

GRINNELL COLLEGE



Guide to Internships

2007-2008 Applications

Career Development Office

1127 Park Street
Grinnell, IA 50112

Phone: (641) 269-4940

Fax: (641) 269-4508

Important Note:
Fillable forms in
this application
must be printed on
one-side only

Website: www.grinnell.edu/offices/cdo

E-mail: internships-cdo@grinnell.edu

*Application Deadline: All application materials must be submitted to the CDO by 4:00 pm
on posted deadline date.*

Revised 5/28/08

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Basic Facts

What is an internship?

An internship is a practical way to gain valuable experience in one or more fields to help define your career goals. It is an opportunity to put the theory you have been studying and learning into practice. Students are strongly encouraged to pursue internship opportunities that will provide new and different experiences otherwise inaccessible to them.

If you meet the eligibility requirements, there are internship opportunities available during both the academic semester and summer months that you may wish to consider. If your summer application is approved, funding is provided by Grinnell College for your internship experience.

What do worksites look for in an intern?

In general, worksites are looking for interns who have excellent verbal and written skills, flexibility, ability to work with little supervision, and are team players. Other qualities may include an interest in the field, motivation, emotional maturity, determination, a strong work ethic and a positive attitude.

How does a worksite benefit from an intern?

With budget cuts and small staffs, many worksites benefit greatly from having student interns. Interns provide valuable services in that they not only help perform many tasks and take on responsibilities for which the worksite otherwise would not have available staff, but they also provide a fresh perspective.

Universal Application

This year, the CDO is making available a universal internship application and informational packet. This packet is all-inclusive of CDO internship applications and replaces previous forms. Please read carefully all the instructions as you apply because different internships described within have different requirements.

Please print this application – one sided – and complete. Submit the required elements to the CDO by the stated deadline of the internship to which you are applying.

Each time you apply to *any* internship program, you must supply a new completed application and all supporting documentation.

Credit-bearing Information – Summer Internships

Students, who request their internship be credit-bearing, must secure a member of the Grinnell faculty who is willing to serve as their Faculty Sponsor during the internship experience.

Internships funded by Grinnell College, supported by a Faculty Sponsor, and approved by the Curriculum Committee, may receive 2 or 4 credits. Tuition is waived for the first 2 credits and students are billed for any additional credits.

Historically, internships with outside funding may also receive 2 or 4 credits if approved by the Curriculum Committee. However, tuition is not waived and students are billed for all credits received.

Requirements and Expectations

Interns are expected to communicate regularly with the CDO. Each summer intern must also schedule a debriefing meeting (prior to Fall Break) with the CDO upon their return to campus.

GRINNELLINK Internship	<p>Interns must keep a written journal throughout their summer experience. The CDO receives a copy of the internship journal, final budget report, brief introductory description, final learning summary report and student evaluation prior to registration of the fall semester following the summer internship.</p>
Grant Program	
Lilly Externship	
Academic Semester	<p>The CDO receives a copy of the brief introductory description, final learning summary report and student evaluation prior to the beginning of the fall semester following the summer internship.</p>

Off Campus Study (OCS) Notice

It is strongly recommended that students participating on an approved OCS program finalize and submit their application and all supporting documentation to the CDO the semester PRIOR to leaving campus.

Travel Warning Notice (summer only)

Grinnell College will not approve internships in areas that have been identified by the U. S. State Department as “unsafe for travel” AND will not release funding for internships in these locations.

Overview of Non-Grinnell Funded Internships

Programs typically require a 2.5 GPA, currently enrolled, and in good academic standing at the time of the internship.

	Eligibility	Credit Information	Application Deadline
Curricular Practical Training (CPT) <i>International Students only</i>	<ul style="list-style-type: none"> You must have completed your second or third year Internship must be 8 consecutive weeks, 40 hours/week, 5 days/week 	<ul style="list-style-type: none"> You must secure a member of the Grinnell faculty who is willing to serve as your Faculty Sponsor. You will be working closely with your Faculty Sponsor, producing a final paper (10-15 pages), and completing additional assignments as determined by your Faculty Sponsor. The preferred grading option by the Curriculum Committee is S/D/F. If you are requesting a letter grade option, your Faculty Sponsor must include an additional signed document giving a compelling reason why your internship should be approved for a letter grade option. If you are requesting that your approved, credit-bearing internship count toward the graduation requirements within your major, a letter grade is required to be given by the Faculty Sponsor. Grinnell College’s policy states that there shall be no withdrawals after registration due to the special nature of an internship placement involving community commitment. 	Wednesday, April 16, 2008 by 4:00 pm to the CDO
Non-Grinnell Funded, Credit-Bearing	<ul style="list-style-type: none"> You must have completed your second or third year Internship must be 8 consecutive weeks, 40 hours/week, 5 days/week 		Wednesday, April 16, 2008 by 4:00 pm to the CDO
Academic-Semester	<ul style="list-style-type: none"> Students must have third-year or senior status at the time of the internship 2 free days per week, 7 hours/day for 12 weeks 		Wednesday, April 16, 2008 by 4:00 pm to the CDO (Fall)

Overview of Grinnell Funded Internships

Stipends for summer Grinnell funded internships are available for expenses directly related to this experience. (Travel to the internship site, housing, daily transportation, etc.) Funding is not available to address lost wages or to assist future expenses (money needed for future study abroad, etc.). All programs typically require a minimum 2.5 GPA, currently enrolled, and students must be in good academic standing at the time of the internship.

	Eligibility	Selection	Funding	Application Deadline
GRINNELLINK Internships	<ul style="list-style-type: none"> You must have completed your first, second or third year Internship must be 8-10 consecutive weeks, 5 days/week, 40 hours/week 	<ul style="list-style-type: none"> Students may apply to only one GRINNELLINK internship 	<ul style="list-style-type: none"> Stipends vary and are awarded based on proposed budget and demonstrated need 	Friday, February 8, 2008 by 4:00 pm to the CDO
Grant Program Internships <i>Supports independent unpaid summer internships typically not available during the school year or accessible without funding</i>	<ul style="list-style-type: none"> You must have completed your second or third year Internship must be 8 consecutive weeks, 40 hours/week, 5 days/week 	<ul style="list-style-type: none"> Students may apply to only one Grant Program Criteria for selection: evidence of preparation, faculty recommendations, general academic performance, demonstration of new experiences provided by internship 	<ul style="list-style-type: none"> Stipends vary and are awarded based on proposed budget and demonstrated need 	Wednesday, April 2, 2008 by 4:00 pm to the CDO
Lilly Externships	<ul style="list-style-type: none"> Only students who have completed their first year are eligible; second, third, and seniors are not eligible to apply Internship must be 4 consecutive weeks, 5 days/week, 40 hours/week 	<ul style="list-style-type: none"> Criteria for selection: evidence of preparation, faculty recommendations, general academic performance, demonstration of new experiences provided by internship 	<ul style="list-style-type: none"> Stipends vary and are awarded based on proposed budget and demonstrated need 	Wednesday, April 2, 2008 by 4:00 pm to the CDO

GRINNELLINK Internship Worksites

Funding for GRINNELLINK internships is available for expenses directly related to this experience. (Travel to the internship site, housing, daily transportation, etc). Funding is not available to address lost wages or to assist future expenses (money needed for future study abroad, etc.). Several opportunities, typically with Grinnell College alumni, are exclusively for Grinnell students.

