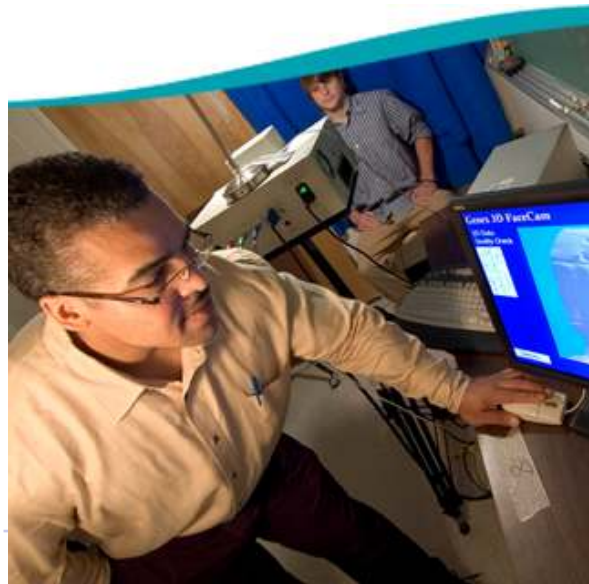


UNC Wilmington Internship Guide

Student, Faculty and Employer



Foundations for Success

University of North Carolina Wilmington

Division of Student Affairs ★ Career Center ★ Fisher University Union 2035

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UNCW Internship Guidebook

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Introduction

This guide contains information about the internship programs at the University of North Carolina Wilmington. Information includes: how to arrange for academic credit, benefits of internships for students, faculty and employers, the partnership between all three participating groups and the details on how to create a successful experience. The primary purpose of an internship is to further the intellectual, professional and personal growth of the UNCW student. Ideally, an internship will help students relate their educational, career interests and background to specific careers, test skills and interests in that field and apply textbook theory in a viable work setting.



What is an Internship?

An internship is an opportunity for supervised practical experience in a career field of interest where clearly defined learning objectives are utilized to evaluate the success of the internship experience. It may be done on a full- or part-time basis during a regular semester, summer term or combination of terms. It may be conducted concurrently with other academic coursework. Internships can be paid or unpaid and are offered by a wide variety of businesses and organizations. Internships are academic experiences with no obligation by the employer to offer full- or part-time employment upon completion of the internship.

The Benefits of Internships

Student Benefits

Students benefit in several ways:

- A. Learn more about what a full-time job in a particular career might be on a daily basis, helping you make ongoing adjustments to your career plans. “Test drive” a chosen field; find out if you like the type of work, atmosphere, hours, co-workers, etc.
- B. Gain valuable experience for building a great resume' and develop a competitive edge for job hunt and graduate school applications. Employers really do care whether you previously have worked in a field, even if it was a time-limited internship.
- C. Gain confidence in your own abilities.
- D. Meet professionals in the industry and gain professional contacts.

Student Benefits, continued....

- E. Internship supervisors can be valuable as references during a subsequent job search. Before the internship ends, ask your supervisor whether he/she would be willing to serve as a reference for you, either over the telephone or by reference letter.
- F. Develop professional and marketable skills.
- G. Build your network, develop business contacts and secure letters of recommendation.

Organization Benefits

- A. Maintain a year-round source of highly motivated pre-professionals.
- B. Identify quality candidates for temporary or seasonal positions and projects.
- C. The opportunity for professional staff to focus on creative projects and serve as mentors for new pre-professionals.
- D. Tap into a flexible, cost-effective work force not requiring long-term employer commitment.
- E. A proven, cost-effective way to recruit and evaluate potential employees.

Participants in an Internship

There are several participants involved in ensuring that an internship is successful. These individuals and their roles and responsibilities are indicated below.

Student Intern's Role

The student intern is responsible for researching and interviewing for the internship opportunity. The student also will connect with the faculty internship supervisor in their appropriate major. The faculty supervisor is a knowledgeable faculty member who has information about the career field in which the internship is requested. The intern also is responsible for meeting with the site supervisor prior to the internship to clarify expectations and responsibilities, complete the experiential education agreement and registration forms, work the required number of hours, seek out supervision and advice as needed, and complete the academically-related tasks that are agreed upon by the faculty supervisor and intern (such as a journal, additional research/paper or oral presentation to faculty and students at the completion of the internship). In addition, the intern maintains high standards of professionalism while at the internship site.

Career Center's Role

The Career Center serves as the central information resource for all questions concerning internships at UNCW. The Career Center addresses questions and, if necessary, mediates problems and issues among the participants in the experience.

The Career Center informs prospective interns about the process and requirements to secure and participate in an academically appropriate internship. They also can help with the internship search process, such as setting goals, contacting faculty and employers, writing resumes and cover letters, interviewing and appropriate professional etiquette.

Faculty Internship Supervisor's Role

The faculty supervisor is responsible for helping the intern integrate the internship into his or her total academic experience. She/he provides academic direction and evaluates learning derived from the internship.

Early in the process of finding an internship, the student should approach the designated faculty internship supervisor in the academic department. The student and the faculty internship supervisor should meet to determine if the student is academically eligible to complete an internship with the department and to discuss the student's goals in completing an internship.

Once the student has found an internship, the faculty supervisor will advise the student about the internship site and the site supervisor approval process, registration for the course, number of course credits, required liability insurance and fees associated with the course registration. The faculty supervisor also will help the student define the academic requirements for the internship. Academic requirements may include a final oral presentation to students and faculty on the experience, a journal, paper, relevant research and/or projects.

The faculty supervisor maintains appropriate contact with the student throughout the internship to give direction and support. The faculty supervisor is asked to initiate a phone call to the site supervisor prior to the signing of the internship approval form to establish contact and communication. Other forms of recommended contact throughout the internship are site visits, email, phone calls with the intern and the site supervisor, progress reports and feedback sent between the intern and the faculty supervisor. The amount and form of contact are determined by the faculty supervisor.

Site (Agency/Field) Supervisors



Student interns are supervised by staff representatives employed by the site organization. Typically, the site supervisor has experience and expertise in the area in which the student is interning. Site supervisors are responsible for interviewing interns, determining qualifications for the position, orientation of interns to the organization, supervising of the student and directing and evaluating the student's work. The ideal site supervisor will serve as a mentor, sharing the pros and cons of a career in the field and offer suggestions for entering the profession. She/he also will have sufficient experience in the field to draw from and will share that experience with the student intern. The site supervisor meets with the intern on a regular basis to guide performance, answer questions and provide background information and resources related to the intern's work. A site supervisor also may help by recommending ways to enhance the intern's learning.

