

APPLICATION FOR INTERNSHIP OR PRACTICUM

Note: Students who wish to apply for a student teaching practicum or a practicum for MA educational licensure should not use this form. Instead, contact the School of Education at (508) 531-1347, Hart Hall, Room 124.

INSTRUCTIONS / TO BE COMPLETED BY THE STUDENT

1. Complete **A** and **B** on this application.
2. Obtain all of the appropriate signatures as indicated on the back of this form.
3. Make one copy and forward to Career Services/ Internship Office.
4. File the **completed original form** with the Registrar's Office by the last day of add/drop.

Requirements:

Internship/Practica

Applicants for internships must be a junior or senior and have a minimum cumulative GPA average of a **2.5**. (GPA requirements may be higher in some academic departments) Applicants for practica must consult with their department for practica requirements.

Three to fifteen credits, unless otherwise noted in the college catalog, may be earned and applied towards graduation requirements. The number of credits applied towards the major is determined by each department.

A minimum of 45 clock hours in the field is required for each credit hour granted in an internship or practicum.

Internships and practica are open to degree-seeking students **ONLY**.

Part A

Name: _____ Major(s): _____

Banner ID: Minor: _____

Phone: (____) _____ - _____

Class: _____ Email: _____

Semester (Check one): Year _____

Fall Spring Summer I Summer II Summer 10 Week

Full Year (Sept-May) Odd Date (specify start and end dates) _____

Please note that for full-year or odd-date courses, the semester in which you register will directly affect your enrollment status and tuition charges for that one semester ONLY. Financial aid may not apply to summer internships/practica.

Application for (Check one): Undergraduate Graduate

Internship/Practicum in (specify department) _____ Course No. _____

Total Credit Hours _____ Full Course Title: _____

**See current catalogue section "Academic Programs" for guidelines on Internships and Practica

**Registration Deadline: last day of drop/add period (semester courses).

**PART B:
DESCRIPTION OF PROJECT PROPOSAL:**

**Description of responsibilities/project(s)
onsite:**

Name of
Organization _____
Name of Site _____
Supervisor _____ City/State _____
Telephone number () _____
Hours per week _____ No. of weeks _____ Total hours _____ Start Date _____ End Date _____

Academic Goals:

Evaluation Method:

Signature of Student _____ **Date** _____

PART C – To be completed by the Supervising Department

Approval has been granted for the student to register for the course and credit described above.

Advisor _____ Date _____

Student has met the GPA requirement for this course

Faculty Supervisor _____ Date _____
(Print Full Name)

Faculty Supervisor _____ (signature)

Dept. Chair _____ Date _____
Regular Load _____ Overload _____

INTERNSHIP
EVALUATION
PACKET
FOR
FIELD
SUPERVISORS

Management Science
Revised: March 2011

Field Supervisor's Responsibilities:

1. Orient student to placement site.
 - A. Inform the student of placement site's mission, goals, organizational and administrative structure, facilities, personnel, program and client's needs and interests.
 - B. Assign the student intern his/her responsibilities identifying expectations, policies and procedures to be followed.
 - C. Assign work schedule, recognizing that college holidays and/or vacation periods apply to student interns in Field Experience. Student should provide a copy of the university calendar for planning. The schedule must reflect the college credit hour field experience ratio (one credit requires forty-five work hours not to exceed a forty hour week).
 - D. Assist student intern with the development of his/her contract which includes work responsibilities and the goals of the Field Experience. If the placement site has a contract for Field Experience, this contract may be used with the addition of the student intern's personal goals.
2. Supervise the student intern's work performance throughout the experience providing ongoing feedback and reinforcement relative to the student's performance.
3. Have conferences periodically with the student intern to keep him/her apprised of his/her performance, identifying the student intern's strengths and professional and developmental needs with suggestions as to how the student intern can improve.
4. Make a mid-term evaluation of the student's performance on the appropriate form and discuss this evaluation with the student. This mid-term evaluation is most valuable since it will assist the student to focus on areas to be strengthened. It will also serve to keep the College Supervisor informed of the student's progress so that he/she can provide assistance if necessary. The mid-term evaluation should be sent to the College Supervisor mid-way through the experience.
5. Make a final evaluation of the student's performance in the Field Experience on the appropriate final evaluation form and send to the College Supervisor. The Field Supervisor's evaluation will be 2/3's of the final grade for the Field Experience. The other 1/3 of the grade will be the student's prompt and quality completion of the Field Experience obligations, seminars, and assignments.