ACLU Nebraska	Lincoln, NE
Advanced Technology Group (ATG)	West Des Moines, IA
ATEC Diversified	Evansville, WY
Axelle Fine Arts	New York, NY
Boone County Historical Society	Boone, IA
Coopera Consulting	Des Moines, IA
Denver Museum of Nature and Science	Denver, CO
Florida Orthopaedic Research Institute Foundation	Temple Terrace, FL
GCommerce, Inc.	Des Moines, IA
Grinnell Area Local Foods Alliance (GALFA)	Grinnell, IA
Grinnell Historical Museum	Grinnell, IA
Grinnell Youth Conservation Corps	Grinnell, IA
Ihrig Productions	New York, NY
Kaibab National Forest	Williams, AZ
Keryx Biopharmaceuticals	San Francisco, CA
Middlemarch Films	New York, NY
Panel Intelligence	New York, NY
Pilgrim Software	Tampa, FL
PolicyWorks	Des Moines, IA
Rosenbaum & Associates	Northbrook, IL
The Seattle Times (vehicle required)	Seattle, WA
The Shelter for Abused Women and Children	Immokalee, FL
Sustainable Living Coalition – Big Green Summer	Fairfield, IA
TIAA-CREF	New York, NY
U.S. Treasury Department – Int’l Dev. Policy (must be U.S. citizen)	Washington, DC

For full descriptions, please visit www.grinnell.edu/offices/cdo and click Internships.

Additional materials specifically required by GRINNELLINK Internship worksite:

ATEC Diversified

- Sample of previous work on website development, CAD or graphic design products; writing samples welcome

The Seattle Times

- Three (3) writing samples or clips

Sustainable Living Coalition – Big Green Summer

- Please include in cover letter: 1) Why you want to participate in program; 2) What you want to do with your life; and 3) Describe your past study and experience in sustainable living.

U. S. Treasury Department – Office of International Development Policy

- Two (2) short writing samples

Grant Program Internships

Funding for Grant Program internships is available for expenses directly related to this experience. (Travel to the internship city, housing, daily transportation, etc). Funding is not available to address lost wages or to assist future expenses (money needed for future study abroad, etc.). Funding for internships is available through several topical programs. These Grant Programs are competitive and look for clarity in presentation, support from the sponsoring agency, academic preparation and a link to the applicant's interest. These programs also call for well-defined responsibilities, originality, the uniqueness of the internship opportunity and how it fits within the criteria of the specific internship Grant Program.

All cover letters for Grant Program internship applications should be addressed to the chairperson of the specific Grant Program (listed below).

Arts & Museum Administration

Chair: Lesley Wright

Supports internships in curating exhibitions, researching and cataloguing objects, exhibition design, museum education, arts publicity, and/or event planning within an arts/museum organization.

Center for Prairie Studies

Chair: Jon Andelson

Supports internships that promote an awareness, appreciation, and understanding of our region involving scientific research, fine arts and humanities, historical study, and social sciences or education in any of these areas.

Environmental Studies

Chair: David Campbell

Supports internships that offer students a first-hand educational experience in environmental studies and conservation.

Lilly (Externships and Internships)

Chair: Deanna Shorb

Supports externships and internships focusing on religious leadership.

Noun (Gender and Women's Studies)

Chair: Kathleen Skerrett

Supports internships that focus on a greater understanding of women and their relationships to the society around them.

Noyce/Intel (Applied Technology)

Chair: Sam Rebelsky

Supports internships in applied technology within a non-profit or governmental agency in the United States.

Peace Studies

Chair: Val Vetter

Supports internships that deepen the student's understanding of the causes of violence and violations of human dignity and gives them direct experiences by applying creative strategies for conflict prevention, resolution, or reconciliation in international or interpersonal disputes.

Rosenfield

Chair: H. Wayne Moyer

Supports internships in related fields of public affairs, international relations and/or human rights.

Sunnen Foundation

Chair: J. Monty Roper

Supports internships in social services, particularly in worldwide population control.

Wilson

Chair: Doug Caulkins

Supports internships that encourage innovation and entrepreneurship in government, for-profit, or non-profit organizations.

The Wilson Grant Program **requires** approved summer internship proposals be credit-bearing. Students applying to this grant program for funding must also submit the completed Internship Learning Contract and Academic Expectations of the Faculty Sponsor forms at the time their other application materials are submitted to the CDO.

Writing

Chair: Judy Hunter

Supports internships in organizations focusing on writing as a profession; applicants should describe one or more specific pieces of writing they will produce during their proposed internship.

NOTE:

It is **mandatory** that students interested in applying for possible Grant Program funding meet with the Chair of the Summer Internship Grant Program to discuss their internship proposal **PRIOR** to submitting their application to make sure it fits within the criteria of the specific Grant Program!

Special CDO Summer 2008 Internships

Please pay special attention to the requirements for each program. To be eligible to apply, you must have completed your first, second or third-year, be currently enrolled and in good academic standing at the time of your internship. **(See description of each individual opportunity below to see if you are eligible to apply based on specific criteria.)**

The Career Development Office expects students to complete 8 consecutive weeks. However, program length may be determined by the internship worksite at which point consideration will be given to the specified length noted in the application.

Special CDO summer internship opportunities are not credit-bearing.

Application process:

Your application materials must be received in the Career Development Office on or before Wednesday, April 16, 2008 by 4:00 p.m.

Application materials will consist of:

- Internship Information form (2 pages – see universal application)
- Cover letter
- Resume
- Unofficial transcript (obtain from Registrar's office)
- Proposed budget (see universal application)
- Confirmation of Acceptance from Internship Worksite (see universal application)
- Student Intern Waiver, Release and Indemnification Agreement (see universal application)

Recipients of these special CDO summer internship opportunities will be required to complete a Final Learning Summary Report and will write a personal letter of appreciation to the donor(s) and/or individuals who have established this fund in honor of the named Grinnell graduate.

Evangelical Christian Internship

The purpose of this fund has been created to provide an opportunity for two (2) Grinnell College students to receive partial funding to intern at conservative Evangelical Christian organizations. Applicants must possess good character and be in good academic standing.

Andrew W. Loewi '71 Washington, DC Internship

The purpose of this fund has been established to provide a student with an opportunity to explore and experience work on Capitol Hill in Washington, DC. Mr. Loewi was devoted to public service and fervently believed in both the possibility and the need to work for social justice and equity by working within the system to make change. Individual donors to the Loewi Internship fund have joined together to support a Grinnell student proposing a Capitol Hill internship in Washington, DC – a place which Mr. Loewi cared deeply about and where he solidified his value of public service and civic engagement.

Ramsey Weeks, Inc, Summer Internship – (Application Deadline: Thursday, May 1 at 4:00 pm to the CDO)

The purpose of this fund has been established to provide financial support for an unpaid summer internship opportunity for a student working for a non-profit organization, but this is not an absolute requirement. Applicants are encouraged to pursue an internship opportunity related to their career goals.

