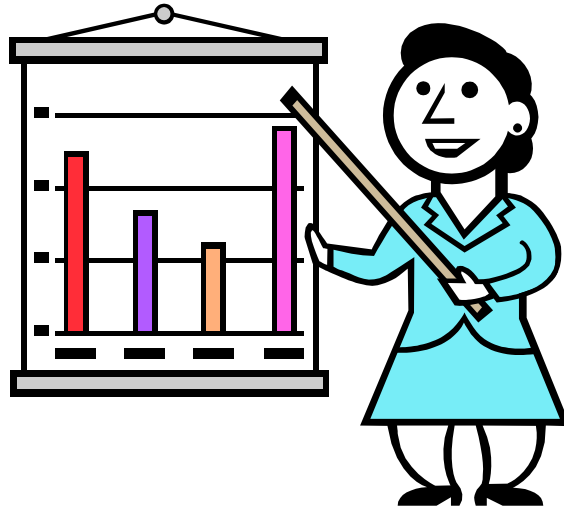


CHC Alumni Internship Program Handbook



**Prepared by the CHC Internship Program, Alletta Brenner Coordinator,
In cooperation with the University of Oregon Career Center.**

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Dear Alumni:

The Clark Honors College Internship Program strives to help students both find and utilize internship opportunities. One aspect of this involves soliciting CHC alumni to both create and help locate internship opportunities for our students. In this endeavor, it is our aim to ensure our program is a positive experience for both students and alumni. To help ensure this success, we provide informational materials on how to set up and carry out an internship position in one's organization.

I. What is an internship?

An internship is a supervised pre-professional learning experience, in which students apply their skills and knowledge in a professional setting. By offering their time, talent and enthusiasm, Clark Honors College interns will contribute to an organization's mission and goals, while gaining valuable skills for the future, and seeing if a career is right for them.

- **An internship is not:**
 - A part-time or full time job that does not specify career related learning strategies and objectives
 - Unsupervised volunteer experience
 - Routine, repetitive clerical tasks

- **Goals of an internship:**
 - Provide students with a full and realistic view of workplace culture and expectations
 - Integrate academic preparation with professional challenges
 - Build confidence and success through internship experiences
 - Encourage professional contact between CHC students and alumni
 - Help students to build professional networks
 - Provide alumni with access to students as resources for their organizations

II. How to set up an internship:

An internship can be a variety of positions, as long as it contributes to the professional development of the student. It may be either paid or unpaid, depending upon level of work, and number of hours. Levels of compensation may be either pre-determined by the organization, or negotiated with the intern. Except in the case of non-profit organizations, we highly encourage some form of compensation for students' contributions (e.g. hourly wage, or reimbursement for specific student costs such as transportation, parking etc.).

In the creation of a position, there are several elements to take into account. The following is a list of important considerations. Some of these should be carefully pre-planned, while others may be directly negotiated on-site.

- What will be the duration of the internship?
- What precisely will be the intern's responsibilities? How will these responsibilities contribute to their professional and career development? Their specific objectives?
- Who will be their supervisor? And how, specifically, will this supervisor provide guidance and support?
- What will be the responsibilities of the supervisor in terms of training and feedback?
- What mechanism will be in place to ensure communication between the intern and their supervisor(s)?
- What precisely will be expected of the intern in terms of their conduct and contributions?
- What will their work schedule be? What mechanisms will be in place in case the intern, for whatever reason, needs to take time off, or is unable to complete the full term of the internship position?
- How will the intern be evaluated in terms of growth and performance?

