an actual job, acting professionally and working to the best of his/her abilities at all times.

**Form A1**  
**Moberly Area Community College**  
**Internship Application-Student**



|                                   |  |             |             |
|-----------------------------------|--|-------------|-------------|
| <b>Student Name</b>               |  |             |             |
| <b>Student's Street Address</b>   |  |             |             |
| <b>City/State/Zip</b>             |  |             |             |
| <b>Student's Telephone Number</b> | <b>Home</b>  | <b>Cell</b> | <b>Work</b> |
| <b>Student's E-mail Address</b>   |  |             |             |
| <b>MACC Program</b>               |  |             |             |
| <b>MACC Advisor</b>               |  |             |             |
| <b>Desired Internship Areas</b>   |  |             |             |
| <b>Job Skills</b>                 |  |             |             |
| <b>Prior Experience</b>           |  |             |             |
| <b>College Credit Desired</b>     | <input type="checkbox"/> 2 credits <input type="checkbox"/> 3 credits <input type="checkbox"/> 4 credits <input type="checkbox"/> 5 credits <input type="checkbox"/> 6 credits |             |             |

*Please attach a copy of your current resume.*

**Form A2**  
**Moberly Area Community College**  
**Internship Application-Employer**



|   |   |
|---|---|
| <b>Employer</b>   |   |
| <b>Supervisor or Contact Person</b>                         |   |
| <b>Employer's Street Address</b>                            |   |
| <b>City/State/Zip</b>                                       |   |
| <b>Employer's Telephone Number</b>                          |   |
| <b>Employer's Fax Number</b>                                |   |
| <b>Employer's E-Mail Address</b>                            |   |
| <b>Internship Job Title</b>                                 |   |
| <b>Internship Job Duties</b>                                |   |
| <b>College Major(s) Appropriate for Internship Position</b> |   |
| <b>Hours Per Week/Total Number of Weeks for Internship</b>  |   |
| <b>Internship</b>   | <input type="checkbox"/> Internship is paid. <input type="checkbox"/> Internship is unpaid.   |
| <b>College Credit</b>                                       | Please check all options available. (1 credit = 45 clock hours)<br><input type="checkbox"/> 2 credits <input type="checkbox"/> 3 credits <input type="checkbox"/> 4 credits <input type="checkbox"/> 5 credits <input type="checkbox"/> 6 credits |

**Form B**  
**Moberly Area Community College**  
**Internship Program Data Form**



|   |   |             |             |
|---|---|-------------|-------------|
| <b>Intern's Name</b>                      |   |             |             |
| <b>Intern's Street Address</b>            |   |             |             |
| <b>Intern's City/State/Zip</b>            |   |             |             |
| <b>Intern's Telephone Number</b>          | <b>Home</b>   | <b>Cell</b> | <b>Work</b> |
| <b>MACC Advisor</b>                       |   |             |             |
| <b>Internship Coordinator</b>             |   |             |             |
| <b>Internship Position</b>                |   |             |             |
| <b>Internship Employer</b>                |   |             |             |
| <b>Internship Duties</b>                  |   |             |             |
| <b>Internship Semester</b>                | Check appropriate box: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring<br>Year: _____ |             |             |
| <b>Internship Employer/Supervisor</b>     |   |             |             |
| <b>Internship Employer's Address</b>      |   |             |             |
| <b>Internship Employer's Phone Number</b> |   |             |             |

**MACC Class Schedule:**

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

**Internship Work Schedule:**

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

**Form C**  
**Moberly Area Community College**  
**Internship Program Student Agreement**

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As a condition for acceptance into the Moberly Area Community College Internship Program, I agree to the following:

1. To be regular and prompt in attendance in college classes, meetings with the Internship Coordinator, and at the internship site. If I am late or absent from work, I will follow the procedure of the work place for notifying my Employer/Supervisor, and I will notify the Internship Coordinator as well.
2. I understand the meaning of the Provisional Credit Hour Acceptance Form.
3. I understand that if during the semester, I quit the internship without consulting the Internship Coordinator, I will not receive the college credits for the internship.
4. If I report contradicting information to the Employer/Supervisor and the Internship Coordinator, I realize I could be withdrawn from the program.
5. In the work place, I will dress and groom myself according to the acceptable standards for that work place.
6. I will follow all rules and regulations of the work place. I understand that while I am at work I will not receive visitors, use the telephone for personal calls, or knowingly behave in any manner unacceptable to my Employer/Supervisor. I will follow the work place's policy on the use of personal cell phones and/or other electronic devices during work hours. I understand the necessity of maintaining strict confidentiality.
7. I will work in such a manner that will reflect positively on myself, Moberly Area Community College, and my employer and will perform all duties honestly and ethically.
8. I understand that I am to complete assignments and turn them in to the Internship Coordinator when they are due.
9. I know that if my conduct or work is not satisfactory that my internship can be discontinued which could result in a failing grade for the course.
10. I have read and understand the grading criteria and procedures in the Internship Program Handbook and agree to those standards.