Ramsey-Weeks, Inc. values internships as a way to gain knowledge and will allow a student to engage in hands-on learning for the intellectual, moral and physical well-being of the individual and the society at large.

To be eligible to apply, you must have completed your first, second or third-year, be currently enrolled and in good academic standing at the time of your summer internship. The Career Development Office expects the recipient to complete an 8 consecutive week internship. However, program length may be determined by the internship worksite at which point consideration will be given to the specified length noted in the application.

The Ramsey-Weeks, Inc. summer internship opportunity is not credit-bearing.

James C. Randall '94 Memorial Internship

The purpose of this fund has been established to provide support a summer internship by a Grinnell student majoring in Spanish or pursuing a concentration in Latin American Studies. **Current second or third-year students are eligible** to apply to undertake an internship in Spain or Latin America and must have financial need.

Rioff Affordable Housing Internship

The purpose of this fund has been established to provide a student with an internship opportunity to explore and experience practical efforts to create, maintain and/or promote affordable housing for populations in need, whether internationally or domestically. This internship experience must deepen the student's understanding of the causes of homelessness and substandard housing and provide direct experience applying creative strategies to help solve these problems within the limits of the local situation to which the internship has brought them. Preference will be given to proposals that reflect student initiative and creativity.

Brewster H. Woodburn '29 Physics Internship

The purpose of this fund has been established to provide a student majoring in Physics to support an internship sponsored by the Grinnell College Physics Department.

Internship Application Checklist

	GRINNELLINK	Grant Program	Lilly Externship	Non-Grinnell Funded Credit-Bearing	Non-Grinnell Funded Non-Credit-Bearing	CPT	Academic Semester
Information Form	X	X	X	X	X	X	X
Cover Letter	X	X	X	X		X	X
Resume	X	X	X	X	X	X	X
Unofficial Transcript	X	X	X	X	X	X	X
Proposed Budget	X	X	X				
Student Intern Waiver, Release, and Indemnification Agreement	X	X	X	X	X	X	X
Confirmation of Acceptance		X	X	X	X	X	X
Faculty Recommendation (2)		X	X	X			
Learning Contract* (for credit only)				X		X	X
Academic Expectations of Faculty Sponsor* (for credit only)				X		X	X
Transportation Information							X

**If requesting credit for any of the above internships, a Learning Contract and Academic Expectations form are required.*

Special CDO Summer 2008 Internship Opportunities

	Evangelical Christian Internship	Andrew W. Loewi '71 Washington DC Internship	Ramsey-Weeks, Inc. Summer Internship	James C. Randall '94 Memorial Internship	Rioff Affordable Housing Internship	Brewster H. Woodburn '29 Physics Internship
Information Form	X	X	X	X	X	X
Cover Letter	X	X	X	X	X	X
Resume	X	X	X	X	X	X
Unofficial Transcript	X	X	X	X	X	X
Proposed Budget	X	X	X	X	X	X
Student Intern Waiver, Release, and Indemnification Agreement	X	X	X	X	X	X
Confirmation of Acceptance	X	X	X	X	X	X

Internship Application Checklist

- Information form (enclosed)
- Cover Letter, addressed to the Career Development Office (unless otherwise instructed)
- Resume, one page, and preferably reviewed by the CDO prior to application deadline
- Unofficial Transcript (**obtain from Registrar's office only**)
- Proposed Budget (enclosed)
- Student Intern Waiver Release, Release and Indemnification Agreement (enclosed)
- Confirmation of Acceptance from Internship Worksite (enclosed)
 - It is the responsibility of the student to have this form completed by the worksite so that it may be included at the time the application is submitted.
 - The CDO will not contact the proposed worksite to complete this form or be responsible to secure this form if it is not included at the time the application is submitted.
 - E-mail correspondence will not substitute as confirmation of acceptance from the site!
- Faculty Recommendation – 2 (enclosed)
 - Please request the two individuals completing forms on your behalf return the form to you in a signed, sealed envelope so that you may submit it to the CDO with your application
- Learning Contract – (enclosed)
- Academic Expectations of the Faculty Sponsor (enclosed)
- Internship Transportation Information (enclosed)

Code of Professional and Ethical Conduct for Student Interns

General Statements

While interning at your site, you are representing not just yourself, but Grinnell College and your fellow students, current and future. Whether you do well or not at your site may have implications for the future.

You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as an intern may be measured by your employer's performance measurement process and a Grinnell-sponsored performance evaluation. You must receive a satisfactory (or better) performance rating for the period of your internship for the internship to be recognized by Grinnell College.

You must keep both the Grinnell College Career Development Office (CDO) and your sponsoring employer apprised, at all times, of your current e-mail address, physical address and telephone number.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excusals. You will be responsible to notify the employer and the Career Development Office immediately in case of absence.

Any changes in your internship status (layoff, cutback in hours, or dismissal) must be reported immediately to the Career Development Office at 641-269-4940.

Due to the nature of an internship arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by the Career Development Office in consultation with the cooperating site sponsor.

You will follow all policies and procedures of the internship, as well as Grinnell College, for on-campus classes. This includes completion of all assignments related to the internship.

Specific Statements

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship site
- Reporting to the internship on time
- Using appropriate written and oral expression in all interactions with College personnel, managers, supervisors, employees, the public and clients
- Participating in any orientation or testing required by the internship site
- Observing all established safety and sanitation codes
- Engaging in positive, ethical, legal behavior
- Accepting responsibility and accountability for decisions and actions taken while at the internship site
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person

Risk Awareness and Management

Essentially, risk management is concerned with the outcome of future events that cannot be predicted with certainty, and how to handle this uncertainty.

There are four basic steps in being aware of, and managing, risk:

1. Identify potential risks
2. Understand guidelines and expectations from the College and employer perspectives
3. Consider solutions to potential problems
4. Inform the Assistant Director of Internships and Employment Counseling of any concern

Should an incident take place:

1. Be sure to document all facts such as date, time, persons involved, and the situation as you observed it.
2. Inform your supervisor and/or the CDO immediately at 641-269-4940.

The following areas may seem like common sense and a normal part of life; however, it is at those times when these matters are not considered or thought through that something happens, and we are at a loss as to how to proceed. This list is in no way comprehensive. It is meant as a stimulus for you to reflectively examine your internship environment and circumstances.

Travel

- To and from the site—consider dangerous intersections, streets or stretches of highway
- Parking garages or poorly lit parking areas
- Using your car, or a vehicle provided for you, for organization business
 - Find out all policies dealing with areas such as:
 - Reimbursement of funds expended out of your pocket
 - Transporting clients
 - Transporting sensitive or easily-damaged materials
 - Transporting potentially hazardous materials

Physical Hazards

- Working outdoors—sun, snow and ice, other extreme weather, pollution, power lines, pipelines, electromagnetic radiation, gas leaks
- Working indoors—any type of machinery, unsuitable working conditions such as extreme temperatures, asbestos, “sick building” odors, insecure building where there may be structural concerns, closed off or blocked fire escapes, etc.

