

Health Sciences Graduate Internship Manual



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INTRODUCTION

THE INTERNSHIP

The Graduate Internships at the University of Colorado Colorado Springs are required for all non-thesis students pursuing a Master's of Science degree in Sports Medicine, or Sport Nutrition. Students on academic probation must seek approval from the appropriate internship supervisor in order to register for this course. Students on academic probation may have to delay this experience until they have achieved regular academic status, but will depend upon individual circumstances.

The term, "Internship," refers to a supervised educational work experience with an approved agency, organization, or institution. An Internship allows the student to mature through a work experience under the guidance of trained, established leaders in the field.

In addition, the Internship site is an extension of the curriculum, and the Internship experience affords the student an opportunity to apply his/her theoretical knowledge and technical skills in a practical manner, gaining valuable in-service training, which will better enable him/her to perform with a higher level of skill and confidence.

PURPOSE OF MANUAL

This Manual for HSCI 6150 Health Sciences Graduate Internship (hereafter referred to as Internship Manual) has been developed in order to provide specific details for the Internship experience. It will serve to:

1. Provide the Internship Student, the Internship Student's supervisor at the agency/organization/institution for the Internship experience (hereafter referred to as Agency Supervisor) and the Internship Student's University faculty member supervising his/her Internship experience (hereafter referred to as University Supervisor) with details regarding policies, procedures, and roles and responsibilities of those participants involved in the Internship.
2. Promote communication and understanding among the various participants in the Internship experience.
3. Guide the Internship Student efficiently and effectively through a cooperative experiential learning program.
4. Define the Internship through delineation of its objectives, goals, and procedures.

PURPOSE OF THE INTERNSHIP PROGRAM

The basic purpose of the Internship is to provide a specialized experience to advance the Internship Student's skills in a professional setting. In the Internship, the Internship Student will be afforded opportunities for practical application of advanced concepts and acquired skills. This experience will occur under the guidance and supervision of an Agency professional and a University faculty member. As part of the leadership experience, the student continually reviews knowledge, skills, accomplishments, and professional growth as they apply to entry into health management, recreation or geography-tourism professions. Additionally, the Internship Student will be evaluated by the Agency supervisor. Finally, the Internship Student will utilize their skills to benefit the Agency through an internship project.

BASIC OBJECTIVES OF THE INTERNSHIP PROGRAM:

1. To provide the Internship Student the opportunity to integrate theory and practice in his/her professional education.
2. To encourage the exchange of contemporary thinking between the Internship and Agency personnel.
3. To provide the Internship Student an opportunity to promote and broaden his/her philosophy and understanding of athletic training, health promotion or sport nutrition fields.
4. To enable the Internship Student to obtain information which can be used as a basis for making choices in relation to future careers, areas of specialization, and/or further study.
5. To provide the Internship Student an opportunity to gain experience in leadership, supervisory, and administrative functions.
6. To develop the Internship Student's skills in various program areas; to increase his/her knowledge of the professional services in organization and administration of athletic training, health promotion, sport nutrition or forensic science.
7. To help the Internship Student strengthen his/her oral and written communication skills.
8. To apply current literature to the professional practice through completion of an internship project.

PROCEDURES FOR THE INTERNSHIP PROGRAM

**It is recommended that the Internship Student initiate the process for securing an internship with sufficient time to complete all processes prior to the beginning of the semester in which the internship will be completed.

The Following Steps Must Be Completed In Order:

1. Read Internship Manual; provide the Agency access to the Internship Manual and necessary forms as needed.
2. Complete "Application for Internship" (see Appendix B, page 14); and prepare a résumé.
3. Meet with the University Supervisor to determine the appropriate procedures to follow to secure an internship placement.
4. New internship sites may be established, however, all sites must be approved by the University Supervisor.
5. When the student is accepted by the agency for placement, the Internship Student must meet with the Health Sciences Department Administrative Assistant and provide all pertinent information regarding the Agency. At this point the Administrative Assistant will initiate the contract with the Agency.
6. Follow-up with the Health Sciences Department Administrative Assistant to ensure that the contract has been completed. The completed contract must be returned to the University Supervisor before the Internship begins.
7. Complete internship and requirements as outlined in this manual.

INTERNSHIP ELIGIBILITY REQUIREMENTS

1. Only students in good academic standing can participate in the Internship program.
2. Students on academic probation must meet with the University Supervisor to determine if enrollment in the internship will be accepted or delayed.
3. Some internship locations may require the Internship Student to pass background check before the entering into a contractual agreement for the internship. Please be sure to allow adequate time for this process to occur if your agency requires the background check.