**Form C (Continued)**  
**Moberly Area Community College**  
**Internship Program Student Agreement**

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In signing this document, I indicate that I have read the Internship Handbook for Career and Technical Programs. I have also read and fully understand the written agreement between Moberly Area Community College and the participating agency.

**For Paid Internship:** I fully understand that any remuneration for my internship is being provided by the employer/work site.

**For Un-paid Internship:** I fully understand that I am volunteering in a temporary capacity with the participating business, and I will not be receiving remuneration for my work experience beyond the college credit.

My signature further indicates that I fully understand the expectations of all concerned in the Internship Program and that I voluntarily desire to participate in the Internship Program as it is so written.

I have read the preceding statements and agree with them.

\_\_\_\_\_

Intern

\_\_\_\_\_

Internship Coordinator

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**Form D**  
**Moberly Area Community College**  
**Internship Program Employer/Supervisor Agreement**

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As an employer/supervisor for the Moberly Area Community College Internship Program, I agree to the following:

1. To provide the intern a minimum of 45 total clock hours per credit hour within the current semester and verify hours by signing weekly timesheets.
2. To permit the Internship Coordinator to make two contacts with the work place per semester. A personal visit or the telephone may be used.
3. To work with the Internship Coordinator in making any major adjustments or changes in the job requirements. (i.e. change of job title, change in work hours, etc.)
4. To inform the Internship Coordinator whether or not the intern is carrying out training on the job in such a manner that will reflect positively upon the employer, the Internship Program, and Moberly Area Community College.
5. To notify the Internship Coordinator in case of excessive absence on the part of the intern.
6. If the intern's work or conduct is not satisfactory, the internship may be discontinued.
7. To complete an evaluation sheet at mid-term and at the end of the semester for each intern.
8. To encourage the intern to be appropriately dressed and groomed for the work place.
9. To help and encourage the intern in his/her professional growth and development.
10. The cooperating employer/supervisor agrees not to discriminate against interns on the basis of sex, handicap, race, creed, color, religion, national origin, age, marital or parental status in making available opportunities in the Internship Program.

\_\_\_\_\_  
Employer/Supervisor

\_\_\_\_\_  
Date

**Form E**  
**Moberly Area Community College**  
**Internship Program Provisional Credit Hour Acceptance Form**

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College credit is given for the Internship Program for a minimum of two college credits up to six college credit based on working a minimum of 45 total clock hours per credit hour.

| <b>Number of College Credits</b> | <b>Total Clock Hours Required</b> |
|----------------------------------|-----------------------------------|
| 2 college credit hours           | 90 clock hours                    |
| 3 college credit hours           | 135 clock hours                   |
| 4 college credit hours           | 180 clock hours                   |
| 5 college credit hours           | 225 clock hours                   |
| 6 college credit hours           | 270 clock hours                   |

I understand that in order to receive \_\_\_\_\_ college credits for the Internship Program, I must  
(# of credits)  
work a minimum of \_\_\_\_\_ total clock hours within the current semester.  
(total clock hours from table)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

I understand that in order for the intern to receive college credit for the Internship Program, I must provide the minimum number of clock hours per credit hour within the current semester as stated above.