Resources for Locating Internship Opportunities

The primary responsibility for locating an internship rests with the student. The student's efforts are supported by the Career Center, which acts as resource staff for faculty supervisors, site supervisors and student interns. Prior to beginning the search, a student can maximize success by defining goals; determining any geographic, financial or time limitations; and being open to seeking the very best opportunity to support career goals. Students will need to determine if they are academically eligible to complete an internship for academic credit. (See pages 10-15 to review departmental criteria.)

Resources

Research opportunities to determine a good fit. Internships can be developed from a variety of resources. A few include the following:

- **UNCW Career Center Internship Resources** located on the web at www.uncw.edu/stuaff/career/internshipsearch.htm
- **Premium Internships.com**
Search for internships in this exclusive online database. You can search the information by your academic major, location of internships and/or compensation. International internship opportunities also are listed. To access the site, go to the Internship Resources web page listed above, and click on the Premium Internships link. Select **UNCW**, and enter the password: **seahawk**
- **Internship Series Online (Internships-USA)**
This comprehensive source of internship information on the Web is now available to UNCW students for FREE. The site provides up-to-date information on more than 2800 organizations offering internships and summer jobs for students. On the Internship Resources web page listed above, click on Internship Series Online - Username: **interns**; password: **learn**
- **Vault Guide to Top Internships (Career Topic Guides)**
This guide is part of a valuable online library of career and employment-related publications. Students have free access through UNCW's Randall Library Web site. Click on the link for this resource on the Internship Resources page listed above.
- **Faculty Referral and Listings**
Faculty can be excellent resources for making connections with professional organizations. They may know about field-specific resources that can be helpful.
- **SeaWork**
On the Web at www.uncw.edu/career
- **Job Choices Magazines**
These magazines are free to students and are produced by the National Association of Colleges and Employers. In addition to helpful articles about career issues, the magazines list descriptions and contact information of many employers who hire college students. Students may find categories in the back of the magazines that indicate which companies have internships.
- **National Internship Books**
There are numerous books in the UNCW Career Center Library that provide employer contacts and descriptions of specific internships with application deadlines.

<i>The Internship Bible</i>	<i>Sports Internship Book</i>
<i>Southern Regional Internship Book</i>	<i>Vault Guide to Top Internships</i>
<i>Mid-Atlantic Regional Internship Book</i>	<i>Vault Guide to Diversity Internships</i>
<i>Vault Guide to Diversity Internships</i>	
- **E-Leads**
Regional campuses have created an online database of employer leads in "hard to access" industries listed below.
Link: www.uncw.edu/stuaff/career/eleads.htm

Criminal Justice	Hospitality	Radio/TV/Film
Environmental	Public Policy	Social Service- Youth
Foreign Language	Public Relations/Advertising	Social Service- Adult
Government	Publishing	Sports Management/Marketing
Healthcare Administration		
- **Departmental Bulletin Boards and Listservs**
When faculty and departments receive notices of internships, they often post them on the department bulletin boards or listservs.
- **Approach Employers Directly**
This is frequently used as an option for students who wants internships in particular organizations or geographic areas. Students identify an organization and approach a person who oversees internship opportunities. These employers will want to know your goals and objectives regarding the internship, i.e. what you would like to learn and contribute.

- **Faculty**

Faculty members are frequently a resource for students who want internships in their field and are connected with professional organizations which send notices of internships to pass along to students. Faculty also can pass along useful information about the quality of an internship site based on their experiences with other interns. They also may know of field-specific resources that can be helpful to students.

- **The Career Center**

Thousands of Internship opportunities are posted through the UNCW Career Center annually. All listings are accessed through the password protected internship and job listing site known as SeaWork.

In addition, you can schedule an appointment with a career counselor who can assist you with a number of internship sources. Many of these are online through exclusive resources from the Career Center.

- **Career Fairs**

Each year the UNCW Career Center hosts numerous Career Fairs to directly connect students with internship and full-time career opportunities. All fair dates are available from the Career Center Web site, free printed bookmarks of activities for each semester and advertised in a number of locations throughout the UNCW campus. Many cities and companies also host their own career fairs, so do not hesitate to explore these options.

- **The Internet**

There are numerous links on the Web with internship opportunities that are used frequently by students. A student can locate these internship links by starting with the Career Center homepage at www.uncw.edu/career.

- **Networking**

Many students build their own database of individual contacts who may assist them throughout their college and professional career. To begin developing your own network, consider individuals that you know who might know others in career fields or industries of interest to you. Begin with family, friends, faculty, places where you have volunteered or worked; or organizations to which you belong. It is important to note that to work a network, the initiative begins with you.

Internship Approval Process

Students interested in earning academic credit for an internship experience are encouraged to meet with a career counselor, or the faculty internship supervisor in their academic major, prior to pursuing an opportunity. It is important to determine whether you meet the academic requirements to complete an internship for academic credit. Some departments require students to apply for permission to complete an internship.

Are you eligible for consideration?



1. Maintain a 2.0 GPA to apply unless specified differently by the department
2. Meet departmental requirements
3. Identify a faculty internship supervisor or designee
4. Obtain approval from the department chairperson and the dean's office
5. Register for the appropriate course number (typically listed as 498)

Student Registration for Internships

The purpose of the internship experience is to enhance, supplement and integrate the learning that occurs in formal classroom settings. Permission is needed from the dean and department head/chair on the number of credit hours earned in this manner, that may be applied toward graduation. Please refer to the courses listed in the academic catalog related to Internships, DIS or practicum for further clarification. (www.uncw.edu/catalogue)

Upon notification of the internship offer, students should meet with the departmental faculty internship supervisor to discuss the following: the measurable learning objectives, university approval of the internship site and work supervisor, course registration and reporting. Each department also may include other specific information to complete the internship registration. Other requirements may include the purchase of liability insurance coverage for the duration of the internship and a criminal background investigation of the student prior to the onset of the internship.

Faculty internship supervisors and students can expedite the process of approving the internship site and the site supervisor with advance planning. This does not apply for students affiliated with the Cameron School of Business. Please allow approximately three weeks to complete the process. It may take less time, but it is best to allow adequate time for all signatures from the site/agency supervisor, the department chair and the appropriate dean's office.

Measurable Learning Objectives

What do we mean by measurable learning objectives?

Measurable Learning Objectives (MLOs) refer to a set of statements that clearly and precisely describe what it is that you intend to learn and/or accomplish during your internship work term.

Why have learning objectives in an internship program?

Internships are primarily academic programs. Credit is granted not for working, but for learning, which occurs as a result of working. Learning objectives are the most effective method yet devised to assess the intent and value of this learning.

How do I develop and write my own learning objectives?

Start by carefully reviewing your job, noting areas where you feel you can gain new skills, increase your knowledge or improve your attitudes or feelings. It is important that you avoid broad general statements and confine your objectives to those that can be accomplished during a single term.