Biological Hazards

- Animals you may work with/upon – dead or alive
- Poisonous plants
- Infected birds (e.g. West Nile virus) or fish

Chemical Hazards

- Water supply
- Toner powders from laser printer cartridges or photocopiers – eye or lung irritation
- Chemicals in a laboratory setting – eyes, open sores, inhalation

Harassment Policy and Procedures

Friendships at work are wonderful. Co-workers hang out together; some date each other; some marry each other. A workplace is a social organization. Moreover, informal relationships expressed by playful kidding and idle banter are part of the socialization process. It is entertaining, and it should be expected. However, as you keep the following points in mind.

- You have the right to expect professional conduct from everyone at work, including your supervisors, peers, and subordinates. You are not just a student or just an intern, and the internship is not an initiation. It is a job in a professional work environment.
- No co-worker, ever, has the right to touch you, fondle you, proposition you, make lewd or sexually intimidating remarks, or place you in personally uncomfortable situations.
- “Honey,” “babe” and “stud” are inappropriate methods of address in a professional environment. Obviously, these are unacceptable substitutions for your name. Remind those using these terms that you expect to be addressed by your proper name. Also, do not use these terms, even in jest, with co-workers or other interns in the work environment.
- Sexual harassment constitutes behavior that is perceived as annoying, aggressive, and/or threatening. If you feel that someone is targeting you as the object of sexual innuendo or inappropriate advances, then you are being harassed. It is not just a matter of the actions of others; it is how these actions affect you.
- Sexual harassment rarely happens to only one person. People who harass do so routinely—they express a pattern of behavior. If you have been harassed, you are probably not the only one. Others have experienced similar harassment from the same people. The fault lies with the person doing the harassing.

Behaviors that may constitute sexual harassment include (but are not limited to) the following:

- Subtle pressure for sexual activity
- Unnecessary brushes or touches
- Offensive sexual graffiti
- Disparaging remarks about one's gender
- Physical aggression such as pinching and patting
- Sexual innuendos or persistent use of sexually suggestive language which another person finds offensive, demeaning, or otherwise inappropriate
- Verbal sexual abuse disguised as humor
- Obscene gestures
- Sexist remarks about a person's clothing, body, or sexual activities
- Conditioning an educational or employment decision or benefit on submission to sexual conduct

The Grinnell College Career Development Office (CDO) is committed to engaging students in professional and safe working/learning environments. In accordance with College policy (see Student Handbook), the Career Development Office will not tolerate any form of harassment, intimidation or discrimination on the basis of gender, race (and related physical characteristics), age, national and ethnic origin, religion, creed, sexual orientation, marital status or disability. This applies to site supervisors and co-workers toward a student, as well as students toward their site supervisors and co-workers.

Misconduct of Supervisor/Co-Workers Toward a Student Intern

The Career Development Office encourages students to inform themselves of the site sponsor's sexual harassment policy and to follow it, should one exist. Beyond this, the Career Development Center asks students to report any incident as soon as possible, allowing both the College and the internship site the opportunity to promptly intervene. When a student intern contacts an Career Development Office staff member and reports any form of harassment that he/she may be experiencing at the internship site, a member of the Career Development Office staff will immediately facilitate appropriate interventions with the participating internship site and supervisor. All interactions during the intervention will be documented by the Career Development Office staff and kept on file.

These interventions may include:

1. The Career Development Office staff providing guidance to the intern on how to confront the individual(s) harassing him/her.
2. The Career Development Office contacting the Grinnell College legal counsel for assistance in facilitating the intervention(s).
3. The Career Development Office contacting the site supervisor and establishing a formal meeting to present the allegations the intern reported. This meeting may or may not include the student being present at the meeting. The student will determine the level of involvement that he/she wishes to have in the face to face component of the intervention(s).
4. Removing the intern from his/her internship site.
5. Removing the site and or perpetrator from the approved list of internship partnerships.

Misconduct of Student Intern Toward a Supervisor/Co-Workers

The Career Development Office asks site supervisors to report any incident as soon as possible allowing the College the opportunity to promptly intervene. When a site supervisor contacts a Career Development Office staff member and reports any form of harassment being experienced at the internship site, a member of the Career Development Office staff will immediately facilitate appropriate interventions with the student intern and the participating site and supervisor. All interactions during the intervention will be documented by the Career Development Office staff and kept on file.

These interventions may include:

1. The Career Development Office staff providing guidance, if necessary, to the site on how to confront the student intern.
2. The Career Development Office contacting the Grinnell College legal counsel for assistance in facilitating the intervention(s).
3. The Career Development Office contacting the student and site supervisor to establish a formal meeting to present the reported allegations.
4. Removing the intern from his/her internship site.

Please note the 5:00 pm deadline.

Internship Information Form

(Please print one-sided)

Name: _____ Student ID #: _____ Class Yr: _____

Campus Box: _____ Campus Phone : _____ Cell Phone: _____

E-mail: _____@grinnell.edu Cumulative GPA: _____

Major(s): _____ Major Faculty Adviser(s): _____

Concentration(s): _____ Concentration Faculty Adviser(s): _____

Internship Program

- Academic Semester** (____ Fall 2008 ____ Spring 2009)
- GRINNELLINK** – Summer 2008 (Internship Work Site: _____)
- Grant Program** – Summer 2008 (check one below)
 - ____ Arts & Museum Administration ____ Center for Prairie Studies ____ Environmental Studies
 - ____ Lilly Externship ____ Lilly Internship ____ Noun
 - ____ Noyce/Intel ____ Peace Studies ____ Rosenfield
 - ____ Sunnen Foundation ____ Wilson ____ Writing
- CPT** – Summer 2008 (International Students Only)
- Non-Grinnell Funded Credit-Bearing** **Non-Grinnell Funded Non-Credit-Bearing**

Special CDO Internship Opportunities

- Evangelical Christian** **James C. Randall '94 Memorial**
- Andrew W. Loewi '71 Washington, DC** **Rioff Affordable Housing**
- Ramsey-Weeks, Inc Summer Internship** **Brewster H. Woodburn '29 Physics**

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____ City/State or Country /Zip: _____

Home Phone:(_____) _____ Work Phone: (_____) _____ Cell Phone: (_____) _____

Worksite Information

Organization/Agency: _____

Name of Worksite Supervisor: Mr. Mrs. Ms. Miss Dr. Professor (circle) _____

Worksite Supervisor E-mail Address: _____

Address of Organization/Agency: _____

City/State or Country /Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

(Please print one-sided)

Student's Name: _____

Faculty Sponsor Information (if applying for credit)

Name of Faculty Sponsor: _____

References (GRINNELLINK Summer Only)

List 2 individuals (1-faculty and 1-work/volunteer supervisor)

Name: _____

Title: _____

Address: _____

Phone: (_____) _____ Cell Phone: (_____) _____

Relationship: _____

Name: _____

Title: _____

Address: _____

Phone : (_____) _____ Cell Phone: (_____) _____

Relationship: _____

Other Information

Do you have any physical or mental condition(s) that might affect your ability to successfully complete this internship? ___ No ___ Yes (If yes, please consult with the Career Development Office at 1127 Park Street)

Grant Program - If approved for funding, I request the Curriculum Committee review my internship for academic credit: ___ No ___ Yes (If yes, my completed Internship Learning Contract and Academic Expectations of the Faculty Sponsor forms are also being submitted at this time as required by the Career Development Office).