\_\_\_\_\_  
Employer/Supervisor

\_\_\_\_\_  
Date

**Form F**  
**Moberly Area Community College**  
**Internship Program Time Sheet**



*Copy this form and turn in weekly to Internship Coordinator.*

|                 |  |
|-----------------|--|
| <b>Name</b>     |  |
| <b>Facility</b> |  |

|                   |  |
|-------------------|--|
| <b>Start Date</b> |  |
| <b>End Date</b>   |  |

| Hours for Week | Start Time | Lunch | End Time            | Total Hours |
|----------------|------------|-------|---------------------|-------------|
| Monday         |            |       |                     |             |
| Tuesday        |            |       |                     |             |
| Wednesday      |            |       |                     |             |
| Thursday       |            |       |                     |             |
| Friday         |            |       |                     |             |
| Saturday       |            |       |                     |             |
| Sunday         |            |       |                     |             |
|                |            |       | <b>Weekly Total</b> |             |

**Days Tardy or Absent and Reason:**

**Summarize Duties Performed:**

(Use back of sheet for additional space)

\_\_\_\_\_  
 Intern

\_\_\_\_\_  
 Employer/Supervisor

**Form G**  
**Moberly Area Community College**  
**Internship Program Mid-Term Supervisor Evaluation**



|                              |                                     |
|------------------------------|-------------------------------------|
| <b>Intern</b>                |                                     |
| <b>Work Site</b>             |                                     |
| <b>Internship Start Date</b> | <b>Mid-Term Evaluation End Date</b> |

Evaluation from the supervisor at the work site is a major portion of the intern’s grade. The numerical ranking of the intern on each point equates to a 4.0 grading scale (1 is equivalent to an “F” and 5 is equivalent to an “A”). If there are items listed below that are not relevant for the intern’s work situation, please mark them with N/A for not applicable.

- 1 Failed to meet minimum requirements
- 2 Marginal performance
- 3 Average performance
- 4 Above average performance
- 5 Outstanding performance

| <b>Ranking</b> | <b>Quality</b>       | <b>Rating Considerations</b>   |
|----------------|----------------------|--|
|                | Dependability        | On time for work, regular work attendance, follows procedure if late or unable to attend work.                     |
|                | Cooperation          | Works willingly, works with others, accepts direction.   |
|                | Initiative           | Shows interest in learning within the work environment, willing to assist others, willing to take on new projects. |
|                | Knowledge and Skills | Demonstrates appropriate knowledge/skill level for an entry-level person working in a similar position.            |
|                | Accuracy             | Produces work accurately in accordance to quality standards, proofreads written assignments.                       |
|                | Productivity         | Work production, both quantity <u>and</u> quality, is at appropriate level for position.                           |
|                | Professionalism      | Accepts criticism, follows chain of command, demonstrates professional behavior and ethics.                        |
|                | Interpersonal Skills | Interacts well with co-workers, supervisors, and customers and/or clients.   |
|                | Appearance           | Dresses appropriately for work place and practices acceptable hygiene.   |
|                | Employability        | Employable in this setting and would consider hiring if an opening existed.  |

## Form G (Continued)

Moberly Area Community College

### Internship Program Mid-Term Supervisor Evaluation

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Please respond to the following:

What suggestions can you offer to help the intern be a better employee?

In your opinion, are there areas in which Moberly Area Community College could provide the intern with additional training that would increase the intern's value as an employee?

I grant permission to the Internship Coordinator to disclose the Mid-Term Supervisor Evaluation to the intern. Please check box.  Yes  No

\_\_\_\_\_  
Employer/Supervisor

\_\_\_\_\_  
Date

**Note:** This Mid-Term Supervisor Evaluation is 25% of the intern's grade, and will be used by the Internship Coordinator and the intern to identify areas for improvement.

**Form H**  
**Moberly Area Community College**  
**Internship Program Final Supervisor Evaluation**



|                              |  |                                     |
|------------------------------|--|-------------------------------------|
| <b>Intern</b>                |  |                                     |
| <b>Work Site</b>             |  |                                     |
| <b>Internship Start Date</b> |  | <b>Mid-Term Evaluation End Date</b> |

The Final Supervisor Evaluation represents 50% of the intern’s final grade. The numerical ranking of the intern on each point equates to a 4.0 grading scale (1 is equivalent to an “F” and 5 is equivalent to an “A”). If there are items listed below that are not relevant for the intern’s work situation, please mark them with N/A for not applicable.