Usually, an MLO combines four major variables to form a single sentence. The variables or components are ACTIVITY, FORECAST, TIME FRAME and EVALUATION. The activity is the desired outcome or expected achievement, the forecast is the proposed level of accomplishment, the time frame is the expected completion date and the evaluation is the stated method of measurement.

EXAMPLE:

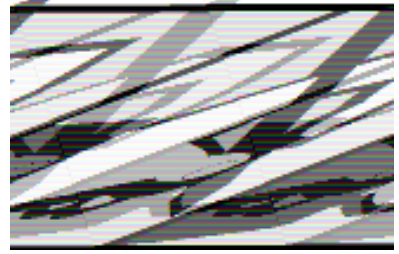
*By the end of the term (TIME FRAME)
I will review effective pricing and value setting (ACTIVITY)
Which meet corporate marketing specifications (FORECAST)
As evaluated by my work site supervisor (EVALUATION)*

A very important element in the development of MLOs is often called the **ACTION WORD**. There is one action word used in the example above (review). Action words are found in all MLOs, because they lead to measurable outcomes. Other examples of action words are demonstrate, describe, develop, draw, discuss, operate, perform, summarize, recognize, etc. See a longer list of action words at the following link: www.uncw.edu/stuaff/career/powerverbs.htm

SOME IMPORTANT THINGS TO REMEMBER:

Avoid broad, general objectives. Make them specific and as measurable as possible. Try to confine them to those that can be accomplished during the work period.

Be sure you have enough knowledge, skill, time and freedom at work to accomplish your learning. Indicate the level of achievement you expect to obtain, expressed whenever possible in numerical terms (e.g. Increase speed by 15%).



Student Registration for Internships

The purpose of the internship experience is to enhance, supplement and integrate the learning that occurs in formal classroom settings. Permission is needed from the dean and department on the number of credit hours earned in this manner that may be applied toward graduation. Please refer to the courses listed in the academic catalog related to internships, DIS or practicum for further clarification. (www.uncw.edu/catalogue)

STEPS FOR REGISTRATION

1. Upon notification of the internship offer, students should meet with the departmental faculty internship supervisor.
2. Discuss the following with the faculty internship supervisor: approval of the internship location and the agency/site supervisor approval.
3. Develop the measureable learning objectives (**MLO's**) with the faculty internship supervisor.
4. The UNCW liability insurance coverage required for all UNCW student interns will be charged to your student account upon registration (see page 22 for details on liability insurance).
5. Pay any cost associated with registration for an internship for academic credit.

Student Requirements for Earning Academic Credit for an Internship

COLLEGE OF ARTS AND SCIENCES

Department requirements:

Art & Art History

www.uncw.edu/art/students-internships.html

1. Student must be a junior or senior with a GPA of at least 3.0 within the major to engage in an internship.
2. The internship agency must be approved in the Department of Art and Art History.
3. Internship may be supervised only by full-time, permanent faculty.
4. A 3-hour credit internship requires approximately 135 hours of work during the semester. Internships may be done for either three or six credit hours.
5. There must be an informal interview with the agency and the student before paperwork is completed.
6. The student is responsible for approaching the faculty internship coordinator with a brief written proposal outlining the

nature of the proposed internship and its intended goals.

Anthropology

www.uncw.edu/ant/Internship_Award.html

See the Web page for additional information.

Biological Sciences

www.uncw.edu/bio

Some students have participated in local, state and national internship programs. For ideas and internship opportunities, contact the department for specific questions.

Communication Studies

www.uncw.edu/com/internships.htm

1. Students must be a communication studies major with a 2.5 or higher overall GPA.
2. PCOM majors do not qualify.
3. Student must be a junior or senior with 59 or more credit hours completed.
4. Students must complete a formal application with the Department of Communication Studies, interview with the departmental faculty internship supervisor, and complete an agency interview.

Computer Science

www.uncw.edu/csc/students-opp.html

1. Students must have a minimum GPA of 2.5 overall and a GPA in CSC courses of at least 2.8.
2. Internships for computer science majors are open to junior or senior standing students who have been approved by the faculty internship supervisor, department chair and dean.
3. Faculty supervision and evaluation of all study and on-site activities are required.

Earth Sciences

www.uncw.edu/earsce

1. Students must have junior or senior standing and have permission to enroll in the course.
2. Students must have the prerequisites of GGY 270 or GGY 320 or GGY 224 or permission to enroll.
3. Students must have an overall 2.5 GPA or permission to enroll.
4. Students must secure his/her internship in a position with an approved agency.

English

www.uncw.edu/english/internships.htm

1. English majors who have completed 59 semester hours or above and have declared an English major or minor are eligible to apply.
2. A cumulative of GPA of 2.5 and major GPA of 3.0 are required.
3. An internship is required for the Professional Writing Certification, which is open to students of all majors.

Environmental Studies

www.uncw.edu/evs/internships/index.html

1. Internships are open to all EVS majors or minors.
2. Interns must be upper division students or second semester sophomores who demonstrate academic and leadership skills.
3. All interns must have a B- or better in their major area of study and an overall 2.5 GPA.

Film Studieswww.uncw.edu/filmstudies

1. Intern applicants must be full-time, degree-seeking students at UNCW with a major in film studies.
2. Students must have junior or senior standing with at least 59 credit hours completed.
3. Intern applicants must have completed a minimum of 12 hours in film studies courses and have an overall 2.5 GPA.
4. Interested applicants must submit an application to the film studies office one semester in advance of the desired internship.

Health and Applied Human Scienceswww.uncw.edu/hahs/student-internships.htm

1. Students must connect with a faculty member within their major area for complete information on minimum requirements to complete an internship and have an overall GPA of 2.5.

Historywww.uncw.edu/hst

1. Students must have an overall GPA of 2.5.
2. Application deadline for summer internships with the State of North Carolina is in January.

Mathematicswww.uncw.edu/math

1. Students must have an overall GPA of 2.0, 3.00 GPA on all math courses taken.
2. Junior or Senior standing.
3. Total number of credit hours awarded: 1-3.
4. Complete a departmental application for the internship.

Physicswww.uncw.edu/phy

1. Students must have an overall GPA of 2.5, and a GPA in PHY of at least 2.80
2. May be repeated for a total of three hours credit.

Public Information & international Affairs<http://www.uncw.edu/pls/documents/UndergraduateInternshipInfo.pdf>

1. Student interns in political science must have junior or senior standing with an overall GPA of 3.0 or have consent of the instructors.
2. All interns must have completed PLS 101, 201 and one of the following courses: PLS 300, 304, 307 or 308.

Psychologywww.uncw.edu/psy

1. To be considered for a Psychology internship: Student must have completed PSY 346, 347 & 450
2. Total number of credit hours awarded: 3 hours, but may be repeated for credit.
3. Approval from Dr. Jennifer Myers is required prior to the beginning of the internship.