6. In the event of a question or a problem, contact the College Supervisor immediately.

FOR MANAGEMENT INTERNSHIPS CONTACT:

Professor Mercer Fellouris
Department of Management Science
Bridgewater State University
Harrington Hall Room 101F
Bridgewater, MA 02325
Tel: 508-531-1374

FOR ACCOUNTING AND FINANCE INTERNSHIPS CONTACT:

Professor Patricia Bancroft
Department of Accounting and Finance
Bridgewater State University
Harrington Hall, Room 103F
Bridgewater, MA 02325
Tel: 508-531-1121

MID-TERM EVALUATION BY FIELD SUPERVISOR

In order that the student will know how he/she is performing in the Field Experience placement, we ask that the Field Supervisor complete this evaluation and discuss it with the student at the mid point of the Field Experience. This evaluation and feedback is of paramount importance to the student's personal and professional development. It will provide an opportunity for the student to improve his/her performance while under your supervision.

Student's Name: _____

Agency: _____

Town: _____

Field Supervisor's Name: _____

Date: _____

Please evaluate the student objectively, comparing him or her with other students of comparable academic level and training. On the following forms, please rate the student who was under your supervision according to the following rating system. Check your evaluation on the basis of 5-1 for each item.

- 5 - Excellent performance
- 4 - Very good performance
- 3 - Average performance
- 2 - Below average performance
- 1 - Unsatisfactory performance
- 0 - Not applicable

MG 498 - MID TERM EVALUATION

MANAGEMENT

5 4 3 2 1 0

- 1. Ability to plan _____
- 2. Ability to problem solve _____
- 3. Makes use of available resources _____
- 4. Ability to write reports _____
- 5. Ability to communicate orally _____
- 6. Concern for details of responsibilities _____
- 7. Follows through with tasks and responsibilities as assigned _____
- 8. Commitment to the mission and goals of the Field
Experience Placement _____

TIME MANAGEMENT

- 1. Reports on time to assigned responsibilities _____
- 2. Keeps accurate records _____
- 3. Keeps appointments and is punctual _____
- 4. Completes assignments on time _____

PERSONAL TRAITS ON THE JOB

- 1. Working relationships with staff _____
- 2. Working relationship with Field Supervisor _____
- 3. Working relationship with clients _____
- 4. Willingness to accept assignments _____
- 5. Accepts supervision graciously _____
- 6. Accepts criticism and makes every effort to improve _____
- 7. Has and uses initiative _____
- 8. Uses good judgement _____
- 9. Assumes leadership _____
- 10. Willingness to do more than is required _____
- 11. Quality of work _____
- 12. Attitude _____

BRIDGEWATER STATE UNIVERSITY

DEPARTMENT OF MANAGEMENT

MG 498 - FIELD EXPERIENCE

**FINAL EVALUATION
FIELD SUPERVISOR**

In order that the student will know how he/she performed in the Field Experience Placement, we ask that the Field Supervisor complete this evaluation and discuss it with the student at the conclusion of the Field Experience. This evaluation and feedback is of paramount importance to the student's personal and professional development.

Student's Name: _____

Agency: _____

Town: _____

Field Supervisor's Name: _____

Date: _____

Please evaluate the student objectively. Comparing him or her with other students of comparable academic level and training. On the following forms, please rate the student who was under your supervision according to the following rating system. Check your evaluation on a basis of 5-1 for each item.