GRADING POLICY

The Internship Student's final grade for the Internship will be determined by the University Supervisor. The Agency Supervisor will provide all required evaluations of the Internship Student, and the ratings provided by the Agency Supervisor will be taken into consideration when determining the final grade for the Internship Student. All reports must be completed and turned in to the University Supervisor before a grade can be submitted.

Additionally, the Internship Student's grade will be impacted by the completion and quality of the internship capstone requirement. See Appendix I. Specific deadlines may be imposed by the University Supervisor during the time of the Internship/University Contract.

The following list indicates the items and relative weight of each, which will guide the University Supervisor in determining the Internship Student's final grade:

<u>Item</u>	<u>Percent of Grade</u>
1. Weekly Activity Reports (submitted electronically)	30%
2. Internship Assignment	20%
3. Student Performance Final Appraisal	<u>50%</u>
	100%

GENERAL POLICIES OF THE INTERNSHIP PROGRAM

INTERNSHIP STUDENT RELATED:

1. If the Internship experience is to be concurrent with the student's present site of employment or is at a former site of employment, then it is expected that the opportunities offered the Internship Student during the Internship will be new and different from those offered there previously.
 - a. If an Internship position of this type is to be pursued, a letter stating the rationale for seeking such a position should be composed by the student. This letter should be discussed with the student's University Adviser for approval.
2. Internship Students will register for up to 3-semester credit hours and pay appropriate tuition fees for the semester(s) of Internship. Students must be currently enrolled during the semester of internship due to liability requirements of UCCS.
3. Students not completing preliminary placement procedures prior to the beginning of the internship semester are subject to non-placement for the semester(s) in which they desire to complete the Internship and will have to delay enrollment to a different semester.
4. All special arrangements for placement with an Agency must be approved by University Supervisor, prior to Agency acceptance.
5. Students should be aware that an Agency must be approved by the University Supervisor and the contracts signed PRIOR to the actual placement of the student.
6. Internship Students taking additional courses during an Internship, which create an overload, must have a signature of their faculty advisor, Chairperson of the Department before enrolling.
7. The Internship Student is expected to bear all expense incidental to living in the area of the Internship and to work out his/her own satisfactory housing arrangements in order to be able to carry out assignments as required. It is recommended that the Internship Student visit the area of placement in advance and arrange living facilities. Agency personnel may frequently be able to assist the Internship Student in locating housing possibilities.
8. Vacation periods (holidays, long weekends, etc.) for the Internship Student are the same as those provided for the regular agency employees (the Internship Student does not follow the University vacation schedule). Unless the student works during an agency vacation period, contact hours of credit cannot be applied toward the 120-hour requirement.
9. The Internship Student is expected to work during inclement weather under the same policy as the Agency. The Internship Student is not held to the UCCS weather closures during the internship.
10. Students must select an Internship Site that is supervised by a degreed individual who can communicate effectively in the English language, even if it is not their primary language.

AGENCY RELATED:

1. An Internship Student may be remunerated by the Agency during the time he/she is completing his/her Internship. These compensations may be in the form of honorarium, stipend, donation, or regular payroll. This arrangement is between the Internship student and the Agency.
2. The Internship Student will be covered by the University's liability policy as long as they are currently enrolled during the internship semester at UCCS. The Internship students may also have their own private professional liability insurance and may also be covered by the Agency's liability insurance. Only the University liability insurance is required for completion of the internship.

RESPONSIBILITIES

I. INTERNSHIP STUDENT

A. To Agency:

1. To conform with regulations pertaining to the Agency staff.
2. To plan thoroughly and in advance for all assignments.
3. To do the best possible job in carrying out all assignments.
4. To self-evaluate each meeting or activity that he/she has planned and/or conducted.
5. To prepare for periodic Agency Supervisor/Internship Student conferences; ask questions and present constructive ideas if requested.
6. To be well groomed and appropriately dressed.
7. To notify the Agency Supervisor as well in advance as possible in cases of absence from work.
8. To accept the Agency's philosophy, methods, leadership, and program.
9. To be tactful, friendly, courteous, and respectful to all.
10. To be cheerful and acknowledge the good work of others.
11. To use discretion as to the people with whom he/she associates and the places he/she visits.
12. To consult with the Agency Supervisor when confronted with problems he/she cannot satisfactorily solve by himself/herself.
13. To consider himself/herself a co-worker of the Agency staff, not someone due special privileges.
14. To complete assignments and responsibilities as outlined in the "Internship Manual" (see page 8).