- 1 Failed to meet minimum requirements
- 2 Marginal performance
- 3 Average performance
- 4 Above average performance
- 5 Outstanding performance

| <b>Ranking</b> | <b>Quality</b>       | <b>Rating Considerations</b>   |
|----------------|----------------------|--|
|                | Dependability        | On time for work, regular work attendance, follows procedure if late or unable to attend work.                     |
|                | Cooperation          | Works willingly, works with others, accepts direction.   |
|                | Initiative           | Shows interest in learning within the work environment, willing to assist others, willing to take on new projects. |
|                | Knowledge and Skills | Demonstrates appropriate knowledge/skill level for an entry-level person working in a similar position.            |
|                | Accuracy             | Produces work accurately in accordance to quality standards, proofreads written assignments.                       |
|                | Productivity         | Work production, both quantity <u>and</u> quality, is at appropriate level for position.                           |
|                | Professionalism      | Accepts criticism, follows chain of command, demonstrates professional behavior and ethics.                        |
|                | Interpersonal Skills | Interacts well with co-workers, supervisors, and customers and/or clients.   |
|                | Appearance           | Dresses appropriately for work place and practices acceptable hygiene.   |
|                | Employability        | Employable in this setting and would consider hiring if an opening existed.  |

## Form H (Continued)

Moberly Area Community College

### Internship Program Final Supervisor Evaluation

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Please respond to the following:

What suggestions can you offer to help the intern be a better employee?

In your opinion, are there areas in which Moberly Area Community College could provide the intern with additional training that would increase the intern's value as an employee?

I grant permission to the Internship Coordinator to disclose the Final Supervisor Evaluation to the intern. Please check box.  Yes  No

\_\_\_\_\_  
Employer/Supervisor

\_\_\_\_\_  
Date

**Note:** The Final Supervisor Evaluation represents 50% of the intern's final course grade.

**Form I**  
**Moberly Area Community College**  
**Internship Program Mid-Term Intern Self-evaluation**



|                              |                                     |
|------------------------------|-------------------------------------|
| <b>Intern</b>                |                                     |
| <b>Work Site</b>             |                                     |
| <b>Internship Start Date</b> | <b>Mid-Term Evaluation End Date</b> |

Please reflect on your internship experience using the following items to evaluate your job performance. The numerical ranking of each item equates to a 4.0 grading scale (1 is equivalent to an “F” and 5 is equivalent to an “A”). If there are items listed below that are not relevant for your work situation, please mark them with N/A for not applicable. This self-evaluation will count for 5% of your final grade.

- 1 Failed to meet minimum requirements
- 2 Marginal performance
- 3 Average performance
- 4 Above average performance
- 5 Outstanding performance

| <b>Ranking</b> | <b>Quality</b>       | <b>Rating Considerations</b>   |
|----------------|----------------------|--|
|                | Dependability        | On time for work, regular work attendance, follows procedure if late or unable to attend work.                     |
|                | Cooperation          | Works willingly, works with others, accepts direction.   |
|                | Initiative           | Shows interest in learning within the work environment, willing to assist others, willing to take on new projects. |
|                | Knowledge and Skills | Demonstrates appropriate knowledge/skill level for an entry-level person working in a similar position.            |
|                | Accuracy             | Produces work accurately in accordance to quality standards, proofreads written assignments.                       |
|                | Productivity         | Work production, both quantity <u>and</u> quality, is at appropriate level for position.                           |
|                | Professionalism      | Accepts criticism, follows chain of command, demonstrates professional behavior and ethics.                        |
|                | Interpersonal Skills | Interacts well with co-workers, supervisors, and customers and/or clients.   |
|                | Appearance           | Dresses appropriately for work place and practices acceptable hygiene.   |
|                | Employability        | Employable in this setting and would consider hiring if an opening existed.  |

## **Form I (Continued)**

**Moberly Area Community College**

**Internship Program Mid-Term Intern Self-evaluation**

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**Please respond to the following:**

**What areas of improvement can you suggest to help you become a better employee?**

**In your opinion, are there areas in which Moberly Area Community College could provide additional training that would increase your value as an employee?**

**Form J**  
**Moberly Area Community College**  
**Internship Program Final Intern Self-evaluation**



|                              |                                     |
|------------------------------|-------------------------------------|
| <b>Intern</b>                |                                     |
| <b>Work Site</b>             |                                     |
| <b>Internship Start Date</b> | <b>Mid-Term Evaluation End Date</b> |

Please reflect on your internship experience using the following items to evaluate your job performance. The numerical ranking of each item equates to a 4.0 grading scale (1 is equivalent to an “F” and 5 is equivalent to an “A”). If there are items listed below that are not relevant for your work situation, please mark them with N/A for not applicable. This self-evaluation will count for 5% of your final grade.