I hereby submit my application and all supporting materials to the CDO for review by the applicable Selection Committee:

Student's Signature: _____ **Date:** _____

Internship Proposed Budget

(GRINNELLINK and Grant Program Summer Only)

(Please print one-sided)

Student's Name: _____

Internship Program: _____

Your budget proposal is designed to help you assess your ability to complete your internship. Please make realistic and well-researched projections about your expenses so that the Selection Committee can effectively assess your proposal. Your proposed budget may be used to calculate final award amounts.

Budget should be calculated for a term of 4 consecutive weeks if you are applying for a Lilly externship or for a term of 8 consecutive weeks for GRINNELLINK or Grant Program Summer Internships.

Anticipated Internship Expenses

Is your internship paid?	Y N		Total Gross Amount \$ _____
Are you receiving additional funding?	Y N	If yes, from whom? _____	Additional Funding \$ _____
Will you incur relocation expenses?	Y N	If yes, estimated total cost: \$ _____	
Will you need housing?	Y N	If yes, estimated total cost: \$ _____	
Will you incur food costs?	Y N	If yes, estimated total cost: \$ _____	
Will you need to pay for parking?	Y N	If yes, estimated total cost: \$ _____	
Will you incur daily travel expenses (train, personal mileage, bus, etc.)?	Y N	If yes, estimated total cost: \$ _____	
		Total Estimated Expenses \$ _____	Total Estimated Income \$ _____

Please note: Funding for GRINNELLINK and Grant Program internships is available for expenses directly related to this experience. (Travel to the internship site, housing, daily transportation, etc). Funding is not available to address lost wages or to assist with future expenses (money needed for future study abroad, etc.).

Grinnell College
Student Intern Waiver, Release,
and Indemnification Agreement

(Please print one-sided)

The undersigned Student (the “Student”) at Grinnell College (the “College”) has applied to participate in an internship program (the “Program”) at the following location:

_____ - _____
(Internship Site)

(City, State or Country)

during the period: _____

Student is not required to participate in this Program. Student’s participation is wholly voluntary. In consideration of College’s approval for Student to participate in, and receive academic credit, when applicable, for the Program, the undersigned agree as follows:

1. College does not control the way in which the internship work experience and the internship site are structured or operate. In granting funding or academic credit for this internship, the College affirms that, to the best of its judgment, the experience is an appropriate option for students in a liberal arts program of study and worthy of College credit, if applicable. The College makes no other assurances, expressed or implied, about any travel and/or living arrangements the Student has made. College does not knowingly approve internship opportunities that pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the College and its agents or employees, and Student assumes the responsibility for any and all such risk.

2. Student will arrange coverage, throughout the Program, by a policy of comprehensive health and accident insurance which provides protection for illnesses or injuries sustained or experienced while Student is participating in the Program. The undersigned hereby release and discharge the College from all responsibility and liability for any injuries, illnesses, medical bills, charges or related expenses Student incurs while participating in the Program. The undersigned recognize that College does not have an obligation to provide Student with such insurance coverage.

3. The undersigned understand that if Student uses Student’s personal vehicle for the benefit of the organization/agency with whom Student performs the internship that College has no liability for personal injury or property damage which may result from that use. The undersigned agree to rely solely upon their personal vehicle insurance coverage and on any insurance coverage provided by the internship organization/agency.

4. The undersigned understand that Student will not be entitled to unemployment compensation benefits upon completion of the internship. The undersigned understand that the internship work experience is not an offer of employment. Rather, the experience is for an educational purpose with an established termination date. The undersigned also understand that College assumes no liability for personal injury that Student may suffer in the course of the internship and agree to be responsible for ascertaining whether the organization/agency sponsoring the Program provides Workers’ Compensation coverage for Student. The undersigned understand that neither the Program sponsor or the College is required to provide monetary compensation for the time Student spends at the Program sponsor’s place of

(Please print one-sided)

business during the internship experience. The undersigned agree to be responsible for ascertaining whether the Program sponsor will or will not provide monetary compensation. College prohibits discrimination on the basis of gender, race (and related physical characteristics), age, national and ethnic origin, religion, creed, sexual orientation, marital status or disability. College requires the Program sponsor to affirm that the sponsor also prohibits any and all discrimination.

5. Student understands that the responsibilities and circumstances of an off-campus internship require a certain standard of professional decorum that may differ from that of the College. Student indicates Student's willingness to understand and conform to professional standards of the Program site. Student further understands that it is important to the success of the Program and the continuance of future internships that Students observe standards of conduct that would not compromise the College in the eyes of the individuals and organizations with which it has dealings. Student acknowledges the College's responsibility for setting rules and interpreting conduct for this purpose. Student agrees that should the College decide that Student must be terminated from the Program because of conduct that might bring the Program into disrepute, or the Program into jeopardy, that decision will be final (subject to review by the Career Development Office at the College) and may result in loss of academic credit for the Program.

6. The undersigned understand that the College reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions or in the general interest of the Program. The undersigned understand that the Career Development Office may take any actions considered to be warranted under the circumstances and/or to guard the integrity of the Program, including termination of the Program experience. Such termination will not affect the obligations of the undersigned expressed in this Agreement and College shall not be liable for any loss (including financial loss or loss of academic credit) to Student by reason of such termination.

7. Each of the undersigned individually, and on behalf of each such undersigned's heirs, successors, assigns and personal representatives, hereby releases and forever discharges the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries, including death, to Student or Student's property or both, including but not limited to financial loss, loss of academic credit or any other claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney's fees which arise out of, result from, occur during or are connected in any manner with the Student's participation in the Program or any travel incident thereto.

8. Each of the undersigned individually, and on behalf of each such undersigned's heirs, successors, assigns and personal representatives, hereby agrees to indemnify, defend and hold harmless the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense including attorney's fees that they or any of them incur or sustain as a result of any claims, demands, actions or causes of action which arise out of, occur during, or are in any way connected with Student's participation in the Program or any travel incident thereto.

9. Student represents that Student is over the age of 18 and may legally be employed in the United States of America and Student warrants that Student has disclosed all relevant and pertinent information that could affect Student's ability to successfully complete the Program.

(Please print one-sided)

10. Each of the undersigned agrees that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Iowa, USA; and that if any portion hereof is held invalid, the balance hereof shall continue full legal force and effect. In signing this Agreement, each of the undersigned hereby acknowledges that he/she has read this entire Agreement, that he/she understands its terms, that by signing it he/she is giving up substantial legal rights he/she might otherwise have and that he/she has signed it knowingly and voluntarily.