B. To University:

1. To complete an "Internship Student/Agency Contract" along with the Health Sciences Department Administrative Assistant prior to the first week of service.
2. To detail the responsibilities of the Internship Student and the Agency in the "Internship Student/University Contract" (see Appendix C, page 15).
3. To complete the "Internship Information Form" (see Appendix D, page 17).
4. To submit, thereafter, to the University Supervisor the "Weekly Activity Report" electronically.
5. To submit a "Student Performance Final Appraisal" (see Appendix F page 19).
6. To submit the "Internship Evaluation by Student" "Student's Evaluation of Internship Site" and "Internship Student's Evaluation of Agency Supervisor," (see Appendix E, G, and H, respectively, pages 18, 24, 25, respectively).
7. To represent the Department as a University student in adherence to the "Student's Code of Conduct" as outlined in the current Student Handbook.
8. To complete assignments and responsibilities as outlined in the "Internship Student/University Contract" (see Appendix C, page 15).
9. If the Internship Student intends to terminate his/her Internship site, notification of same must be forwarded to the University Supervisor in writing prior to completion of the 40th of service to the Agency. Exclusions to this rule may apply under extenuating circumstances.

II. AGENCY

A. To University:

1. To cooperate in the exchange of information about the Internship Student.
2. To cooperate with the University Supervisor periodically to discuss the Internship Student's progress.
3. To confer with the Internship Student to determine his/her responsibilities during the experience and to present an overview of the Agency's purposes, policies, administration, program, and facilities.
4. To introduce the Internship Student gradually into the Internship experience, beginning with minor duties and adding more responsibilities as the Internship Student's ability permits.
5. To inform the Internship Student of all regulations to which he/she must conform.
6. To acquaint the Internship Student with resources and materials used in the administration of the program; such as, books, pamphlets, films, charts, etc.
7. To evaluate Internship experience practices, offering recommendations for improvement to the University Supervisor and suggesting a letter grade for the Internship Student's experience.
8. To complete the "Student Performance Final Appraisal" after reviewing it with the Internship Student (see Appendix F, page 19) (to be signed by the Agency Supervisor and the Internship Student and then forwarded to the University Supervisor).
9. To encourage the highest standards and to praise the Internship Student for work well done.
10. To provide the Internship Student with successful sequential experiences that will promote growth and achievement.
11. To present critical evaluations in a constructive, objective, and tactful manner.
12. To recognize that the Internship Student is in the process of maturing as a professional.
13. To encourage self-evaluation by the Internship Student.
14. To assist Internship Student with development of the internship project idea that would ultimately benefit the clients of the Agency.

III. UNIVERSITY

A. To Internship Student:

1. To hold an individual conference with each Internship Student during the semester prior to affiliation with his/her Internship Site.
2. University Supervisor:
 - a. To represent the University in all official arrangements with cooperating agencies in the conduct of the on- and off-campus Internship; to confer with all Agency Supervisors of various Agencies approved for professional preparation.
 - b. To supervise arrangements for and give final approval of all Internship Student assignments.
 - c. To review and discuss each contract item with the Internship Student and to sign the contract form.
 - d. To make at least two contacts with the Internship Student during the semester.
 - e. To maintain open communication with the Internship Student by combining the University and Agency Supervisors' evaluations as outlined in "Grading Policy" (see page 5) and by considering all other pertinent information.

- B. To Agency:
 - 1. To make final decisions on placement of the Internship Student with an Agency.
 - 2. To maintain open communication at all times with the Agency concerning its cooperation and supervision of the Internship Student.

INTERNSHIP PROGRAM JOB DESCRIPTIONS

I. UNIVERSITY SUPERVISOR

A. Agency-Related Duties

- 1. Maintain communication with the Agency Supervisor concerning the progress of the Internship Student.
- 2. Make at least two contacts with the Internship Student during the semester.
- 3. Maintain a positive relationship with the Agency, Agency Supervisor, and other personnel. Exercise good judgment in crisis intervention, problem solving, and other matters of mutual interest.

