

## EMF INTERNSHIP REGISTRATION FORM

### Student

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

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

### Academic

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

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

Internship Course \_\_\_\_\_ # credits \_\_\_\_\_ Semester \_\_\_\_\_

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

### Internship Site

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

Supervisor's Name \_\_\_\_\_ TITLE \_\_\_\_\_

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

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

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ # Weeks \_\_\_\_\_

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

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

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

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

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

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

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

The Internship Program  
Learning Plan For The Interns



**Please print or type legibly.**

Name \_\_\_\_\_  
Major \_\_\_\_\_ Minor/Concentration \_\_\_\_\_  
Work-site Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Internship Site \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_  
Faculty Coordinator and Department \_\_\_\_\_  
Course \_\_\_\_\_ Number of Credits \_\_\_\_\_  
Semester \_\_\_\_\_ Number of Work Hours Required \_\_\_\_\_

Learning Objectives  
(What I want to learn)

Tasks/Strategies  
(How I will learn)

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

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

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

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

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



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

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

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

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

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

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

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

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

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



# The Internship Program

## Final Evaluation For Supervisors Of Towson University Interns



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

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

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

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

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

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

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

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

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

# The Internship Program

## Student Evaluation



7/7/04

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

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

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

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

	1	2	3	4	5	NA
<i>TU Wesbite</i>						
<i>EMF Web site</i>						
<i>Print resources/materials</i>						
<i>Faculty assistance</i>						
<i>Staff assistance</i>						

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

resume/cover letter  interview process  internship search  advice  orientation  
 explanation of process  intake/individual appointment  other (specify) \_\_\_\_\_

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

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

team participation  internal communications  external communications  technology/equipment  
 meetings/planning or strategy sessions  networking  independent project  application of theory

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

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

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

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

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

If yes, did you accept?  yes  no

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

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

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