Dated: _____

Dated: _____

STUDENT

PARENT OR GUARDIAN

Signature

Signature

Name (Printed)

Name (Printed)

Confirmation of Acceptance from Internship Worksite

(Please print one-sided)

Student Name: _____

On behalf of _____ (Internship Worksite), the undersigned confirms:

1. Acceptance of the student named above as an intern with our organization.
2. Understanding that Academic Semester interns are required to work 12 weeks/semester, 2 full days/week, 7 hours/day and Summer interns are required to work 8 consecutive weeks, 40 hours/week; Lilly Externs are required to work 4 consecutive weeks, 40 hours/week.
3. Receipt and review of the College/Agency Memo of Understanding

Important Note: Timely completion of this form is vital to the student's application. Please feel free to write additional comments on a separate sheet if needed. E-mail correspondence with the student will not substitute as confirmation of acceptance from the Internship Worksite.

Worksite Supervisor's Name: Mr. Mrs. Ms. Miss Dr. Professor (circle) _____

Title: _____ E-mail: _____

Name of Internship Worksite: _____

Website of Organization/Agency: _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Summer internships only – Will the intern receive any compensation from your organization/agency? If yes, please explain.

What activities/work assignments/projects will the intern be involved with in your organization?

Supervisor's Signature: _____ Date: _____

College/Agency Memo of Understanding

Grinnell College Internship Program

I. Purpose. Grinnell College Internship Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation in the Grinnell College Internship Program by sponsoring/employing students exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with Interns in this work/learning endeavor.

II. Responsibilities. To help insure the interests and promote the benefits of an internship arrangement for all parties involved, the College has developed this memorandum of understanding to describe the mutual responsibilities between the College and your organization hereafter named as Agency.

A. Responsibilities of the College

1. Encourage the student's productive contribution to the overall mission of the agency;
2. Certify the student's academic eligibility to participate in an internship assignment;
3. Establish guidelines and standards for the conduct of its internship program and to make these guidelines and standards available to the agency;
4. Designate a faculty member, if the internship is credit-bearing, to serve as advisor to the student with responsibilities to assist in setting learning objectives, to confer with Agency personnel, to monitor the progress of the internship assignment, and to evaluate the academic performance of the student.
5. Maintain communication with the agency and clarify Grinnell College policies and procedures;
6. Maintain the confidentiality of any information obtained about the agency;
7. Provide general liability insurance and such professional liability insurance as may be reasonably required for each participating student and faculty member, if credit-bearing.
8. Inform students prior to the internship that the student is not entitled to unemployment compensation benefits upon completion of the internship experience.
9. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the Grinnell College and the agency.

B. Responsibilities of the Agency

1. Encourage and support the learning aspect of the student's internship assignment;
2. Designate an employee to serve as student advisor with responsibilities to help orient the student to the agency and its culture; to assist in the development of learning objectives, to confer regularly with the student and his/her faculty representative (if credit is designated), and to monitor progress of the student;
3. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging;
4. Make available equipment, supplies, and space necessary for the student to perform his/her duties;
5. Provide safe working facilities;
6. Will not displace regular workers with students secured through internship referral;
7. Notify College personnel of any changes in the student's work status, schedule, or performance;

8. Allow a faculty representative, if one assigned, to conduct at least one visit to the worksite to confer with the student and his/her supervisor;
9. Provide two written appraisals of the student's performance (forms to be provided by the Grinnell College Internship Program, one at the mid-term point and the other by the end of the student's internship assignment)
10. Communicate agency policies and standards to College personnel.
11. Assume liability for work-related injuries sustained by the intern; insofar as the agency may determine the same to be required by law in that state.

III. Terms Internship Arrangement.

An internship arrangement for each student will be for one academic semester, summer session, or a period agreed upon by the agency and the Grinnell College. In the event that the agency is dissatisfied with the performance of a student, termination of the internship arrangement can be requested by the agency, but only after College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the internship arrangement for any student not complying with College guidelines and procedures for the internship program, as long as agency personnel have been notified in advance and satisfactory resolution cannot be obtained.

Any questions regarding the internship program, its procedures, or this memorandum should be referred to: Career Development Office, Grinnell College, Grinnell, Iowa 50112, (641-269-4940).

Grinnell College Faculty Recommendation

(Grant Program and Non-Grinnell Funded Summer Only)

(Please print one-sided)

Name of Applicant: _____ Class Year: _____

Internship Program: _____ Recommender: _____
(Print recommender's name)

APPLICANT: Give this recommendation form to a Grinnell College professor who knows you well and from whom you have taken a course. Choose someone who you think can best respond to the questions and categories listed below. If your proposal is located in a country where the language spoken is taught at Grinnell, one of your recommenders **must** be from the appropriate language department. Make certain to discuss your externship/internship plans with the recommender and provide them any further information requested.

I hereby waive my rights to inspect and review this recommendation form, with the understanding that the document will be used **only** for purposes of evaluating my qualifications for my proposed summer externship/internship, and will not be available to any other institution or private party.

Signature of Applicant: _____ Date: _____

.....

FACULTY RECOMMENDER: The applicant noted above is applying for funding through the College for a summer externship/internship experience. The Career Development Office requests your evaluation of this student's academic and personal qualifications. This is a confidential letter of recommendation for purposes of a summer externship/internship application only and will not become a part of the student's permanent record. **Please return this completed form TO THE STUDENT in a signed, sealed envelope.**

1. How long and in what capacity have you known the applicant?

2. Please indicate the applicant's ability and competence in comparison with other individuals you have known at similar stages in their academic careers.

	No Information	Below Average	Average	Above Average	Very Good Top 10%	Outstanding Top 1-2%
Intellectual ability	_____	_____	_____	_____	_____	_____
Academic motivation	_____	_____	_____	_____	_____	_____
Preparation for class	_____	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____	_____

3. ___Highly recommend ___Recommend ___Recommend with qualification ___Do not recommend

If you do not recommend this student or if your recommendation is qualified in any way, please elaborate with an additional separate statement.

Signature of Recommender: _____ Date: _____

Printed Name of Faculty Recommender: _____

Grinnell College Faculty Recommendation

(Grant Program and Non-Grinnell Funded Summer Only)

(Please print one-sided)

Name of Applicant: _____ Class Year: _____

Internship Program: _____ Recommender: _____
(Print recommender's name)

APPLICANT: Give this recommendation form to a Grinnell College professor who knows you well and from whom you have taken a course. Choose someone who you think can best respond to the questions and categories listed below. If your proposal is located in a country where the language spoken is taught at Grinnell, one of your recommenders **must** be from the appropriate language department. Make certain to discuss your externship/internship plans with the recommender and provide them any further information requested.

I hereby waive my rights to inspect and review this recommendation form, with the understanding that the document will be used **only** for purposes of evaluating my qualifications for my proposed summer externship/internship, and will not be available to any other institution or private party.

Signature of Applicant: _____ Date: _____

.....

FACULTY RECOMMENDER: The applicant noted above is applying for funding through the College for a summer externship/internship experience. The Career Development Office requests your evaluation of this student's academic and personal qualifications. This is a confidential letter of recommendation for purposes of a summer externship/internship application only and will not become a part of the student's permanent record. **Please return this completed form TO THE STUDENT in a signed, sealed envelope.**

1. How long and in what capacity have you known the applicant?

2. Please indicate the applicant's ability and competence in comparison with other individuals you have known at similar stages in their academic careers.