- 1 Failed to meet minimum requirements
- 2 Marginal performance
- 3 Average performance
- 4 Above average performance
- 5 Outstanding performance

| <b>Ranking</b> | <b>Quality</b>       | <b>Rating Considerations</b>   |
|----------------|----------------------|--|
|                | Dependability        | On time for work, regular work attendance, follows procedure if late or unable to attend work.                     |
|                | Cooperation          | Works willingly, works with others, accepts direction.   |
|                | Initiative           | Shows interest in learning within the work environment, willing to assist others, willing to take on new projects. |
|                | Knowledge and Skills | Demonstrates appropriate knowledge/skill level for an entry-level person working in a similar position.            |
|                | Accuracy             | Produces work accurately in accordance to quality standards, proofreads written assignments.                       |
|                | Productivity         | Work production, both quantity <u>and</u> quality, is at appropriate level for position.                           |
|                | Professionalism      | Accepts criticism, follows chain of command, demonstrates professional behavior and ethics.                        |
|                | Interpersonal Skills | Interacts well with co-workers, supervisors, and customers and/or clients.   |
|                | Appearance           | Dresses appropriately for work place and practices acceptable hygiene.   |
|                | Employability        | Employable in this setting and would consider hiring if an opening existed.  |

## **Form J (Continued)**

**Moberly Area Community College**

**Internship Program Final Intern Self-evaluation**

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**Please respond to the following:**

**What areas of improvement can you suggest to help you become a better employee?**

**In your opinion, are there areas in which Moberly Area Community College could provide additional training that would increase your value as an employee?**

**Form K**  
**Moberly Area Community College**  
**Internship Program Student Evaluation**



|                              |  |                            |
|------------------------------|--|----------------------------|
| <b>Name</b>                  |  |                            |
| <b>Facility</b>              |  |                            |
| <b>Internship Start Date</b> |  | <b>Internship End Date</b> |

This form is to be completed during the last week of the internship experience. Please answer all questions objectively and honestly. Your evaluation will provide valuable information for the improvement of the internship program. Please use the rating scales listed below:

- 1 Failed to meet expectations
- 2 Marginally helpful
- 3 Average
- 4 Good
- 5 Excellent

| <b>Ranking</b> | <b>Statement</b>   |
|----------------|--|
|                | Rate the overall internship experience.  |
|                | During the internship, I was able to experience all aspects of the position.   |
|                | Internship duties and responsibilities were clearly defined.                   |
|                | Work hours were utilized in a beneficial way.                                  |
|                | The employer/supervisor was supportive of my efforts.                          |
|                | My relationship with the employer/supervisor was compatible and agreeable.     |
|                | Other employees in the workplace were willing to help with my training.        |
|                | The chain of command in the work place was clearly defined and easy to follow. |
|                | My college classes adequately prepared me for the internship position.         |
|                | The Internship Coordinator was interested in my internship and job duties.     |
|                | The Internship Coordinator was available for help when needed.                 |

**Form K (Continued)**  
**Moberly Area Community College**  
**Internship Program Student Evaluation**

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|  |  |
|--|--|
|  | The internship experience was relevant to my career goals.   |
|  | I feel more confident about job expectations since completing the internship.  |
|  | My college training gave me the knowledge to accurately assess whether or not the work site operated according to accepted industry policy and procedures. |
|  | The internship experience furthered my professional growth and development.  |
|  | I was able to easily transfer knowledge and skills learned in the classroom to the work environment.   |
|  | The internship experience helped solidify my career goals.   |

**Please answer the questions below briefly.**

|   |
|---|
| Please list the classroom skills used most often during the internship.   |
| Please list the classroom skills that were used the least during the internship.                                |
| Describe the value of the internship to you both personally and professionally.                                 |
| What skills were learned or further developed during the internship experience?                                 |
| Do you think the internship was more or less beneficial than traditional classroom instruction? Please explain. |

**Form K (Continued)**  
**Moberly Area Community College**  
**Internship Program Student Evaluation**

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What suggestions do you have to improve the internship program?

Do you feel the internship program should be required or optional in your degree or certificate program? Please explain your answer.

Would you recommend this work site to another student? If no, why not?

Summarize the experience that was MOST relevant to your career goals.

Please provide any additional comments or information not discussed previously that you wish to share.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date