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Statistics

www.uncw.edu/math

1. Students must have an overall GPA of 2.0, 3.00 GPA on all math and statistics courses taken.
2. Junior or Senior standing.
3. Total number of credit hours awarded: 1-3.
4. Complete a departmental application for the internship.

Sociology

www.uncw.edu/soccrj/soc

1. Students must have completed the following pre-requisite courses: SOC 300, 301,360 and 390.
2. Students must have junior or senior standing with at least an overall GPA of 2.0.
3. Students must have instructor consent prior to enrollment.

Theatre

www.uncw.edu/att/CURRICULA/intern

1. Students must be juniors or seniors with GPAs of at least 2.0.
2. All internship agencies or individuals (artists) must be approved agencies by the department.
3. Internships may only be supervised by full-time, permanent faculty.
4. A 3-credit internship requires approximately 135 hours of work.
5. Internships require prior approval of the faculty internship supervisor and the internship agency.
6. There must be an informal interview with the agency and the student before paperwork is completed.

COLLEGE OF HEALTH AND HUMAN APPLIED SERVICES

Students must:

1. Be formally accepted into the College of Health and Human Services.
2. Have a 2.5 GPA to apply and be in good academic standing with the department.
1. Be approved by the department chair and the dean's office.
Register for the appropriate course number as determined by the faculty internship supervisor.



WATSON SCHOOL OF EDUCATION

Students must:

1. Have been accepted into the Watson School of Education.
2. Have completed all required education courses with a grade of "C" or higher.
3. Have a cumulative GPA of 2.5 or higher, and register for EDN 409 or EDN 411 depending upon licensure area.

The following concentrations are available through the Cameron School of Business: Accounting, Economics, Entrepreneurship and Business Development, Finance, Human Resource Management, Information Systems, International Business, Management and Leadership, Marketing and Operations Management.

Students must:

- A. Have been formally accepted into the Cameron School of Business.
- B. Maintain a 2.0 GPA to apply unless specified differently by the department.
- C. Be approved by the department chairperson and the dean's office.
- D. Be supervised by a faculty supervisor or designee.
- E. Register for the appropriate course number (typically listed as 498).
- F. Meet departmental requirements (see pages 14 and 15).

Professional/MSA Accounting Internships

Student must be planning to enter the master of Science in Accountancy program at UNCW

3.0 GPA in the last 60 hours of coursework or the overall GPA

A GMAT score of at least 520

Beta Alpha Psi is recommended but not required

General Accounting Interns

3.0 Overall GPA

Senior Status

Business Law

3.0 Overall GPA

Senior Status

Economics

3.0 overall GPA

Senior status

Credits replace business electives, with special permission in concentration electives.

Entrepreneurship & Business Development

3.0 overall GPA

Senior status— Credit replaces either a business elective or concentration elective

Finance

3.0 overall GPA

Senior status

Credits replace business electives, with special permission in concentration electives.

Credits replace business electives not concentration electives.

Students must have a recommendation from ISOM faculty member.

International Business

3.0 overall GPA

Credits replace either a business elective or concentration elective.

Management

3.0 CSB GPA

Senior status—Credit replaces business electives, not concentration electives.

Students must have completed MGT 350, plus 6 additional credit hours in management.

Marketing

3.0 CSB GPA

Senior status

Students must have completed MKT 340, plus 6 additional credit hours in marketing.

Credits replace business electives, not concentration electives.

Human Resources Management

3.0 CSB GPA

Senior status

Students must have completed MGT 350 and MGT 356, plus 3 additional credit hours in management.

Credit replaces business electives, not concentration electives.

Making the Most of Your Internship (for Students)

Be enthusiastic and professional

- Show a sincere interest in the organization.
- Approach it as professionally as you would a “real” job.
- Maintain a positive attitude no matter what your duties.
- If possible, be there first. If you arrive a week before the others, you may get your pick of assignments, as well as getting more individualized attention.

Have a clear sense of what you want to get out of this internship

- An ideal internship should include a training/mentoring component and the opportunity to do substantive work, in addition to the necessary administrative tasks.
- Expect to get transferable skills, professional contacts for future networking and more knowledge about the particular field.
- To avoid disappointment, get clarity about the position before beginning. It can be helpful to write down explicit goals with your supervisor and review them regularly.
- Commit to accomplishing a few tasks that will look impressive on your resume.
- Do not be shy to ask for what you want in order to make the internship a worthwhile experience. The organization is trying to please you as much as you are trying to please them. Many companies use internship programs as their main identification process to recruit top talent.
- Produce the quality of work in the internship to be considered for a future job offer.

Recognize that this is a great opportunity and learn as much as you can

- Pay attention and be inquisitive. This will serve you well in teaching you to get the most out of the internship.
- Keep notes of what you are learning, the skills you are gaining, what you are accomplishing and the contacts that you are making.
- If you are up to the challenge, ask for more responsibility. Express an interest in doing more substantive work and be as specific as possible.
- Don't be afraid to admit when you are in over your head, and ask for guidance and help.
- Don't be limited by the department or supervisor for whom you are working. Think about what you would most like to do in the organization and get to know the person who does it. Invite them to lunch, and tell them you are trying to absorb as much information as you can and that what they do is of particular interest to you.
- Take every opportunity to talk to and impress the senior people without being obnoxious about it. Express your opinion, ask questions and talk about other things besides work. Just don't be so zealous in your schmoozing that you ignore your co-workers or turn them off. (Often supervisors will ask your co-workers opinion about your performance and demeanor.)
- Once your internship is over, stay on the radar screen. Continue your relationship with the employer, and stay in touch for future job possibilities, networking or references.
- If all you learn is that you do not like the field you have chosen, then that is valuable information.



Termination of an Internship

It is important that the employer make contact with the university faculty internship supervisor or UNCW internship coordinator when any problem arises with the student. The Career Center or the faculty supervisor may be able to provide counseling for the student to resolve a problematic situation. Career Center staff are very willing to help and will do everything we can to enhance the possibility of a successful experience for the student and the employer.

Prohibited Internship Agreements

Some internship employers request UNCW faculty and staff to sign indemnity and hold harmless agreements, transferring from the employer to UNCW liability for personal claims, wrongful death or property damage arising out of the performance of their student internship program.