	No Information	Below Average	Average	Above Average	Very Good Top 10%	Outstanding Top 1-2%
Intellectual ability	_____	_____	_____	_____	_____	_____
Academic motivation	_____	_____	_____	_____	_____	_____
Preparation for class	_____	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____	_____

3. ___Highly recommend ___Recommend ___Recommend with qualification ___Do not recommend

If you do not recommend this student or if your recommendation is qualified in any way, please elaborate with an additional separate statement.

Signature of Recommender: _____ Date: _____

Printed Name of Faculty Recommender: _____

Internship Learning Contract

(For Credit-Bearing Internships Only)

(Please print one-sided)

Name: _____ Class Year: _____

Internship Term: _____ Summer 2008 _____ Fall 2008 _____ Spring 2009 (check one)

Name of Worksite: _____

Name of Worksite Supervisor: Mr. Mrs. Ms. Miss Dr. Professor (circle) _____

Name of Faculty Sponsor: _____

Grading Option: _____ S/D/F (preferred) _____ Letter Grade (check one)

Academic Semester: 4 Credits

GRINNELLINK Internship: _____ Number of Credits

Grant Program: _____ Number of Credits

Grinnell College's academic policy states that there shall be no withdrawals after registration due to the special nature of an internship placement involving community commitment. *All worksite obligations must be completed within the semester of registration.*

Student's signature: _____ Date: _____

CDO USE ONLY

_____ **Approved by Curriculum Committee on (date):** _____

_____ **Credits**

_____ **Division**

_____ **Sent to Registrar's Office (date):** _____

_____ **Not Approved**

Academic Expectations of the Faculty Sponsor

(For Credit-Bearing Internships Only)

(Please print one-sided)

Student Name: _____

Name of Worksite: _____

To assist in the development and evaluation of this internship, the Curriculum Committee requests the following information about the academic component of this internship.

Evaluation of the internship is based upon the assessment of new learning that has taken place throughout the internship, not simply on good performance at the worksite. Evaluation factors to consider include worksite supervisor evaluations, quality of individual meetings with intern, completion of assigned reading, and final paper (typically 10-15 pages long).

Faculty Sponsors are responsible for assigning a grade for the internship. The preferred grading option by the Curriculum Committee is S/D/F unless there is a compelling reason why you believe that this internship should be a letter grade. **Note:** If approved by the Curriculum Committee as a credit-bearing internship, and the student requests the credits count toward their graduation requirements within their major, a LETTER GRADE is required to be given by the Faculty Sponsor. Approved internships will appear on the transcript as divisional courses, 300 level (for example, Social Studies 300, Internship, # Credits, Grade).

After discussing the internship with the student, complete and return this form to the student prior to the application deadline, so that the student may include it with their internship application. Please print clearly or provide your responses on an attached signed document labeled "Academic Expectations."

1. Will there be a product other than the required 10-15 page paper as described above? If yes, please explain.
2. What will be the frequency of submission, substance, and form of the written journal?
3. Grading Option: _____ S/D/F (preferred) _____ Letter grade (check one)
Note: If the student is requesting a letter grade, please attach a signed, written statement giving compelling reason(s) why you believe this internship should be considered for a letter grade option and not the preferred S/D/F grade. Please sign the additional document and return to the student along with the Academic Expectations of the Faculty Sponsor form prior to the application deadline date.

I have discussed this proposal with the student and believe that s/he has the necessary academic background to successfully complete this internship and I am willing to serve as their Faculty Sponsor.

I will not assign the final grade for their internship until the student has successfully completed and submitted all required documents to the CDO for their permanent file.

Signature of Faculty Sponsor: _____ Date: _____

Printed Name of Faculty Sponsor _____

Internship Transportation Information

(Academic Semester Internships Only)

(Please print one-sided)

Student Name: _____

Internship Organization: _____

Address: _____

City/State/Zip: _____ Phone Number: (_____) _____

Which two full days of the week are you planning on going to your internship worksite?

____ Monday/Wednesday ____ Tuesday/Thursday ____ Other (please list) _____

What are your confirmed transportation arrangements to travel to and from your internship worksite?
(Check only one)

- I will be driving my personal vehicle.
- I have been approved to use a vehicle of another individual.

Name of individual approving use: _____

Phone: _____

This has been confirmed with the individual: ____ Yes ____ No

- I will be riding in a private carpool with the student(s) listed below to the city of my internship:

- I will need the use of a Grinnell College carpool vehicle (Des Moines internship locations only). Two (2) students must travel together to Des Moines when using a Grinnell College vehicle and one (1) student must be a current certified driver with the Office of Facilities Management the semester prior to the internship. To qualify to be a certified driver, you must be at least 20 years old, have a valid driver's license and have had no moving violations within the past two years.

Are you a certified driver at this time? ____ Yes ____ No

Note: You must renew your certification with the Office of Facilities Management each academic year.

- I am walking to my internship site.

Final Student Evaluation of Internship Worksite

(Please print one-sided)

Please respond to the following questions regarding your internship experience and site. The purpose of this form is to provide opportunity for frank appraisal of the internship location.

Student Name: _____ Date: _____

Organization: _____ Semester/Year: _____

Location: _____ Supervisor: _____

Please rate the following aspects of your internship experience on the basis of this scale:

(1) Poor (2) Fair (3) Good (4) Excellent

Site

Physical environment was safe	1 2 3 4
An orientation was provided by the organization	1 2 3 4
Adequate resources were available to accomplish projects	1 2 3 4
Co-workers were accepting and helpful	1 2 3 4

Supervisor

Supervisor provided a clear job description	1 2 3 4
Regular feedback was provided on my progress and abilities	1 2 3 4
An effort was made to make it a learning experience for me	1 2 3 4
Supervisor provided levels of responsibility consistent with my abilities	1 2 3 4
Supervisor was supportive of the agreed-upon work days and hours	1 2 3 4

Learning Experience

Work experience related to my academic discipline and/or career goal	1 2 3 4
Opportunities were provided to develop my communication skills	1 2 3 4
Opportunities were provided to develop my interpersonal skills	1 2 3 4
Opportunities were provided to develop my creativity	1 2 3 4
Opportunities were provided to develop my problem-solving abilities	1 2 3 4
This experience has helped prepare me for the workplace	1 2 3 4

Overall Value Rating for this Internship

1 2 3 4

Feel free to explain any of your responses to the above criteria here (use other side if necessary):

Would you work for this supervisor again? ___ Yes ___ No ___ Uncertain

Would you work for this organization again? ___ Yes ___ No ___ Uncertain

Would you recommend this organization to other students? ___ Yes ___ No ___ Uncertain

Student Signature: _____ Date: _____

Mid-Term Employer Evaluation of Student Intern

(Please print one-sided)

Student: _____ Organization: _____

- 1 Unsatisfactory (Never demonstrates this ability/does not meet expectations)
- 2 Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
- 3 Fair (Sometimes demonstrates this ability/meets expectations)
- 4 Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
- 5 Exceptional (Always demonstrates this ability/consistently exceeds expectations)

If any criteria are not applicable to this internship experience, please leave the response blank.

