Pre-Graduate School Internship Contract

(607) 735-1830

NAME ___________________________ CLASS YEAR ____________

ACADEMIC MAJOR(S) ___________________________ PHONE ____________

PERIOD OF PLACEMENT ____________________ TO ____________________ TERM REGISTERED ____________________

Month and Year  Month and Year

PROJECT TITLE ___________________________

COURSE NO. ___________ MINIMUM HOURS ___________ CREDITS ___________

STUDENT ___________________________ SIGNATURE ____________________ DATE ____________________

As faculty supervisor, I will treat this internship as a major learning experience for the intern. I understand that the work will be completed for academic credit, and agree to involve the intern in work equivalent to that required at the graduate school level. I agree to provide ongoing one-on-one supervision each week. I understand that I am expected to evaluate the project and prepare a written assessment of the intern’s performance, assign the final grade, and submit the performance assessment to the Office of Career Services after the project has been completed and reviewed.

FACULTY SUPERVISOR ___________________________ SIGNATURE ____________________ DATE ____________________

ACADEMIC ADVISOR ___________________________ SIGNATURE ____________________ DATE ____________________

ACADEMIC DEAN ___________________________ SIGNATURE ____________________ DATE ____________________

DIRECTOR OF CAREER SERVICES ___________________________ SIGNATURE ____________________ DATE ____________________

PROJECT PROPOSAL: On an attached sheet of paper, write a 300 to 400 word essay describing the nature of the project you propose to undertake including student learning outcomes. Include the major components of your project, sources from which you will gain materials or information, research methods you plan to use, challenges you foresee, and how this project relates to your plans for graduate study.

This form must be completed and returned to the Office of Career Services prior to the actual work experience.

cc: Office Student Division Chair
    Academic Advisor Faculty Supervisor Registrar

MRB#816 6/4/14
**Instructions:**

The student is expected to demonstrate basic competence in a discipline as defined by the following. Please indicate your level of agreement with each of the statements below by using the following scale.

**Rating Scale:**

- 7 = Strongly Agree
- 6 = Agree
- 5 = Somewhat Agree
- 4 = Neither Agree or Disagree
- 3 = Somewhat Disagree
- 2 = Disagree
- 1 = Strongly Disagree
- N/A = Not Applicable

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Rating</th>
<th>Faculty Supervisor’s Comments</th>
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<tbody>
<tr>
<td><strong>Verbal communication</strong> - Organizes ideas and communicates verbally in a clear and concise manner</td>
<td>1 2 3 4 5 6 7 N/A</td>
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<td><strong>Written communication</strong> - Communicates thoughts, ideas, information and messages in a clear and concise manner</td>
<td>1 2 3 4 5 6 7 N/A</td>
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<td><strong>Creative thinking</strong> - Demonstrates creativity in generating new ideas</td>
<td>1 2 3 4 5 6 7 N/A</td>
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<td><strong>Problem solving</strong> - Recognizes problems and devises and implements a plan of action</td>
<td>1 2 3 4 5 6 7 N/A</td>
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<td><strong>Decision making</strong> - Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.</td>
<td>1 2 3 4 5 6 7 N/A</td>
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<td><strong>Responsibility</strong> - Exerts a high level of effort and perseveres toward goal attainment.</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
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<td><strong>Learning initiative</strong> - uses efficient learning techniques to acquire and apply new knowledge and skills.</td>
<td>1 2 3 4 5 6 7 N/A</td>
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<td><strong>Integrity/honesty</strong> - Chooses ethical courses of action.</td>
<td>1 2 3 4 5 6 7 N/A</td>
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<td><strong>Leadership</strong> - Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.</td>
<td>1 2 3 4 5 6 7 N/A</td>
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<td><strong>Content</strong> - Demonstrates knowledge of the depth, latitude, and interdisciplinary connections essential in the specialty area studied.</td>
<td>1 2 3 4 5 6 7 N/A</td>
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