The University of North Carolina system counsel has informed the UNCW Career Center that there is a list of “prohibited contract clauses” that the NC Attorney General has published for state agencies (including UNC schools). Number three on that list of prohibited clauses is “Hold-Harmless or Indemnification Clauses, Both in Tort and Contract, in Favor of the Contractor.” Therefore, UNCW and all state agencies actually lack the authority to indemnify and hold harmless another entity, and no UNCW faculty, staff or student should sign such an agreement

Career Center Departmental Liaisons

Leslie Wright-business administration (accountancy, economics, entrepreneurship & business dev., finance, human resource mgt., international business, management & leadership, management information systems, marketing, operations management), computer science

Sarah Clark-biology, chemistry, earth sciences, environmental studies, marine biology, mathematics, statistics, physics, film studies

Mark Werbeach-psychology, criminal justice, nursing, clinical research, sociology, social work, anthropology, political science

Thom Rakes-director, Alumni Career Advising, Asst. to Vice Chancellor for Technology

Mike Phillips-art, art history, communication studies, creative writing, English, foreign languages, music, theatre, University College (deciding students)

Diane Reed- education, health and applied human sciences, history

Karen Thompson-associate director, UNCW internship coordinator, employer development, business etiquette

Faculty Internship Supervisors (Undergraduate)

ACADEMIC DEPARTMENT	FACULTY SUPERVISOR	TELEPHONE	EMAIL
Accountancy & Business Law	Ivancevich, Susan	962.3969	Ivancevichs
	Hanson, Randy	962.3801	Hansonr
Anthropology	Lerch, Patricia	962.3705	Lerch
Art	Browning, Mary	962.3440	Browningm
Biological Sciences	Olson, Cathy	962.3480	Olsonc
	<i>or a faculty member</i>		
Chemistry	Skrabal, Stephen	962.7160	Skrabals
Communication Studies	Bulger, Tammy	962.7144	Bulgert
Computer Science	Bradley, Ralph	962.4260	Bradleyr
Creative Writing	Bass, Tim	962.7711	Basst
Criminal Justice	LaGrange, Randy	962.3433	Lagranger
Earth Sciences	Hines, Liz	962.3012	Hinese
Economics	Burrus, Rob	962.3226	Burrusr
Education	Blasingame, Linda	962.4142	Blasingamel
English	MacLennan, Jane	962.7702	MacLennanj
Entrepreneurship	Harper, Steve	962.3517	Harpers
Environmental Studies	Cutting, Bob	962.3140	Cuttingr
Film Studies	Linehan, Terry	962.2231	Linehant
Finance	Graham, Ed	962.3516	Edgraham
Foreign Languages	Boomershine, Amanda	962.7922	Boomershinea
Health & Applied Human Sci.	Jeff Nix	962.3251	Nixj
	Parker, Vickie	962.3733	Parkerv
	Herstine, Jim	962.3283	Herstinej
	Brown, Kirk	962.7184	Brownk
	Moore, Will	962.7543	Moorewd
History	Andrews, Martha	962.3745	Andrewsm
Information Systems	Kline, Doug	962.7552	Klined
International Business	Porterfield, Rebecca	962.3514	Porterfieldr
Management & Leadership	Hunt, Tammy	962.3684	Huntt
Marketing	Hunt, James	962.3896	Huntj
Mathematics	Brown, Jeff	962.3293	Brownj
Music	Bongiorno, Frank	962.3390	Bongiornof
Nursing	Pollard, Deborah	962.4121	Pollardd
Operations Management	Rosen, Drew	962.3677	Rosenl
Physics	Moyer, Curt	962.7587	Moyerc
Public & International Affairs	Johnston, Lee	962.3224	Johnstonl
	Meinhold, Steve	962.3223	Meinholds
Psychology	Myers, Jennifer	962.3393	Myersjg
Social Work	Denny, Jeanne	962.7428	Dennyj
Statistics	Blum, James	962.3290	Blumj

Internship Advisory Committee

The Internship Advisory Committee, a standing university committee appointed by the university provost's office, is charged with reviewing internship activities and recommending to the provost, academic deans, Career Center, and university faculty and staff appropriate policies and procedures to implement and support a seamless internship program. The committee serves as a liaison to the university faculty, staff and internship employers to encourage participation, recommends appropriate campus and departmental policies and procedures, and works closely with university counsel to guide UNCW internship activity within state and federal legal practices.

Members of the 2009-2010 Internship Advisory Committee include:

Tammy Gordon-History	Carol Pilgrim – Associate Dean of Arts and Sciences
Keith Newlin – English	Gilbert Bowen – UNCW registrar (ex officio)
Amanda Southwood-Biology and Marine Biology	Anita McDaniel – Communication Studies
John Rack – Music	Leslie Hossfield–Sociology and Criminology
Donna Chapa Crowe–CLES (ex officio)	Barbara H. Biehner–Cameron School of Business
Deborah Pollard–Nursing	Karen Thompson–Career Center (vice chair)
Cynthia Wiseman–Watson School of Education	
Thom Rakes–Career Center (ex officio)	

A Word about International Internships

Securing a suitable international internship can be a complicated process. To facilitate this process, we have attempted to answer some of the most common questions asked by students who are interested in international internships. If you have additional questions, contact the UNCW Career Center or the Office of International Programs.



Frequently Asked Questions about International Internships

[How can I secure a paid international internship?](#)

In some countries, it is illegal to pay interns who cannot get a work permit; in others, the concept of internships is not very developed, and systems are not in place to advertise for and compensate interns.

This is often the case in many Latin America countries, where private organizations or small firms do not arrange work permits but are happy to receive and train students during the summer.

You'll find that some voluntary and non-profit organizations where you might work charge you a fee. This fee may cover accommodations, meals, transportation and, in very few cases, airfare. If you are financially able to forego a salary, you might

consider an unpaid internship. Some unpaid internships include housing accommodations. Almost all programs and organizations are very clear about what they can offer. If they are not, make sure you ask before you commit yourself to the internship.

[What exactly is an international internship? Is any summer job in a foreign country considered an internship?](#)

For the purposes of our program, an internship is a semester of work abroad that provides a serious learning experience in an academic or professional field. Ideally, it should relate to your academic field of interest and take place in a country where you can improve your language skills. Service industry work, such as being a bartender, waiter, nanny, shop clerk or ticket collector, does not qualify as an internship.

Ask yourself... Would an international internship provide me with better career-related experience than an internship in the United States?

[Where can I find an internship?](#)

The UNCW Career Center website includes listings of internships that have been arranged exclusively for UNCW students, internships provided through other programs on campus, and various other internship opportunities that we can recommend based on the quality and reliability of the sponsor.

Many students find summer internships through friends and family connections, as well as by simply writing directly to organizations, companies or government agencies. Regardless of how you obtain an internship, the Career Center can help direct you to resources on campus to orient you before you leave.

[What is the length of most internships?](#)

Most require a minimum commitment of four weeks, but others can last up to a full academic semester or longer.

[Under what circumstances will I need a work permit and/or special visa?](#)

Most countries in Europe and Latin America require a special permit for non-nationals in a paid position. If you secure an internship listed as unpaid but which offers you a stipend, you'll probably be able to work without a permit, because the stipend will not be considered a salary but rather a form of allowance. This saves your employer the bureaucratic complications of arranging the permit for you. However, you must make sure that you are legally permitted to receive whatever compensation is being offered. Most embassies and consulates keep updated information on visa and work permit requirements. You also can contact the office International Programs in Westside Hall.