- 5 - Excellent performance
- 4 - Very good performance
- 3 - Average performance
- 2 - Below average performance
- 1 - Unsatisfactory performance
- 0 - Not applicable

MG 498 - FINAL EVALUATION

MANAGEMENT

5 4 3 2 1 0

- 1. Ability to plan _____
- 2. Ability to problem solve _____
- 3. Makes use of available resources _____
- 4. Ability to write reports _____
- 5. Ability to communicate orally _____
- 6. Concern for details of responsibilities _____
- 7. Follows through with tasks and responsibilities as assigned _____
- 8. Commitment to the mission and goals of the Field
Experience Placement _____

TIME MANAGEMENT

- 1. Reports on time to assigned responsibilities _____
- 2. Keeps accurate records _____
- 3. Keeps appointments and is punctual _____
- 4. Completes assignments on time _____

PERSONAL TRAITS ON THE JOB

- 1. Working relationships with staff _____
- 2. Working relationship with Field Supervisor _____
- 3. Working relationship with clients _____
- 4. Willingness to accept assignments _____
- 5. Accepts supervision graciously _____
- 6. Accepts criticism and makes every effort to improve _____
- 7. Has and uses initiative _____
- 8. Uses good judgement _____
- 9. Assumes leadership _____
- 10. Willingness to do more than is required _____
- 11. Quality of work _____
- 12. Attitude _____

BRIDGEWATER STATE UNIVERSITY

MG 498 - FINAL EVALUATION

Please comment briefly on the following: (Please feel free to attach a separate sheet to the form, if necessary.)

1. What are the student's major strengths and assets?

2. What are the student's major professional and developmental needs?

3. Do you feel the student has developed professionally and personally from this experience? Comment.

4. Additional comments:

5. Please recommend a final grade when comparing student with other students of comparable academic level and training. Please use same rating scale as previously used with 5 as highest grade and 1 as the lowest grade.

Circle One: 5 4 3 2 1

Field Supervisor's Signature: _____

Date: _____

Please send to College Supervisor at the end of the Field Experience.

MANAGEMENT

DEPARTMENT

INTERNSHIP

MANUAL

Management
Revised: March, 2011

Purpose of Field Experience

The purpose of the field experience is to provide students with an opportunity to combine their theoretical studies with the practical application of this knowledge in a work environment. The field experience is an important aspect of the student's academic program since it not only allows the student to apply the knowledge learned in the classroom, but also enables him/her to continue to learn under the supervision of a professional in the field.

Student interns are expected to perform their field experience responsibilities with quality and professional dedication. It is also expected that student interns will be an asset to the placement agency or organization and that they will make a significant contribution through their work performance.

Design of the Experience

The daily and hourly schedule will vary according to the needs of the placement site and the student's program needs.

Forty-five hours in the field experience is required for 1 (one) college credit. Students may take field experience for 3 - 15 credits. (A fifteen credit experience should not exceed a forty-hour week.) College credit also depends on the work content of the job.

The **professional** at the **placement site** under whom the student will work will be referred to as the **field supervisor**.

The **faculty member from the university**, who will contact the field supervisor, will be referred to as the **college supervisor**.

Student Intern Responsibilities:

1. You must be in your junior or senior year and have at least a 2.5 cumulative grade point average to participate.
2. Report to your placement site as scheduled. Plan to arrive earlier than your scheduled working hours so as to allow for emergencies and/or provide time for preparation of work day.
3. Conduct yourself as a professional in dress and manner at all times and be accountable for your work performance as a professional.
4. Take advantage of the excellent learning environment which the field experience provides and assume your responsibilities enthusiastically and competently so that you will make a contribution to your placement site.
5. Be willing to do more than is required of you and volunteer to assist when the occasion arises. Remember this is a work experience and you want to learn as much from it as possible.
6. Be prompt with all field experience assignments and responsibilities, meeting deadline dates as identified.
7. Write and rewrite written reports to insure quality of work. It is impossible to write a report without reviewing it, and rewriting it as necessary.
8. Confer with your field supervisor to develop your contract which includes:
 - A. Your field experience responsibilities and work expectations.
 - B. Your schedule (submit a copy of the college calendar to your field supervisor identifying college holidays and vacations so as to plan accordingly at the onset).
 - C. Discuss your personal goals of experience with your field supervisor and include these goals in your field experience contract.
9. Type your contract and give a copy to your field supervisor and send a copy to your college supervisor. (If the placement site has a contract for field experience, you may use it adding your personal goals as discussed with your field supervisor.)
10. At the end of the first week of the field experience, send a weekly report in journal format to your college supervisor:

11. By the end of the second week, send a copy of your contract to your college supervisor.
12. On **Friday of each week**, send a weekly report in to the college supervisor. This report should be of substance and is intended to be reflective in nature so that you review your week's activities and your performance. Your report should be of quality and must be sent punctually.
13. Attend all college field experience seminars as scheduled and complete all assignments with quality and punctuality.
14. **At the mid-point** of your field experience, complete the **mid term progress report** and send it to your college supervisor. Have your field supervisor complete a mid term report, **review it with you**, and send it to your college supervisor.
15. **On the final day** of your field experience, send a copy of your **final field experience report** to your college supervisor. Have your field supervisor do the same.
16. If a problem arises, or if you need assistance, contact your college supervisor immediately.
17. The final grade, the equivalent of satisfactory/unsatisfactory (S or U), for your field experience will be based on:
 - A. Your field supervisor's evaluation of your work performance.
This will constitute 2/3's of your grade.
 - B. Your college supervisor's evaluation of your fulfillment of field experience requirements as outlined in the handbook according to due dates, the quality of your reports, and seminar assignments.
This will constitute 1/3 of your grade.

The S/U grade will not affect your cumulative grade point average.

BRIDGEWATER STATE UNIVERSITY

DEPARTMENT OF MANAGEMENT

MG-498 INTERNSHIP

CONTRACT BETWEEN STUDENT AND FACULTY SUPERVISOR

I, _____, agree that I have to have a minimum of 45 on-site work hours of internship experience in order to qualify for each credit hour.

I also agree that I will submit all weekly reports to the faculty supervisor no later than the Friday of the following week.

I also agree that I will submit a typed mid-term report and a typed final report as part of my obligations for this internship.

Failure to do any of the above can lead to being asked to withdraw from the internship and/or receiving a grade of U.

Student Signature

Address

Telephone No.

Faculty Supervisor

BRIDGEWATER STATE UNIVERSITY

DEPARTMENT OF MANAGEMENT

MG-498 CONTRACT

Student's Name: _____
(Last) (Middle) (First)

University Address: _____
(Street) (Town) (Zip Code)

Telephone Number: _____

Name of Agency: _____

Name of Field Supervisor: _____

Title of Field Supervisor: _____

Field Supervisor's Telephone No.: _____

Inclusive Dates of Experience: _____ to _____

Work Schedule: (Days) (Hours) Example: 9:00 a.m. - 5:00 p.m.

Sunday	_____
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____

Dates of holidays or vacation days when student will not work:

Continued...

A. Student's goals for field experience: (What do I expect to accomplish?)
Use additional paper if necessary.

B. Responsibilities during field experience: (Be specific.)
Use additional paper if necessary. (If agency contract is to be used,
attach to this contract and complete A. only.)

Student Intern Signature: _____

Field Supervisor Signature: _____ Date: _____

Give a copy to field supervisor and send a copy to the college supervisor by the end of the second week of the field experience.

College Supervisor's Responsibilities:

1. Inform students of internship opportunities and requirements.
2. Review for approval of internship applications.
3. Maintain appropriate contact with field supervisors. Observe student's performance, if possible. Provide feedback and assistance as appropriate.
4. Resolve problems as necessary.
5. Receive materials from student relative to field experience.
6. Meet with individual students to provide assistance as appropriate.
7. Evaluate field experience assignments as to their quality and fulfillment according to the stated time lines. This evaluation will serve as 1/3rd of the final grade.
8. Receive evaluations from field supervisor.
9. Grade final written report.
10. Process grades to the office of Student Records and Registration.

The Responsibilities of the University:

1. Appoint a representative to work with the internship site supervisor. This representative may also serve as the college supervisor for the trainee.
2. Inform prospective candidates of the internship program.
3. Nominate all candidates (usually initiated by the academic department) for participation in the internship program. Students will be nominated without regard to race, color, creed, sex, religion, national origin, age, or other nonmerit factors. The University reserves the right to use its discretion nominating candidates.
4. Submit resume or other personal qualification statement, college transcripts, or other academic records for each candidate as required.
5. Notify the internship site supervisor when participants no longer meet the appropriate criteria, leave the program, or leave the University.
6. Coordinate the work and academic experience of the students to insure that they are receiving the maximum benefits from the internship.
7. The University reserves the right to approve work assignments and working conditions.