B. Internship Student-Related Duties

- 1. Review and become familiar with the Internship Manual and the policies and procedures set forth therein.
- 2. Review and evaluate with each advisee the eligibility and requirements for the Internship Program; e.g., grade point, work or volunteer experience, classes, etc.
- 3. Review the potential Internship sites with the advisee.
- 4. Process the advisee for the Internship Program by reviewing Appendix B & C and others as necessary or required.
- 5. Maintain all records in the Internship Student's folder, and records in detail all contacts with the Internship Student.
- 6. Review and evaluates all Internship reports; makes appropriate comments and suggestions to the Internship Student and Agency Supervisor.
- 7. Maintain continued communication e.g., letters, phone calls, and visits with each assigned Internship Student.
- 8. Review final evaluations and internship project and determine the Internship Student's final grade for the Internship.
- 9. Guide the Internship Student throughout his/her Internship affiliation so as to provide the greatest opportunity for learning.
- 10. Suggest policy and procedural changes as necessary.

II. AGENCY SUPERVISOR

- A. Informs the Internship Student what is specifically expected of him/her by developing a contract.
- B. Adequately orients the Internship Student to the Agency, his/her co-workers, and the job.
- C. Assigns the Internship Student responsibilities which will challenge his/her creativity.
- D. Anticipates possible problems and immediately takes steps to prevent their development.
- E. Advises the Internship Student of deficiencies in initiative, enthusiasm, skills, knowledge, leadership, and interpersonal relationships.

- F. Follows periodic rating with discussions in which the Internship Student is made aware of his/her strengths and the areas in which he/she needs improvement.
- G. Gives the Internship Student every opportunity to mature professionally through carefully planned Internship experiences.
- H. Meets on a regular basis with the Internship Student. The minimum number of meetings an Agency Supervisor is expected to have is one per week.
- I. Assist Internship Student with development of the internship project idea.
- J. Keeps the University Supervisor informed about the Internship Student's progress on a regular basis through letters, telephone calls, visits, etc.
- K. Completes Appendix F "Student Performance Final Appraisal at end of internship.
- L. Completes evaluation of Internship assignment (see Appendix I)

APPENDICES

INTERNSHIP CHECKLIST

Important Dates and Assignments

<u>Check</u>	<u>Assignment</u>	<u>Due Date</u>
_____	Complete Appendix B for application for Internship	_____
_____	Complete Appendix C with University Supervisor	_____
_____	Submit Internship Information, Appendix D, prior to start of internship	_____
_____	Submit first Weekly Activity Reports electronically	_____
_____	Submit completed Appendix E to University Supervisor	_____
_____	Provide Agency Supervisor with Student Performance Final Appraisal (Appendix F)	_____
_____	Submit Appendices G & H to University Supervisor	_____
_____	Submit completed Internship assignment sample to University Supervisor	_____

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University of Colorado Colorado Springs

APPLICATION FOR INTERNSHIP

Name _____ Student I.D. No. _____

- A. Give statement of any personal problems that may affect Internship placement.

- B. List in order of preference, one to two organizations at which you would like to take your Internship (if more than one, list in order of preference).
 - 1.

 - 2.

- C. I understand that I will be responsible for arranging: a) transportation to and from my internship site, b) all financial responsibilities connected with this placement (including tuition/stipend with Internship agency), c) housing, and d) other arrangements as necessary to fulfill this educational experience.

- D. Résumé: Make copies of your résumé to be used for your agency interviews.

- E. Schedule appointment to meet with University Supervisor to review your enrollment in the Internship Program.

Signed _____
Internship Student

Signed _____
University Supervisor

Date _____

Date _____

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GRADUATE INTERNSHIP STUDENT/UNIVERSITY CONTRACT

Complete the following form in triplicate. Give two copies of the completed contract to your University Supervisor. Maintain one copy for your records.

The following contractual items between _____ and _____
(Internship Student)
_____, for UCCS discussed and agreed upon
(University Supervisor) (Agency)
this _____ of _____ / _____, constitutes a binding contract for the Internship
(day) (month/year)
experience during the _____ semester to fulfill the _____ semester
credit hours in course HSCI 615 Health Sciences Graduate Internship. The internship will be completed
between the dates of _____ / _____ / _____ and _____ / _____ / _____.
(month/day/year) (month/day/year)

CONTRACT TERMS

The Internship Student will:

1. Download the Internship Manual and be responsible for reading and demonstrating knowledge of its contents with the University Supervisor.
2. Submit all materials on time and in legible form, preferably typed.
3. Submit the "Internship Information Form" (see Appendix D) prior to his/her Internship.
4. Submit every Monday after the starting week, the "Weekly Activity Report" electronically to his/her assigned University Supervisor.
5. Arrange periodic conferences with the Agency Supervisor. Conferences should be held at least once per week and should be at a regularly scheduled time.
6. Give the "Student Performance Final Appraisal" (see Appendix F) to the Agency Supervisor.
7. Review the "Student Performance Final Appraisal" with the Agency Supervisor during the last week of the Internship Program.
8. Submit the "Student Performance Final Appraisal" to the University Supervisor no later than the end of the last week of the Internship.