[Should I secure funding first and then apply for the job, or vice versa?](#)

The best way to proceed is to secure the internship first, particularly if you are applying to organizations that offer only a handful of desirable opportunities, such as the U.S. State Department. You also will find that applications for funds require specific information about the activity or project you wish to undertake.

Be sure that your resume' mentions your specific skills, experience and interests.

For example, fluency in the language of the country will give you a better chance to get involved in the kind of work that is usually done only by local personnel. Good computer skills also are very valuable in countries where the work force is not as computer literate as many American college students.



Etiquette for the Internship

Even though you are offering your services for the opportunity to learn outside the traditional classroom, it is important to remember that you are demanding a great deal of attention from people in the organization you visit. Please keep the following rules of behavior in mind.

- Keep the appointments you make.
- Allow sufficient travel time between appointments.
- Phone the prospective internship employer if you will be late or have a conflict.
- Once you accept a position, immediately notify other offices with which you have interviewed, as they may be keeping positions from additional prospective interns on hold until they hear from you.
- Be clear with each prospective internship employer regarding the offer and when you need to respond.

Setting Goals

- “When selecting an internship, BE BOLD. Don’t be timid about gathering information on organizations of which you know little about but are interesting.” *Jenny Little (University of Alabama)*
- Think about what type of internship you’d be interested in – public or private, the Hill or a think tank, etc. “This part of the search should rely on what the student hopes to achieve from the job that he or she might be interested in.” *John Dickerson (Skidmore College)*

Frequently Asked Questions About Internships

[Can I expect to be paid for my internship?](#)

Every organization or company is different. Although it is possible to obtain paid internships abroad, most of the opportunities that you may find attractive or challenging are probably unpaid. Many organizations do, however, offer a small stipend, usually not large enough to cover housing.

[How do I know what kind of internship will be best for me?](#)

It is best to choose an internship that is related to your major or a personal passion or interest, such as the arts, theater, politics or international development. If you are studying a foreign language, an internship requiring you to work in that language in a field of your interest would be appropriate. Decide beforehand what you want to get out of an internship, what you are willing to put into it and whether you have the language skills to work day-to-day in another language. Decide how far away from home you want to be when considering your future internship and how prepared you are for the hardships and hurdles you are likely to encounter.

[When should I begin looking for and applying for a summer internship?](#)



While internships have varying application deadlines, we advise you to begin your search as soon as possible. You will need time to acquaint yourself with the application requirements, secure letters of recommendation, work permits, if necessary, and funding. While it may be possible to find an internship late in the academic year for the upcoming summer, you will limit your possibilities by delaying your search.

[Will the Career Center find an internship for me?](#)

Our office and Web site can direct you to opportunities offered by UNCW and outside organizations. In all cases, you will be asked to submit credentials for the internship. The Career Center also can help you in prepare your application and other documents.

Applying for a internship also needs to be coordinated with the academic department granting you credit for the internship experience. While we can offer guidance in many areas, communicating with your employer at every stage is your responsibility.

[How can I avoid doing clerical work as an intern?](#)

It may be that clerical work will be part of your internship, but a lot depends on the organization that hires you, as well as your personal interests. Students interested in earning academic credit for an internship are encouraged to meet with a career counselor, or the faculty internship supervisor within their academic major prior to pursuing an opportunity. It is important to determine if you meet the academic requirements to complete an internship for academic credit. Some departments require students to apply for acceptance to complete an internship prior to the interview with the prospective internship organization.

Professional Liability Insurance for Student Interns

All UNCW students earning course #498 academic credit for internships are required to subscribe for liability coverage prior to beginning an internship. See your faculty internship supervisor for details.

- *Please note: upon course registration for an 498 internship, the renewal rate per student per semester is \$15.95 per student (POLICY PERIOD: 08/15/2009 TO 08/15/2010).*

Administered by: North Carolina Association of Insurance Agents

P. O. Box 1165

Cary, NC 27512

Phone: (919) 863-6522 or (888) 275-8906

This is a brief summary of the coverage offered to insured participants. For complete details, please refer to the policy on file with the University of North Carolina Wilmington at www.uncw.edu/career.

If you have a claim, or are sued or threatened with a lawsuit, report the claim immediately to:

Lisa Weatherly, CISR, CPIW Account Manager

NCAIA

P. O. Box 1165 Cary, NC 27512

(919) 863-6522 or (888) 275-8906

lweatherly@iianc.com

Coverage provided by:

Montgomery Insurance Company

Policy Number: GL 8307690

Policy Effective Date: 8/15/08 to 8/15/09

Coverage for general liability and professional liability is on an occurrence basis.

The Program

The University Student Intern Program provides coverage for an insured party that becomes legally liable to pay damages because of property damage, bodily injury or personal injury incurred as a direct result of their participation in a university internship program to which the policy applies. This insurance also will pay those sums, to which an insured party becomes legally obligated because of any act, error or omission in the rendering or failure to render professional services in conjunction with an internship. This program also includes a medical benefit to participants.

Who is an Insured Party?

This program can cover students of participating universities in the NC university system whom are engaging in paid or unpaid internships. These internship must be sponsored, authorized or approved by the participating university, and the student must be included in a list of covered students on file with the company.

Coverage Limits:

\$1,000,000 each occurrence for Bodily Injury, Property Damage, or Personal Injury claims

\$3,000,000 aggregate limit for all Bodily Injury or Property Damage claims

\$1,000,000 each claim limit for Professional Liability and Health Student Professional Liability

\$1,000,000 Products/Completed Operations Liability

\$15,000 for covered medical expenses

Major exclusions to this coverage:

Intentional acts, liquor liability, pollution liability, automobile liability, your property or property of others in your care, custody, or control, employment practice liability, abuse or molestation, unauthorized hardware or software tampering, viruses or use, fiduciary liability and intellectual property liability.