A. Ability to Learn

- 1. Asks pertinent and purposeful questions 1 2 3 4 5
- 2. Seeks out and utilizes appropriate resources 1 2 3 4 5
- 3. Accepts responsibility for mistakes and learns from experiences 1 2 3 4 5

B. Reading/Writing/Computation Skills

- 1. Reads/comprehends/follows written materials 1 2 3 4 5
- 2. Communicates ideas and concepts clearly in writing 1 2 3 4 5
- 3. Works with mathematical procedures appropriate to the job 1 2 3 4 5

C. Listening & Oral Communication Skills

- 1. Listens to others in an active and attentive manner 1 2 3 4 5
- 2. Effectively participates in meetings or group settings 1 2 3 4 5
- 3. Demonstrates effective verbal communication skills 1 2 3 4 5

D. Creative Thinking & Problem Solving Skills

- 1. Breaks down complex tasks/problems into manageable pieces 1 2 3 4 5
- 2. Brainstorms/develops options and ideas 1 2 3 4 5
- 3. Demonstrates an analytical capacity 1 2 3 4 5

E. Professional & Career Development Skills

- 1. Exhibits self-motivated approach to work 1 2 3 4 5
- 2. Demonstrates ability to set appropriate priorities/goals 1 2 3 4 5
- 3. Exhibits professional behavior and attitude 1 2 3 4 5

F. Interpersonal & Teamwork Skills

- 1. Manages and resolves conflict in an effective manner 1 2 3 4 5
- 2. Supports and contributes to a team atmosphere 1 2 3 4 5
- 3. Demonstrates assertive but appropriate behavior 1 2 3 4 5

G. Organizational Effectiveness Skills

- 1. Seeks to understand and support the organization's mission/goals 1 2 3 4 5
- 2. Fits in with the norms and expectations of the organization 1 2 3 4 5
- 3. Works within appropriate authority and decision-making channels 1 2 3 4 5

(Please print one-sided)

Student: _____ Organization: _____

H. Basic Work Habits

- 1. Reports to work as scheduled and on-time 1 2 3 4 5
- 2. Exhibits a positive and constructive attitude 1 2 3 4 5
- 3. Dress and appearance are appropriate for this organization 1 2 3 4 5

I. Character Attributes

- 1. Brings a sense of values and integrity to the job 1 2 3 4 5
- 2. Behaves in an ethical manner 1 2 3 4 5
- 3. Respects the diversity (religious/cultural/ethnic) of co-workers 1 2 3 4 5

J. Open Category: Industry-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

- _____ 1 2 3 4 5
- _____ 1 2 3 4 5
- _____ 1 2 3 4 5

K. Comments:

L. Overall Performance (if I were to rate the intern at the present time)

Unsatisfactory Poor Average Good Outstanding

This assessment was reviewed with the intern on (Month/Day/Year) _____

Supervisor's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____

Please return to Career Development Office, 1127 Park Street, Grinnell, IA 50112 or fax to 641-269-4508.

Final Employer Evaluation of Student Intern

(Please print one-sided)

Student: _____ Organization: _____

- 1 Unsatisfactory (Never demonstrates this ability/does not meet expectations)
- 2 Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
- 3 Fair (Sometimes demonstrates this ability/meets expectations)
- 4 Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
- 5 Exceptional (Always demonstrates this ability/consistently exceeds expectations)

If any criteria are not applicable to this internship experience, please leave the response blank.

A. Ability to Learn

- 1. Asked pertinent and purposeful questions 1 2 3 4 5
- 2. Sought out and utilizes appropriate resources 1 2 3 4 5
- 3. Accepted responsibility for mistakes and learns from experiences 1 2 3 4 5

B. Reading/Writing/Computation Skills

- 1. Read/comprehended/followed written materials 1 2 3 4 5
- 2. Communicated ideas and concepts clearly in writing 1 2 3 4 5
- 3. Worked with mathematical procedures appropriate to the job 1 2 3 4 5

C. Listening & Oral Communication Skills

- 1. Listened to others in an active and attentive manner 1 2 3 4 5
- 2. Effectively participated in meetings or group settings 1 2 3 4 5
- 3. Demonstrated effective verbal communication skills 1 2 3 4 5

D. Creative Thinking & Problem Solving Skills

- 1. Broke down complex tasks/problems into manageable pieces 1 2 3 4 5
- 2. Brainstormed/developed options and ideas 1 2 3 4 5
- 3. Demonstrated an analytical capacity 1 2 3 4 5

E. Professional & Career Development Skills

- 1. Exhibited self-motivated approach to work 1 2 3 4 5
- 2. Demonstrated ability to set appropriate priorities/goals 1 2 3 4 5
- 3. Exhibited professional behavior and attitude 1 2 3 4 5

F. Interpersonal & Teamwork Skills

- 1. Managed and resolved conflict in an effective manner 1 2 3 4 5
- 2. Supported and contributed to a team atmosphere 1 2 3 4 5
- 3. Demonstrated assertive but appropriate behavior 1 2 3 4 5

G. Organizational Effectiveness Skills

- 1. Sought to understand and support the organization's mission/goals 1 2 3 4 5
- 2. Fit in with the norms and expectations of the organization 1 2 3 4 5
- 3. Worked within appropriate authority and decision-making channels 1 2 3 4 5

(Please print one-sided)

Student: _____ **Organization:** _____

H. Basic Work Habits

- 1. Reported to work as scheduled and on-time 1 2 3 4 5
- 2. Exhibited a positive and constructive attitude 1 2 3 4 5
- 3. Dress and appearance were appropriate for this organization 1 2 3 4 5

I. Character Attributes

- 1. Brought a sense of values and integrity to the job 1 2 3 4 5
- 2. Behaved in an ethical manner 1 2 3 4 5
- 3. Respected the diversity (religious/cultural/ethnic) of co-workers 1 2 3 4 5

J. Open Category: Industry-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

- _____ 1 2 3 4 5
- _____ 1 2 3 4 5
- _____ 1 2 3 4 5

K. Comments:

L. Overall Performance (if I were to rate the intern at the conclusion of the internship)

Unsatisfactory Poor Average Good Outstanding

This assessment was reviewed with the intern on (Month/Day/Year) _____

Supervisor's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____

Please return to Career Development Office, 1127 Park Street, Grinnell, IA 50112 or fax to 641-269-4508.

Final Faculty Sponsor Internship Evaluation

(For Credit-Bearing Internships Only)

(Please print one-sided)

Name of Intern: _____

Internship Site: _____

Worksite Supervisor: _____

Term of Internship: _____

Faculty Sponsor: _____

We would appreciate your comments on this internship worksite. Please address the following questions: Did the internship site provide a good atmosphere for learning? Do you recommend this site be used again? Did the intern follow through on assignments and meetings with you? Do you feel sufficiently comfortable with the academic component of the internship and with the amount of information you have to evaluate the internship for a grade? How could this particular internship and the internship program in general be improved?

Faculty Sponsor Signature: _____ Date: _____

Please return your comments by the end of the internship experience for the student to Career Development Office, 1127 Park Street, Grinnell, IA 50112 or fax to 641-269-4508