The Responsibilities of the Internship Site Supervisor:

1. The internship site supervisor will provide realistic and meaningful work assignments which complement, insofar as possible, the internship program of the University (academic department).
2. Communicate with the University regarding:
 - The numbers, kinds, and locations of available internship opportunities.
 - The pertinent functions, policies, and working conditions. The student intern must also receive such notification.
 - Reports on evaluation of each student intern's progress, performance, and potential, as well as other reasonable reports or information, requested by the University.
3. Select student interns from candidates nominated by the University without regard to race, color, creed, sex, religion, national origin, age, or other nonmerit factor.

4. Insure that all students receive specific on-the-job training assignments related to their academic majors and designed to further their knowledge and skills. The college supervisor should be notified of all training assignments.
5. Provide orientation, supervision, and counseling to all students to assist them in attaining their career objectives.
6. Notify the University of intent to separate a student because of unsatisfactory progress, interest, conduct or failure to meet working standards or requirements. Notices of dismissal will be forwarded to the college supervisor by registered mail within five days of decision. Termination will generally be executed at the end of a specific work period.
7. Assist students, where possible, to obtain permanent positions after the completion of the baccalaureate degree.

Financial Arrangements for Student Interns:

Students participating in internships may or may not receive pay. This agreement should specify on the summary page whether the student will receive remuneration for services rendered during the duration of the internship.

Description of the Internship:

A copy of the objectives, description, and conditions of the subject internship must be appended to this agreement as Appendix A.

Requirements for Participation in a Student Internship:

A copy of the requirements for participation in a student internship must be appended to this agreement as Appendix B.

Conditions of the Agreement:

The University assumes no responsibility for any cost or expenditures accrued to the cooperating company/agency pursuant to this agreement, except as specified in a separate college/cooperating agency agreement.

This agreement may be amended, superseded, or otherwise modified at any time by mutual consent and agreement of the authorized representatives of the University and cooperating company/agency.

This agreement becomes effective upon authorizing signatures of the University and the cooperating company/agency and shall continue within the period of the internship, or as specified herein. Termination of this agreement may be accomplished by mutual consent of Bridgewater State University and the cooperating company/agency, or upon 30 days

written notice by either party. Where possible, termination should take place at the end of a specified work period.

NOTE: Once your internship has been approved, stop by the department and pick up your “Internship Evaluation Packet for Supervisors.”

BRIDGEWATER STATE UNIVERSITY

DEPARTMENT OF MANAGEMENT

MG-498 - Student Intern Mid-Term Progress Report Format

“Where Am I Going?”
“How Will I Get There?”
“How Will I Know I Arrived?”

The purpose of the Progress Report is for you to reflect upon your experiences in your field experience. What have you discovered about yourself? Your Client? Use only this form for *format only* for your report. **Do not use Yes or No responses**, write complete statements.

1. How do you feel about my field experience?
2. How do my clients respond to me personally as a professional?
3. Am I accomplishing the goals set-forth in my contract? If yes, elaborate. If no, why not?
4. Describe an experience which I have had which gave me a feeling of success and/or elation in my field experience.
5. What, if any, are the frustrations of my field experience?
6. What makes me feel good about myself in my field experience?
7. In reviewing the mid-term and final evaluation forms, what do I feel are my:
 - A. Strengths and assets?
 - B. Major professional and developmental needs and what am I doing or need to do to resolve these needs?

Send to college supervisor mid-way through your field experience.

BRIDGEWATER STATE UNIVERSITY

DEPARTMENT OF MANAGEMENT

MG-498 - Student Intern's Final Report

Student's Name: _____

Placement Site: _____

Date: _____

This report should be the culminating experience for your field experience. In your typed report, professionally presented (correct grammar, spelling), please include the following:

1. List and describe your duties and responsibilities in the placement.
2. How do you feel about your experience? What were your accomplishments?
What were your frustrations?
3. Did you accomplish the goals you established in your contract? Elaborate on your response.
4. In what manner did this placement contribute to your personal and professional development?
5. Comment on whether or not this experience was of assistance in giving you direction as to your professional future.
6. Evaluate the placement just completed and give rationale regarding your views.
 - A. Positive aspects
 - B. Negative aspects
7. Compare and contrast textbook concepts from the courses you took in your major to what actually happened at your internship site.

Send final report to college supervisor on the last day of your field experience.