III. How to Announce an Internship:

An internship may be set up individually between a student and an organization (for example, in the case of students referred through our program), or created and posted for all CHC students. In both cases, we ask that all internships attained and carried out under the auspices of the CHC internship program be reported to the program coordinator. An internship announcement should contain the following information:

- Company name
- Names of internship supervisor and alumni referral (if different).
- Internship title (e.g. Marketing Intern, Web Designer, Research Assistant)
- Organization and/or industry description (products/services, mission, customers, etc.)
- Internship description (project, duties, who intern works with, skills, expectations, etc.)
- Benefits (knowledge/skills/exposure to be gained, paid compensation if relevant)
- Terms (start/end dates and salary if applicable)
- Application (application process, contact method, contact information)
- Application deadline

Announcements can be made via the web at:

http://honors.uoregon.edu/alumni_and_gifts/internships_and_mentorships/internships/

IV. Once your Position is Created and Filled:

The first step is to negotiate all necessary elements of goals, expectations, and responsibilities on both sides. A helpful way to do this, and ensure the compliance of both parties at the same time, is to create an "Internship Contract." This contract will define the specifics of the internship and

should cover the following areas. For your convenience, we have formatted them as a contract outline. Some of these areas (e.g. Learning Goals) may be filled out independently by the student and shared with their supervisor.

I. *Parties Involved*

Student: Name

Internship Position

Mailing Address

Phone Number

Email Address

Site: Site Name

Supervisor's Name

Mailing Address

Phone Number

Email/Fax

II. *Duration*

Specify the starting date and final date of the position

III. *Hours*

Specify the weekly work schedule on-site. (e.g. Mon: 2-5, Wed: 11-3). As a general rule, an internship should be a minimum of three hours per week.

IV. *Student Learning Goals*

Specify the professional and career development goals the internship will help the student achieve and list them in priority of importance. Include general learning objectives (e.g. understanding of retail, banking, hotel industry, etc.) as well as specific goals (e.g. observing merchandising techniques, strengthening interviewing skills, etc.). Learning professional related skills are critical to the success of this experience.

V. *Student Responsibilities*

Specify student's responsibilities to the organization to be completed during the internship. A manageable project or focus is most desirable (e.g. research and make recommendations for a fundraising campaign, write press releases and P.S.A.'s etc.). These tasks should be clear and concise to avoid uncertainty during the course of the internship, and at the time of final evaluation. Responsibilities should assist the student in achieving the above-stated goals and objectives and should *not* be repetitive and clerical in nature.

VI. *Supervisor Responsibilities*

A. Training- Plan on a significant time commitment initially. Structure an orientation to cover both the overall organization and issues specific to the intern's role. Regular scheduled meetings between the student and supervisor over the course of the internship are also necessary.

B. Feedback- Regular feedback sessions should be formally arranged to facilitate consistent supervision, guidance, and constructive criticism on a weekly basis. A formal midterm conference date should be set and included in this contract.

C. Final Evaluation- A final written evaluation from the supervisor of the student's performance is highly encouraged. If their performance was good, a letter of recommendation would also be highly beneficial.

VII. Signatures

Please make sure all of the following is included in the original document

Student signature

Supervisor signature

Date

V. Feedback and Evaluation

It is very important for supervisors to evaluate the skills and development of their intern, for it is by this feedback that interns are able to improve their performance. To assist with the feedback process, here are some areas in which you might wish to consider:

- How well do they meet established responsibilities and assigned tasks?
- In what specific ways have they contributed to your organization?
- How has the intern grown in developing professional skills related to their position?
- What are some areas where they need to improve?
- What are some suggestions for the future development of skills?

For your convenience, we have also included a formatted feedback form that you may use. See Appendix A.

VI. Legal Issues: Liability and Disclaimers

This is to advise you of the University of Oregon's position regarding insurance and liability for student interns. It is a clarification of the responsibilities that the student, the site, and the university hold when participating in the Clark Honors College Internship Program administered by the University of Oregon Clark Honors College. In order to participate in an internship under the auspices of the CHC Internship Program, students are required to sign and return our program liability form, which covers the following material. See Appendix B for a copy of this form. Copies are also available on the CHC Internship Program web site.

