**EMF INTERNSHIP REGISTRATION FORM**

**Student Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TU ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ce#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Information**

Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor/Concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overall GPA \_\_\_\_\_\_\_\_\_\_\_\_ Major GPA/GPA in field of internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Internship Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Site Information**

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Web address \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor**’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your** position title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # Weeks \_\_\_\_\_\_\_\_\_\_ Hours/Week \_\_\_\_\_\_\_\_\_\_

Compensation:  unpaid  paid amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other compensation? (stipend, meals, parking, tuition, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Source How did you obtain/arrange your internship?***

* Hire@TU\* or other Career Center resources
* Self-placement or referral from other resources (list source) \_
* EMF Google group
* OTHER:
* EMF Department

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

Faculty/Academic Dept. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Course \_\_\_\_\_\_\_\_\_\_\_\_\_ # credits \_\_\_\_\_\_\_\_\_\_\_Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Keep a copy of this form for your personal records and give a copy to your faculty coordinator***

***.***

|  |  |
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| The Internship Program  Learning Plan For The Interns | TUbackground |

***Please print or type legibly.***

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor/Concentration\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work-site Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Coordinator and Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Credits \_\_\_\_\_\_\_\_\_\_

Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Work Hours Required \_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Learning Objectives  (What I want to learn) | Tasks/Strategies  (How I will learn) |
|  |  |

All parties have discussed and agree with the Learning Objectives indicated in the Learning Plan and will work together to support the completion of the Learning Plan Objectives and Tasks:

Faculty Coordinator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Work-site Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

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

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| The Internship Program  Mid Semester Evaluation For Supervisors Of Towson University Interns | TUbackground |

Your evaluation of your student intern provides important feedback necessary for student development and faculty assessment. Please rate your intern’s performance, review the evaluation with your intern, and give the form to your faculty coordinator. Using the scale provided, please evaluate your intern’s performance. The rating scale is: 1 = Poor, 2 = Marginal, 3 = Satisfactory, 4 = Very Good, 5 = Exceptional, N/A = Not Applicable

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| **Preparation** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Provided a persuasive, informative resume |  |  |  |  |  |  |
| Demonstrate effective interview skills |  |  |  |  |  |  |
| Showed appropriate initiative and follow up |  |  |  |  |  |  |
| Showed ability to relate coursework to experience |  |  |  |  |  |  |

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| **Communication Skills** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Provides accurate, complete & persuasive written communications |  |  |  |  |  |  |
| Communicates effectively with team members and supervisors (interpersonal & team) |  |  |  |  |  |  |
| Articulates another’s viewpoint through verbal and non-verbal cues |  |  |  |  |  |  |

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| **Critical Thinking** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Uses problem-solving techniques |  |  |  |  |  |  |
| Uses adaptable, flexible thinking |  |  |  |  |  |  |
| Uses critical thinking to produce comprehensive, supported conclusions |  |  |  |  |  |  |
| Use creative thinking methods to produce ideas |  |  |  |  |  |  |
| Distinguishes fact from opinion and critical from non-critical information |  |  |  |  |  |  |
| Develops several workable solutions to a problem |  |  |  |  |  |  |
| Demonstrates continuous learning |  |  |  |  |  |  |
| Shows common sense |  |  |  |  |  |  |

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| **Technology** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Uses software efficiently and effectively for writing, spreadsheets, presentations or design |  |  |  |  |  |  |
| Uses electronic mail, World Wide Web, Internet and other contemporary electronic services |  |  |  |  |  |  |

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| **Leadership Development and Ethics** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Accepts responsibility for one’s own actions |  |  |  |  |  |  |
| Resolve interpersonal and team conflicts |  |  |  |  |  |  |
| Open-minded to other views and values |  |  |  |  |  |  |
| Demonstrates effective team skills |  |  |  |  |  |  |
| Displays appropriate business behavior and appearance |  |  |  |  |  |  |
| Manages time and tasks |  |  |  |  |  |  |
| Attends work regularly and is punctual |  |  |  |  |  |  |

*Please provide us with any constructive comments – use additional sheet.*

Work-site Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_

Intern (Please Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_

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| The Internship Program  Work Hours Log | TUbackground |

*Please print or type legibly, then take the form to your faculty coordinator.*

**Intern \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Week Beginning** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** | **Total** |
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Total Hours Worked: \_\_\_\_\_\_\_\_\_\_

*I verify that the hours listed above are accurate.*

Intern’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

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| The Internship Program  Final Evaluation For Supervisors Of Towson University Interns | TUbackground |

Your evaluation of your student intern provides important feedback necessary for student development and faculty assessment. Please rate your intern’s performance, review the evaluation with your intern, and then give the form to your faculty coordinator. Using the scale provided, please evaluate your intern’s performance. The rating scale is:

1 = Poor, 2 = Marginal, 3 = Satisfactory, 4 = Very Good, 5 = Exceptional, N/A = Not Applicable

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| --- | --- | --- | --- | --- | --- | --- |
| **Preparation** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Provided a persuasive, informative resume |  |  |  |  |  |  |
| Demonstrate effective interview skills |  |  |  |  |  |  |
| Showed appropriate initiative and follow up |  |  |  |  |  |  |
| Showed ability to relate coursework to experience |  |  |  |  |  |  |

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| **Communication Skills** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Provides accurate, complete & persuasive written communications |  |  |  |  |  |  |
| Communicates effectively with team members and supervisors (interpersonal & team) |  |  |  |  |  |  |
| Articulates another’s viewpoint through verbal and non-verbal cues |  |  |  |  |  |  |

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| **Critical Thinking** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Uses problem-solving techniques |  |  |  |  |  |  |
| Uses adaptable, flexible thinking |  |  |  |  |  |  |
| Uses critical thinking to produce comprehensive, supported conclusions |  |  |  |  |  |  |
| Use creative thinking methods to produce ideas |  |  |  |  |  |  |
| Distinguishes fact from opinion and critical from non-critical information |  |  |  |  |  |  |
| Develops several workable solutions to a problem |  |  |  |  |  |  |
| Demonstrates continuous learning |  |  |  |  |  |  |
| Shows common sense |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Technology** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Uses software efficiently and effectively for writing, spreadsheets, presentations or design |  |  |  |  |  |  |
| Uses electronic mail, World Wide Web, Internet and other contemporary electronic services |  |  |  |  |  |  |

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| **Leadership Development and Ethics** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Accepts responsibility for one’s own actions |  |  |  |  |  |  |
| Resolve interpersonal and team conflicts |  |  |  |  |  |  |
| Open-minded to other views and values |  |  |  |  |  |  |
| Demonstrates effective team skills |  |  |  |  |  |  |
| Displays appropriate business behavior and appearance |  |  |  |  |  |  |
| Manages time and tasks |  |  |  |  |  |  |
| Attends work regularly and is punctual |  |  |  |  |  |  |

Please provide us with any constructive comments. An explanation of any 1 or 2 ratings will be essential to student development.

Work-site Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

Intern (Please Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

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| The Internship Program  Student Evaluation | TUbackground7/7/04 |

Intern Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Internship Site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester \_\_\_\_\_\_ # Credits Earned \_\_\_\_\_\_\_\_\_\_\_\_ Hours/Week \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_\_\_\_\_

Career Center Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RATINGS: **1 = excellent 2 = very good 3 = good 4 = fair/needs improvement 5 = poor**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TU Wesbite** | **1** | **2** | **3** | **4** | **5** | **NA** |
| **EMF Web site** |  |  |  |  |  |  |
| **Print resources/materials** |  |  |  |  |  |  |
| **Faculty assistance** |  |  |  |  |  |  |
| **Staff assistance** |  |  |  |  |  |  |

**How did The Career Center assist you in the internship process? Check all that apply.**

**\_\_\_ resume/cover letter \_\_\_ interview process \_\_\_ internship search \_\_\_ advice \_\_\_ orientation**

**\_\_\_ explanation of process \_\_\_ intake/individual appointment \_\_\_ other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INTERNSHIP EXPERIENCE** | **1** | **2** | **3** | **4** | **5** | **NA** |
| **Academically prepared to perform work** |  |  |  |  |  |  |
| **Orientation, training, guidance to perform tasks** |  |  |  |  |  |  |
| **Regular meeting with site supervisor or accessibility when needed** |  |  |  |  |  |  |
| **Sufficient time and opportunity to meet learning objectives** |  |  |  |  |  |  |
| **Site supervisor or staff assistance in learning about career field/paths** |  |  |  |  |  |  |
| **Feedback/fair evaluation from worksite supervisor** |  |  |  |  |  |  |
| **Educational value of training; challenging/substantial projects** |  |  |  |  |  |  |
| **Means of gaining professional skills/knowledge** |  |  |  |  |  |  |

**Which of the following opportunities were available to you? Check all that apply.**

**\_\_\_ team participation \_\_\_ internal communications \_\_\_ external communications \_\_\_ technology/equipment**

**\_\_\_ meetings/planning or strategy sessions \_\_\_ networking \_\_\_ independent project \_\_\_ application of theory**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CAREER DEVELOPMENT** | **1** | **2** | **3** | **4** | **5** | **NA** |
| **Better prepared to enter job market** |  |  |  |  |  |  |
| **Made valuable contacts to assist in job search** |  |  |  |  |  |  |
| **Better understanding of course work (theories, concepts)** |  |  |  |  |  |  |
| **Gained insight about career opportunities in field** |  |  |  |  |  |  |
| **Changed education or professional plans** |  |  |  |  |  |  |

**Would you recommend this organization to future interns? Why or why not?**

**What advice would you give future interns working at this particular site?**

**If offered a position/continued employment, would you continue with this organization? \_\_\_ yes \_\_\_ no**

**As a result of this internship, were you offered some continued employment? \_\_\_ yes \_\_\_ no**

**If yes, did you accept? \_\_\_ yes \_\_\_ no**

**If yes, title? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ start date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ salary? \_\_\_\_\_\_\_\_\_\_\_\_**

**Please rate your** overall **internship experience: \_\_\_ excellent \_\_\_ very good \_\_\_ good \_\_\_ fair \_\_\_ poor**

Remember to update your resume and visit The Career Center for career assistance.