9. Submit the "Internship Evaluation by Student" "Student's Evaluation of Internship Site," "Internship Student's Evaluation of Agency Supervisor" (see Appendix E, G, and H, respectively), Internship assignment sample and all other Internship materials prior to the end of the semester.
10. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Internship Manual.

*NOTE: Failure to meet the aforementioned contract items will affect the final grade.

The University Supervisor will:

1. Represent the University in all official arrangements with cooperating Agencies in the conduct of the on-and off-campus departmental service programs; to confer with all Agency Supervisors of various Agencies approved for professional preparation
2. Supervise arrangements for and give final approval of all Internship Student assignments.
3. Maintain open communication with the Internship Student and Agency on all matters pertaining to the Internship Student.
4. Review and discuss each contract item with the Internship Student, and sign the contract form.
5. Evaluate the "Weekly Activity Reports" and discuss with the Internship Student when necessary.
6. Make at least two contacts during the semester to monitor Internship Student's progress.
7. Carefully review and evaluate the "Weekly Activity Report," "Performance Final Appraisal" and "Internship Project" and determine the final grade for the Internship Student.

Additional Deadlines, if any:

I hereby acknowledge that the items explained in this contract constitute a binding agreement for an educational experience between the Internship Student and University Supervisor. The grade received in the course will be based on the aforementioned items.

Internship Student

University Supervisor

Date

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INTERNSHIP INFORMATION FORM

IMPORTANT: Please complete and return this form to your University Supervisor.

INTERNSHIP STUDENT INFORMATION

Student's name _____

Internship location address _____

School address _____

Phone to be reached during internship _____

Good time to be reached at this number _____

Student e-mail _____

AGENCY INFORMATION

Agency Name _____

Agency's address _____

Agency phone _____

Agency fax _____

Agency Supervisor's name _____

Agency Supervisor's job title _____

Agency Supervisor's phone _____

Good time to reach supervisor at this number _____

Agency Supervisor's email _____

Date Internship begins _____

Anticipated end date of Internship _____

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STUDENT PERFORMANCE FINAL APPRAISAL

CONFIDENTIAL INFORMATION

Internship Student's Name _____

Internship Student's Title _____

Agency _____

Agency Supervisor _____

Percentage of time under my supervision _____

NOTE: Agency Supervisor will rate the Internship Student in each of the three areas that follow, discuss those ratings with the Internship Student, and then forward this appraisal to the University Supervisor no later than two days after the end of the Internship experience.

(Place appropriate number in box)

(0) = Inadequate information or does not apply to job

(1) = Excellent: Meets top expectations of criteria

(2) = Good: Consistently better than satisfactory in criteria

(3) = Average: Adequate but no more than satisfactory

(4) = Below Average: Not consistently satisfactory in criteria

(5) = Unsatisfactory: A completely unsatisfactory performance in criteria

PERSONAL CHARACTERISTICS OF INTERNSHIP STUDENT

PART I:

Attendance and Punctuality: Lateness or absence without good reason or adequate notice.

Comments:

Personal Appearance: Neat, clean, and appropriately dressed for Practicum setting.

Comments:

Resourcefulness: Uses resources well; seeks information from variety of sources.

Comments:

Judgment and Problem Anticipation: Could handle emergency situations; makes common sense decisions, anticipates possible problem areas.

Comments:

Motivational Skills: Is enthusiastic; motivates others, can get the ball rolling.

Comments:

Acceptance of Responsibility: Willingness to readily assume responsibility when appropriate.

Comments:

Initiative, Creativity: Looks for additional work, avoids idleness, originates ideas makes creative efforts.

Comments:

PROFESSIONAL RELATIONS PART II:

Public Relations Skill: Tactful, diplomatic, courteous behavior.

Comments:

Work Attitudes: Industrious, willing to assist others, does share of work.

Comments:

Rapport with Staff: Works harmoniously with others; cooperative, considerate.

Comments:

Relates to Program Participants: Able to get people involved; show interest, respect, and concern for program participants.

Comments:

Adaptability: Can adjust plans and actions according to developing situations and changing moods of group.

Comments:

Takes Criticism Constructively: Willing to discuss and recognize weaknesses; works on areas needing improvement.

Comments:

PROFESSIONAL PROFICIENCIES PART III:

Knowledge and Skills Performed: Knowledge of program planning implementation and evaluation skills.

Comments:

Plans activities well in advance of the program.

Comments:

Keeps facilities and equipment in good condition?

Comments:

Is a team player; works well with his/her participants?

Comments:

Written Communication: Reports: Conveys ideas clearly; does neat, grammatically correct typographical error-free, organized work; meets deadlines.

Comments:

Oral Communication: Expresses self well; makes points clear to public and others.

Comments:

Task Accomplishment: Tasks completes in quality and timely manner, pursues and follows tasks through to completion.

Comments:

Considering the following criteria in addition to any evaluative information particularly relative to your agency, what is your overall rating of this Internship Student's performance. Please attach any additional evaluation forms. It is understood that each agency will weigh the criteria to its own particular situations.

RATING SCALE

- 1. Excellent (Grade of "A") "Outstanding" - indicates the very best performance you might reasonably hope for in an employee in the position concerned. Should be awarded to a "top flight" person, one whom you would hire unreservedly and with enthusiasm.
- 2. Above Average (Grade of "B") "Above Average" - indicates a very high quality all-around performance on the Internship Student's part. This is a person whom you would hire without reservations.
- 3. Average (Grade of "C") "Average" - indicates a satisfactory performance that would be expected from any employee and special strength or weakness. Performance is adequate and no more. This is a person whom you would hire with some reservations.
- 4. Below Average (Grade of "D") "Below Average" - indicates a below average all-around performance to date. Improvement expected with additional training/experience. This would be a person whom you would not consider for employment.
- 5. Unsatisfactory (Grade of "F") "Unsatisfactory" - indicates all-around unsatisfactory performance. Shows that the Internship Student is not suited to the job or appears not to be capable of doing better. This would be a person whom you would definitely reject.

Based on the Student's total performance, it is suggested that his/her grade be: (Please check one)

(___) A (___) B (___) C (___) D (___) F

(___) Incomplete (Please state reason(s) why):

Please comment to support your total appraisal:

Signed _____
Agency Supervisor

Date _____

Signed _____
University Supervisor

Date _____

Signed _____
Internship Student

Date _____

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STUDENT'S EVALUATION OF INTERNSHIP SITE

Internship Student's Name _____

Instructions: Please rate the strengths and weaknesses of the Site in terms of meeting your needs as an Internship Student. Use the following scale:

1 - excellent 2 - more than adequate 3 - adequate 4 – poor

Agency

Date

- ___ 1. Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels of activities, programs, and projects.
- ___ 2. Provision of relevant experience in program administration, supervision, and leadership.
- ___ 3. Cooperation of Agency staff to provide professional growth experiences through training programs, seminars, and similar activities.
- ___ 4. Provision of assistance in helping you meet your personal and professional goals and objectives.
- ___ 5. Possession of resources essential to the preparation of professionals (library, equipment, supplies, etc.)
- ___ 6. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.
- ___ 7. Adequate scheduling of one-on-one meetings with Supervisors and on-going evaluation of your performance.
- ___ 8. Allowance for relating advanced classroom theory to practical situations.
- ___ 9. Willingness to listen and to discuss suggestions or recommendations offered, and explanation given stating rationale for acceptance or rejection of recommendations.

Additional Comments:

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INTERNSHIP STUDENT'S EVALUATION OF AGENCY SUPERVISOR

Instructions: On this form please evaluate the quality of the supervision you received during the Internship experience.

Agency Supervisor's Name

Agency

Internship Student's Name

Date

Overall, on a five point scale, how would you rate your Agency Supervisor?

1
Excellent

2
Good

3
Average

4
Poor

5
Very Poor

Specific strengths noted:

Areas needing improvement:

Overall comments:

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GRADUATE INTERNSHIP ASSIGNMENT

All internship students must complete an assignment that culminates in a product that will be of benefit to the clients of the Agency. The assignment must be completed prior to the completion of the internship. The assignment will typically have more of an educational/service component, but may include a research component. The Internship Student and the Agency Supervisor should work together to identify an adequate product. The Agency Supervisor will play the role of supervisor and provide feedback to the student's work. The internship assignment will be provided to the University Supervisor for final grading.