Employer Hints for a Successful Internship Experience

1. **EXPECTATIONS** - During the orientation period, the direct supervisor should discuss specific job responsibilities with the student. It is important that the student understand from the outset what the employer expects from interns in terms of job duties and performance. In this initial conversation, the student should have the opportunity to express his/her expectations of the training assignment. A clarification of **expectations** by both the employer and the student should open communications between the two, setting the stage for a productive experience.
2. **COMMUNICATION** - A clear channel of communication between the student and his/her direct supervisor should be established at the beginning of the training assignment. Initially interns need to have frequent contact with the supervisor, because there is so much to learn in the first few weeks. Once the student is settled in, he/she needs to know that the supervisor is available to discuss any problems that may arise. The university requests at least two formal conferences between the student and supervisor to evaluate the student's job performance on the basis of the instruments provided - the *Midterm Evaluation* and *Final Appraisal*. These conferences provide an opportunity for the supervisor to offer constructive criticism and advice for the student's professional development. These sessions should be used to emphasize proper attitudes, encourage good work habits and instill pride in performance.
3. **KEEP INTERNS BUSY** - If there is a golden rule for internship employers, it is to keep the student busy. Nothing is quite so demoralizing to a college student as slack time with no work assignments. Even though periods do occur when the work load is low, every effort should be made to keep the student occupied. Students rarely complain of overwork, but they do complain if they are not well utilized. While "busy work" is not desirable as a steady diet, it is far better than no work.
4. **RESPONSIBILITY** - Since the first few weeks are more or less an orientation period, students will be satisfied with light tasks while learning company policy and organization. During the latter part of the term and in all other subsequent work periods, the student should be given an ever-increasing amount of responsibility in work assignments. Many employers underestimate what the student can do. If the assignments do not stimulate the student by "stretching" him/her into new situations, or new challenges, new projects, the intern may become bored and dissatisfied. An increasing amount of responsibility and challenge is necessary to give the student a meaningful work assignment.
5. **VARY THE EXPERIENCE** - The interns should be given sufficient time to develop proficiency in each task. However, the students should not be kept at the same task throughout the entire work term merely because he/she is capable and productive in that area. In later work terms, supervisors should provide a variety of learning experiences and, if possible, some choice in tasks not yet attempted.
6. **DEVELOP PROFESSIONALISM** - Interns are impressionable and eager to learn. Employers can help students develop professionally. Particular attention should be given to help students improve human relation skills, personal appearance and the ability to make decisions. They should be encouraged to use their initiative, to be creative, to be enthusiastic and diligent and to improve the overall quality of their work performance.
7. **UNIVERSITY CONTACT** - Students should establish regular telephone contact with their faculty supervisor. A suggestion might be once a week or once every two weeks. As each student returns to campus, he/she has a post assignment interview. At that time, the student discusses his/her work experience with the faculty supervisor. The supervisor uses the employer's evaluation of the student's work performance to counsel him/her in regard to future academic and career planning.
8. **DEVELOP LOYALTY** - Students who have excellent work experiences feel good about the employer. They share their impressions with other students on campus through the student "grapevine." This process insures the promotion of a good employer image, which will aid the employer's recruiter interested in graduating seniors. Providing interns a good positive experience is one of the best "PR" tools that an employer can have on a college campus.



If any questions should arise related to UNCW interns, please call Career Center at 910.962.3174. You can also check the Career Center Web site for updates at www.uncw.edu/career.

Summary

Now you should have a good idea about the internship selection process and about the professional expectations of interns. Again, our office stresses that much of the success of an internship rests with you. You ultimately decide where you will intern, and you will learn to adapt to circumstances within which you find yourself. If you are willing to make the necessary level of commitment, experience shows that many of your efforts will be worthwhile and gratifying.

Appendix

- 26–29 Sample Student Evaluation
- 30 Student Final Reflection of the Internship
- 31 Internship Memo of Understanding
- 32 Student Evaluation of the Internship
- 33 UNCW Internship Site Supervisor Electronic Resume (College of Arts and Sciences)
- 34 Request for Approval for Placement of Interns (College of Arts and Sciences)



SAMPLE STUDENT EVALUATION
UNIVERSITY OF NORTH CAROLINA WILMINGTON



Dear Intern Supervisor:

Thank you for accepting one of our students as an intern in your office this semester. You have the gratitude of UNCW for providing a rewarding and educational experience for the student; and we trust that this has been beneficial to your office as well. We certainly hope that we will be able to maintain this mutually beneficial relationship with your organization and that you will continue to employ our Program participants.

This form is designed to evaluate the intern working in your office. Your comments will aid us in evaluating the student's overall internship experience. Please bear in mind that your comments will be used to arrive at the final grade. We hope that you schedule an evaluation meeting with the intern to discuss candidly the quality of his/her performance. As part of the learning experience, we strongly encourage you to share this evaluation with the student in a face-to-face meeting. If you wish, you may provide the intern with a copy of the completed evaluation before returning it to the UNCW faculty internship supervisor in a sealed, signed envelope.

This evaluation form will become a very important part of the student's file as they return to UNCW to continue with classes or seek full-time employment after graduation.

In addition to this evaluation, please consider writing a letter of recommendation, which the student may take with him/her before the semester ends. If you do write a letter, please feel free to include a copy with this evaluation for the student's file.

Please return the complete evaluation to the intern in a sealed envelope. Please sign over the seal to insure confidentiality. Many thanks for your support!

Sincerely,

UNCW Faculty Internship Supervisor

INTERNSHIP EVALUATION



Intern Name: _____
Organization: _____
Site Supervisor: _____
Faculty Internship Supervisor: _____

Please write a short narrative with respect to the following items:

1. What were the types of work assigned to the student during the semester?
2. Was the student able to complete a suitable portion of the assignments? Were you satisfied with them? (If not, please explain.)
3. How would you rate the following skills as demonstrated in the assignments that the intern performed?
 - (a) Research skills (ability to gather relevant information in a systematic manner):
 - (b) Analytical skills (analysis and application in a problem-solving situation):
 - (c) Written expression:
 - (d) Initiative:
 - (e) Personal organization:
 - (f) Dependability:
 - (g) Promptness:
4. Did the intern have a good personal relationship with his/her fellow workers?
5. What traits may be of particular help in his/her future work experience?
6. What traits may hinder the intern in his/her future work experience?
7. What is your overall evaluation of the intern (in terms of adaptability, competence, personality and general skills)?
8. Would you like to employ another UNCW student intern in the future?
9. Overall/additional comments which we may use in writing recommendation letters for this student in the future.

Your Signature _____

Date _____

EMPLOYER EVALUATION OF A UNCW STUDENT INTERN

Student Name: _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, making comparisons with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs or with individual standards. PLEASE CIRCLE YOUR CHOICE.

Ability to Learn	Dependability	Attitude toward Work
Learned exceptionally well	Completely	Outstanding interest
Learned work readily	Above average	Very interested
Average	Usually	Average interest
Slow to learn	Sometimes neglectful	Somewhat indifferent
Very slow to learn	Unreliable	Not interested

Quality of Work	Relations with Others	Initiative
Excellent	Exceptionally good	Proceeds well on own
Very good	Good	Usually independent
Average	Average	Completes all assigned work
Below average	Poor	Hesitates
Poor		Very hesitant

Quantity of Work	Communication Skills	Reasoning and Common Sense
Unusually high output	Exceptional	Poised and self confident
More than average	Above average	Good capability to make decisions
Average	Average	Average
Below average	Has some difficulty	Struggles
Low output, slow	Communicates poorly	Usually poor ability to reason

Attendance
Regular / Irregular

Punctuality
Regular / Irregular

Observed student strengths:

Observed traits that may hinder this student's advancement:

Immediate supervisor's signature: _____ Date: ____/____/____

Telephone: ____/____ E-mail address: _____



STUDENT FINAL REFLECTION OF INTERNSHIP EXPERIENCE

Minimum length suggested - ten typed pages

1. Write a brief job description, including employer, location, tasks and type of setting.
2. How did you obtain your internship? Tips for other students?
3. Describe your on-the-job training/orientation.
4. What are the connections between what you learned on the job and what you learned in the classroom?
Highlight contributions of course work in major to work experience.
5. Did your work experience affect the quality of your classroom work?
6. How does your internship relate to what you want to do after graduation?
7. How did you succeed in meeting each of your learning objectives? Be specific. Document changes.
8. What skills did you acquire/enhance on the job? How did this experience stretch you?
9. What did you contribute to the organization (company)?
10. What difficulties or problems did you encounter?
11. Describe the culture of the organization - dress, level of formality, physical structure of offices, staff meetings, hierarchy, worker input in decision-making, reward system, etc.
12. Is the percentage of women, minority and disabled employees in your organization representative of the community population? Have you observed any discrimination in your work setting? If so, how did you feel and respond?
13. What did you discover about your fit in this type of career or organization?
14. What changes did you see in yourself or the organization as a result of your experience?
15. Describe the management style of your supervisor. What style do you prefer? How did the leadership style affect employee morale?
16. How valuable was the experience? What were the payoffs for you?
17. What recommendations would you make to improve the experience?
18. As a result of the work experience, do you still plan to pursue the same career goals? Why or why not?

University of North Carolina Wilmington
Memo of Understanding



UNCW Internship Program

For the mutual benefits of the internship program, the University of North Carolina Wilmington, the agency and the student agree as follows:

- A. The **EMPLOYER/AGENCY (site supervisor)** agrees to:
 - 1. Designate an individual to supervise the student and to serve as liaison between the employer and the University of North Carolina Wilmington.
 - 2. Establish measurable learning objectives at the beginning of each work term in conjunction with the student and the UNCW faculty internship supervisor.
 - 3. Provide the student internship/employment training averaging _____ hours per week.
 - 4. Pay _____ not pay _____ for the internship.
 - 5. Notify the Faculty Internship Supervisor and the university internship coordinator of any change in the student's job duties and/or work supervisor.
 - 6. Evaluate the student at least once per semester based on the preferred format developed by the faculty internship supervisor.
- B. **UNCW** agrees to:
 - 1. Provide a faculty internship coordinator to monitor the progress of the student intern as it relates to receiving academic credit.
 - 2. Make periodic contacts with the employer and the student.
 - 3. Determine the grade and award college credit in designated courses for successful internship performance and completion of related assignments.
 - 4. Notify the site supervisor (employer) if the student withdraws from the internship course and/or university.
- C. The **STUDENT** agrees to:
 - 1. Register for the appropriate course/if receiving credit with the faculty internship supervisor.
 - 2. Work an average of _____ hours during each of the work term.
 - 3. Develop a well-planned series of learning objectives, in conjunction with the faculty internship coordinator and the employer. The objectives will be related to the goals of the student's academic program.
 - 4. Immediately notify the faculty internship supervisor of any problems or changes in job responsibilities.
 - 5. Abide by the policies of both the university and the employer.
 - 6. Remain employed throughout the semester or risk the loss of credits.
 - 7. Drop all credits if he/she leaves the internship program without the consent of the faculty supervisor or if he/she is discharged from the job prior to the completion of the required amount of time in the job.

SIGNATUARES

We agree to comply with the terms and conditions of this agreement.

Faculty Internship Supervisor:	Date:
UNCW Student:	Date:
Site Supervisor/Employer/Agency:	Date:

STUDENT EVALUATION OF THE INTERNSHIP



INTERN NAME: _____ DATE: _____ TERM: _____

PHONE: _____ MAJOR: _____ E-MAIL ADDRESS: _____

Indicate the most appropriate response to the statement.

True False

- My internship experience was challenging. I was constantly given tasks that were new and/or varied.
- Performance of my job duties was essential to the employer.
- My supervisor (or training instructor) gave clear, explicit instructions and did so as often as I needed them.
- My supervisor had an open-door policy. I could contact him/her whenever I needed talk with him/her.
- I felt that my employer did everything possible to make my experience significant and meaningful.
- During the internship term, I felt that I was productive for the organization.
- My training assignment was very well structured. The employer had a training plan in mind for the Internship experience.
- I feel that I learned a great deal in my career or professional area.
- My greatest learning occurred in the personal/social area.
- Financial compensation for the work I performed was adequate.
- My internship experience increased my motivation to obtain a four-year degree.
- My internship experience confirmed my career plans.
- My internship experience clarified some of the courses I plan to take when I return to campus.
- I believe my internship experience prepared me to be competitive in the job market after I graduate.
- I am more confident of my abilities as a result of my internship experience.
- My academic preparation for this assignment was adequate.
- I recommend this employer for prospective intern students.

Organization where I interned: _____

Intern Site Supervisor: _____

Student Intern's Job Title: _____

Faculty Internship Supervisor: _____

Semester of Internship: _____



UNCW Internship Site Supervisor Electronic Resume

University of North Carolina Wilmington

College of Arts & Sciences

Submit Resume' To: *Faculty internship supervisor for the specific academic department*

Name:

Phone:

E-mail:

Organizational Affiliation and Address:

List Degrees Earned (Include Dates, Subject Areas and Schools)

List Certifications/Licenses or Other Special Qualifications

List Present Position(s)
(Include Title, Brief Description of Job and Number of Years Held)

List Professional Background/Accomplishments that Qualify You to Be a Site Supervisor

|

Contact Information



**UNCW Career Center
Division of Student Affairs**

**Fisher University Union
Room 2035
Phone: 910.962.3174
Fax: 910.962.4257
careercenter@uncw.edu
www.uncw.edu/career**



University of North Carolina Wilmington
601 South College Road ★ Wilmington, NC 28403-5924
www.uncw.edu/career

___copies of this public document were printed at a cost of _____ or _____per copy.

www.uncw.edu/career

Statement of Non-discrimination

The University of North Carolina at Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex (such as gender, marital status, and pregnancy), age, color, national origin (including ethnicity), creed, religion, disability, sexual orientation, political affiliation, veteran status, or relationship to other university constituents -- except where sex, age, or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs.

35 University of North Carolina Wilmington CAREER CENTER 2035 Fisher University Union 910.962.3174

★career counseling ★internships ★jobs ★grad school services ★serving first year through alumni