The Oregon Tort Claims Act (ORS 30.260 through 30.300) permits the university to accept responsibility only for the acts of its officers, employees and agents. Since a student does not qualify as any of those persons, the university is prohibited from accepting any liability for the acts, omissions, and conduct of students, and is prohibited from providing tort liability insurance or worker's compensation insurance.

Sites, which participate in the Clark Honors College Internship Program, should attempt to assign students projects or activities with low risks. Students are advised that they must arrange for their own health insurance, as the host entity (site) will not cover unpaid student interns for health insurance or worker's compensation benefits. If the position is paid, insurance coverage may be carried out and negotiated between the host entity and intern. In both situations, the site must provide interns with a level of training and supervision to help avoid damage to property or equipment at the site. Should damage occur to the intern's own property or equipment due to the actions of another student intern, coverage would fall to their insurance, if any.

Any requirement for liability insurance to be carried by the student intern is a matter to be negotiated between the student and the host entity. Most sites' liability insurance programs do not include coverage for student interns. In such cases, if an intern's negligence or intentional acts or omissions injured a third party or a third party's property, the intern would have to defend (and pay, if the claim was sustained) the claim themselves.

We would be happy to discuss this policy with you if you so desire. It is advised to also keep a copy for your own files as well. Thank you for your time and attention.

Appendix A: Feedback Evaluation Form
(Feel free to add other terms of evaluation in the provided spaces.)

Name of Intern _____

Position _____

Organization _____

Work Habits

Is punctual and attends regularly	Always	Almost always	Usually	Seldom	Never
Completes work by deadline	Always	Almost always	Usually	Seldom	Never
Arranges schedule changes in advance	Always	Almost always	Usually	Seldom	Never
Assumes responsibility	Always	Almost always	Usually	Seldom	Never
	Always	Almost always	Usually	Seldom	Never
	Always	Almost always	Usually	Seldom	Never

Attitude Toward Work

Looks for ways to improve— Demonstrates initiative	Always	Almost always	Usually	Seldom	Never
Is enthusiastic about work	Always	Almost always	Usually	Seldom	Never
Deals with assigned tasks effectively	Always	Almost always	Usually	Seldom	Never
Has businesslike habits/ professional demeanor	Always	Almost always	Usually	Seldom	Never
	Always	Almost always	Usually	Seldom	Never
	Always	Almost always	Usually	Seldom	Never

Quality of Work

Performs quality-level work	Always	Almost always	Usually	Seldom	Never
Budgets time carefully	Always	Almost always	Usually	Seldom	Never
Is accurate, thorough and careful in work	Always	Almost always	Usually	Seldom	Never
Performs effectively under pressure	Always	Almost always	Usually	Seldom	Never

Writes/communicates clearly and professionally	Always	Almost always	Usually	Seldom	Never
	Always	Almost always	Usually	Seldom	Never
	Always	Almost always	Usually	Seldom	Never

Relations With Others

Cooperates with supervisors	Always	Almost always	Usually	Seldom	Never
Is friendly and courteous	Always	Almost always	Usually	Seldom	Never
Works well with others	Always	Almost always	Usually	Seldom	Never
Accepts feedback	Always	Almost always	Usually	Seldom	Never
Uses effective oral communication skills	Always	Almost always	Usually	Seldom	Never
	Always	Almost always	Usually	Seldom	Never
	Always	Almost always	Usually	Seldom	Never

Intern Goals (Fill in)

	Effectively met	Almost met	Needs work	Not met at all
	Effectively met	Almost met	Needs work	Not met at all
	Effectively met	Almost met	Needs work	Not met at all
	Effectively met	Almost met	Needs work	Not met at all
	Effectively met	Almost met	Needs work	Not met at all
	Effectively met	Almost met	Needs work	Not met at all

List Specific Intern Strengths and Skills Demonstrated:

List Areas That Need Improvement:

Summarize the Student's Overall Performance:

