

INTERNSHIP MANUAL



Faculty of Economy
MASTER

I. INTERNSHIP

Subject	INTERNSHIP
Instructor:	<hr/> <i>Name and Contacts are important to submit</i>
Period:	Spring Term
Duration:	1 semester
Duration in hours:	300 hours
Credits hours:	12 ECTS

Course Description:

Internship is a course designed to provide students with opportunities to gain work experience in real world situations, to practice critical thinking, to solve real problems, to develop design and innovation skills. By interacting with professionals on real problems and commercial devices, systems or software, the student learns how to tackle real world tasks, manage his/her duties, identify objectives, respect constraints, explore new ideas, investigate practical issues, design new elements (device, systems, software) and take decisions.

Internship goals are:

- a. Enable the student to see implemented in practice the theoretical knowledge that has taken the auditorium. For this purpose, it is necessary that the institution where students complete their internships, to be as close and connected to their program of study.
- b. To promote the student to develop skills in his work environment and to give him the possibility preparing for the market, to interact with professionals, helping in job positions.
- c. To see the internship as good possibility to gain experience and to be more oriented in the market.
- d. To create facilities in the market and gain experience through internship.

Learning Objectives / Learning Outcomes

Knowledge/Skill	Learning Outcomes Upon successful completion of this course, students will have the ability to:	Measures
Interpersonal communication	Demonstrate interpersonal communication skills	Supervisor/Professor's Opinion
Critical Thinking/ context analysis	Elaborate research, identify background elements required for a given real world project and discuss the results/impacts.	Report Presentation
Design	Design device, system or systems	Solution provided
Problem solving	Solve real problems	Report Supervisor's Opinion
Management	Manage time and tasks well	Report Supervisor's Opinion
Interpersonal relationship	Interact with professionals efficiently and respectfully	Supervisor's Opinion
Communication and professional writing	Present the findings in a professional way through a technical report and presentation	Report Presentation

Grading Scale for Graduate Programs:

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Development of the report from the student and his presentation	30 %
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- Internship exam in September, or in the next academic year, is done versus the relevant fee.
- Internship is regulated according the Internship Regulations.

Penalties when a student is cheating or lying on the Report:

- All the disciplinary penalties that may be handed are according the Statute, Institutions Regulations, Ethic Code and other Regulations.
- All the decisions according the penalties, are keeping in the student file, excluding oral attention.
- For the student Penalties is calling the student supervisor from the admissions department.

Plagiarism

To plagiarize is to use the work, ideas or words of someone else.

Plagiarism may include the following:

- Copying another person's work.
- Downloading, borrowing or buying from the Internet, projects, papers or assignments.
- Overuses of someone else's work.
- Misrepresenting the sources that were used.
- Allowing another person to do the work to one's academic assignment.

Penalties may include the following:

- Resubmission of the work.
- Lowered grade.
- A failing grade of F.
- Suspension for one or more semesters.
- Dismissal.

Internship Manual

1. The purpose of an Internship is to provide Canadian Institute of Technology (CIT) students with an opportunity to have a professional work experience in a setting related to the student's major and /or career goals. Internship is a way for a student to gain practical, on the – job experience in business, industry or governmental agencies.
2. Students will be expected to work full time for 15 weeks according to Graduate program.
3. Students receive 12 credits per Internship fulfillment.
4. To receive credits, the student must complete all the requests in this manual.
5. The students are expected to miss no more than 4 days during the Internship.
6. The student must fill all the Academic Advisor's requests.
7. Upon completion of this work experience, the student should submit a detailed report to the supervisor.
8. Evaluation of the student is done when he/she has completed all his/her duties.
9. Internship is a work experience characterized from the knowledges of a certain field.
10. During this experience, the student assumes a responsible role in an organization and reflects on what he or she is observing and learning.
11. Is important that the student make the link between the academic preparation and the world of work.
12. Planning is key to any internship. The student plans the internship in advance in collaboration with head of department and with the site supervisor who also monitors and evaluates the student's work. Students who register their internship for academic credit also submit an academic project which relates the practical experience to academic theory.
13. Three important elements that distinguish the internship from a part time job or a volunteer job are:
 - His academic experience which the intern brings to the practical experience,

- Active Reflection during the internship.
 - And the final project which demonstrates the learning accomplish as it is related with the students' academic discipline.
- 14.** Since a successful internship requires an agreement on the objectives, nature of the work and the final results among three parties involved – student, site supervisor and place where the internship take place. It is essential that the faculty creates an agreement or connection with businesses, banks, organization, or industrial enterprises, in the certain periods of the academic calendar.
 - 15.** Student can complete the internship in his work place, when the head of department agree with that and when the field in which he works is the same with the required field, for which he is studding for. In all cases approval must be given in writing.
 - 16.** This manual is a guide for the students, faculty, and the all the supervisors involved in the internship.
 - 17.** Internship has some key documents. Some of those you should pay attention.
 - Internship Application form
 - Internship Table
 - Initial Evaluation
 - Final Evaluation of the Internship.
 - Annex

II. INSTRUCTIONS FOR STUDENTS

USEFULL GUIDELINES ON INTERNASHIP

Timeline for Planning an Internship.

What to do?	When to do it?	Whom to see?
Set your goal practice	To fellow the internship in a field or institution in which you are interested.	Department coordinator.
To attend in the training or meetings that Student Service Office practice	At the eend of first semester of second year.	Responsible of Student Affairs Office.
Gather information about potential internships	Middle of the first semester, 2 nd Year.	Responsible of Student Affairs Office.
Discussion of goals over the practice with your faculty advisor	Middle of the first semester, 2 nd Year.	Department coordinator.
Submission of Internship	In accordance with the deadlines decide form the faculty.	Department coordinator.
Arrange academic credits.	Semester period for the registration of the course before internship.	Academic Adviser or Head of Department.

Why Internships are important:

1. Internships provide students to gain professional experience in the field they wish, improving your chances of finding a good job after graduation. Internship experiences can make you stand out among other job applicants.
2. Internships help students to convert theoretical knowledges to practical knowledges.
3. Internships may lead full time employment after graduation.
4. Can provide students to get paid more.
5. Internships help you determine a career path. Internships are a great way to explore possibilities within your field and learn what oppotunities you can pursue after graduation.

How to find an Internship?

1. Timeline: When should you start looking for the internship? As early as possible! A good guideline is to begin your search at the beginning of the semester before you want to start your internship (i.e. for a summer internship, begin looking in early January)
2. Plan Ahead: You have to stay in touch with head of your department or with student affairs office according to internship.
3. To maximize your chances of obtaining an internship that you want, you must plan and carry out an organized search.

You need to work with your academic adviser since the beginning of the internship. In this case the person who can help you is head of department, your academic adviser, of student affairs office.

Take into consideration the question, what you have to offer a company. Spend time to analyze yourself and what you have to offer. This will help you determine which internships match your abilities and will help you write a CV and prepare for interviews.

- What is your interest?
- What skills do you possess?
- What experiences do you have?
- What academic preparation can you bring to an internship?

OPPORTUNITIES ON INTERNSHIPS

There are two ways to search for internship opportunities: to develop the internship in a company which is not offered from the faculty and application for internship which are previously existed.

Consider both of opportunities!

Application for internship in an institution which is not offer from the faculty.

1. Get ready your CV.
2. For any internship application you need a CV.
3. Search on internet for information's and examples about CV and cover letters.
4. Enter a draft in your CV or update your CV and write a cover letter.
5. Talk with your academic advisor about your CV and Cover Letter.

Check the following options

- Check based on your academic program for positions vacancies, notifications and applications.
- Ask faculty members for their ideas (ask about their work places, connections or knowledges about their field or places where there have been interns).
- Check out the resources in student Affairs office if this office can advise any potential alternative to track internship.
- Check for other career centers when you want to work.
- Check in traditional job vacancies positions: newspapers, employment agencies, employment in government offices etc.
- Search online resources about internships.

Once you have explored opportunities, submit your cover letter, CV, and other materials applying for positions that interest you.

Return to all sources listed above constantly look for other opportunities.

Conclusion:

- Ask students and academic advisors about internships (do not forget to ask if they have contacts for institutions seeking volunteer).
- Ask everyone you know (family, neighbors, etc....) for the internship type you want and ask about the recommendations.
- List all companies and businesses which offer the experience you are asking for (e.g.: consider education camps, youth organizations etc...)
- Find the location of these companies and visit them.
- Contact professional associations or nongovernmental if they can offer voluntary work.

Applying for existed internships.

Generally, faculty where you follow your studies and your department signed various agreements with companies or institutions, to facilitate student's opportunities to find and follow a successful internship.

For this reason:

- Contact your head of department;
- Contact your student's affair office;
- Contact with your academic advisor;
- Ask students who previously finished the internship.

III. HOW TO SUCCEED IN AN INTERNSHIP?

Things you must know:

1. Get Oriented. In order to start an internship on the right foot, make sure you have all the information you need for the first day.
2. Once you've accepted an internship position, get in touch with your supervisor to your start day.
3. Finds out all the logistical details of your internship arrangement such as start and end dates, weekly schedule, lunchbreak arrangements, holiday and sick time, and evaluation issues.
4. Learn more about the organization in order to adjust better in your first few days on the job.
5. Ask about company policies, organizational culture, dress code and your relationship to your supervisor and coworkers.
6. Before the start of your internship, be sure to read everything relating to company history and mission.
7. In your first few days on the job, you will likely get oriented to understand more than to the real work.
8. Be prepared to introduce yourself how to take note. Try to understand if you are not sure on how the things work.
9. If you don't receive any kind of orientation, in this case ask the responsible person for you in the company.
10. Arrange meetings with key people in the organization to get a better idea of what they do and how they contribute to the organization's duties.
11. Ask questions about company culture and expectations.
12. Try to participate in any workshops, seminars, conferences, or meetings that will help you learn.
13. The main goal of your orientation time is to better understand the organization and your role within it.

Develop the ability of keeping notes

1. Is up to you to make a positive impression, to learn as much as possible, and to develop new skills.
2. In order to better profit, write down your goals for the internship.
3. Discuss this with your supervisor.
4. Ask your supervisor what he/she expects from you and discuss the resources or trainings that you will receive in order to meet those expectations.
5. Formalize your goals and your employer's expectations. List your duties and responsibilities as it is an important project.
6. Use this opportunity as a tool where you can evaluate your progress toward your goals.
7. After several weeks on the job, you can add your goals or ideas on your original list.

Where does the success stand for?

1. From the way you enter in a company will depend your further success?
2. A balance of confidence, willingness to learn and professional ethical behavior is the formula for a good internship.
3. Make the most out of every experience.
4. Read all paperwork that comes across your desk (correspondence, memos, bills, meeting minutes, forms, etc..).
5. Consider what these items teach you about the inner workings of the company and its mission. If you have extra time, spend it reading company materials like annual reports ect..
6. The more you learn about your employers, the better you will be at your work, the more you will understand about the business and the company, and more you will learn that can help you in future positions.
7. If you are answering the telephone, listen carefully.
8. You can learn a lot about clients or customers who interact regularly with your internship site. This gives a better overview in company and inspire you for new ideas to be more involved.
9. Be proactive and learning! Ask to be part of meetings, conferences, client presentations in order to get a better sense of your organization and how it compares to others in the company.
10. Watch your coworkers and ask a lot of questions; not just about their jobs, but also about their career development and advice for you.
11. Observe how others network and built business relationships.

Communications:

1. Whether is an internship or a full-time job, good communication skills are essential to success. When you communicate with your supervisor try to understand his method of communication.
 - How often should you meet?
 - What time of day works best?
 - Does your supervisor prefer emails, phone conversations or face-to-face meetings?
 - Does he prefer to hear the basics or all the details, your opinions or just the facts?
2. Learning your supervisor's style early on will better equip you to communicate your ideas and needs throughout the internship.
3. Also, be sure to find out how you will be evaluated at the start of your internship.

Turn an internship into a Career Position.

1. It's often easier to pick up a job position when before you had relationships or internship.
2. Internship will help you to express your talent.
3. Such advices can help you to pass from a part time to a full-time job.
4. Be social as much as you can with your coworkers and supervisor's.
5. If you want a career position, your supervisor's recommendations is very helpful for you. Do not be friendlier as usually with your supervisor, but also do not skip good opportunities.
6. Do not hesitate to ask questions or help.
7. Show initiative – It can help you to meet a lot of people, so search for duties which offer experience.
8. Take the initiative to be part of projects.
9. Try to obtain helpful work assignments – If you have chance to choice your work, the best job assignment may be one of the major areas of the employer.
10. Try to Enrich Your CV – Whether or not covered the internship is better to enrich your CV.
11. Ask for evaluations – If you are not covered by a formal evaluation, search comments about your performance from your site supervisor.
12. The fact that you wish to be evaluated attests to your seriousness about a career.
13. If your rating shows some weaknesses, improve on those areas as quickly as possible.
14. Keep in touch – After you have left the job, maintain contacts with your fellow workers or supervisors.
15. At a minimum, they may be able to provide you with references. They will help you with names that can be potential employer or encourage them to offer you a job.

INTERNSHIP APPLICATION FORM

** Please, fill in this form after consulting your academic advisor or Head of Department.*

Student's Name & Surname:

Major(s):

Current GPA:

Phone no. and email address:

I wish to apply for an internship in the following field:

- 1).....
- 2).....
- 3).....

Other courses I will be taking during the internship (mention only the main ones):

- 1).....
- 2).....
- 3).....

What kind of experience would be most beneficial to you during your internship?

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What are your career goals? In what way is the internship supportive of these goals? Do you have any prior experience related to your intended internship?

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Head of Department signature: _____

Student's signature: _____

Application Date: _____

SELF – EVALUATION REPORT ON INTERNSHIP

(To be completed by student and presented as an interview to academic supervisor: 30% of the final grade).

Student’s Name & Surname:
Major(s):
Current GPA:
Phone no. and email address:

A. Company Information:

Name of organization and/or institution

Site Supervisor’s name & surname

Site Supervisor’s position and contact details

Phone no.

Address

email

B. Internship Description

Describe your role and responsibilities while on your internship. List duties, projects, deadlines and provide extra sources or materials.

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1. Internship hours: You are encouraged to set regular weekly hours for the duration of your internship. In order to receive academic credit, you must work 300 hours. Please list your internship hours:

	xxx	Weeks/Days?	Hours?	Other comments?
	Month 1			
	Month 2			
	Month 3			
Month 4	Week 1			
	Week 2			
	Week 3			

3. Supervision: Describe the supervision provided by your company supervisor and Faculty supervisor. What kind of instruction, assistance, or consultation did you receive prior and during your internship and from whom? Provide extra sources and/or materials, if necessary.

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C: OBJECTIVES/ ACTIVITIES

1. Learning objectives:
 What did you learn through this experience? What abilities, skills, or knowledge did you develop or enhance? Be specific and use concrete, measurable terms as well as extra sources and materials.

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2. Learning outcomes:

- a. On-the-job: Describe your activities and how they enabled you to meet your learning objectives. Include projects, research, report writing, conversations which you carried out while working relating them to what you intended to learn. Provide extra sources and materials as required.

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- b. Describe in as much detail as possible your internship project. Also list reading, writing, contact with your academic supervisor and other students, discussions, field trips, and/or observations you carried out which helped you meet your learning objectives.

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(Please use extra pages, if necessary).

Student's signature: _____ *Date:* _____

Faculty supervisor's signature _____ *Date:* _____

Company Supervisor's signature: _____ *Date:* _____

Faculty Supervisor's Internship Evaluation

(To be completed by Faculty Supervisor: *70% of the final grade*).

* Please complete this evaluation and review it with the intern before the end of the **internship period**: 300 hrs over a period of 15 weeks. Give concrete examples in your discussion. After you and the intern have signed this evaluation, please forward a copy to the Faculty supervisor and provide a copy to the intern.

Intern's name: _____
 Internship Starting Date: _____
 Organization/Company: _____
 Company Supervisor: _____
 Internship Position: _____

Brief descriptions of the main responsibilities and duties performed during the internship period:

Characteristics evaluation table of the interns:

	N/A	<60%	60% - 80%	>80%
Personal Traits and Qualities				
Attendance				
Punctuality				
Reliability				
Appropriate dress/appearance				
Cooperation				
Initiative and resourcefulness				
Activities				
Willingness to learn				
Accepts constructive criticism				
Interacts well with staff and constituents				
Level of professionalism				

Intellectual and Professional Background				
Knowledge of field				
Thinks independently within professional framework				
Recognizes problems and develops solutions				
Demonstrates ethical and moral conduct				
Follows directions				
Communication Skills				
Listening skills				
General attitude toward the internship				
Quality of work performed				
Compared to other interns, this intern's performance in the same company.				

Please give examples on the characteristics rated above:

Student's signature: _____
Faculty Supervisor's signature: _____
Internship Completion Date: _____

APPENDIX

(To be completed by the Company supervisor – to be delivered only to the professor, not to the student).

Your responses to the following questions will help us evaluate the match between the intern and the internship and assess the student's performance:

Please list five characteristics which describe the student:

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

How well did the intern complete the internship? Did he complete all the duties and objectives assign to him at the first moment of the internship? If not, please give a reason, why not?

What would you like that the intern had carry out in your company/organization?

How has the student developed professionally and personally during this internship?

What additional preparation do you recommend to prepare the student after the internship?

If problems or concerns arose during this internship, please explain.

How would you evaluate the intern for his performance during the internship? Please use a scale of 1-10 and/or a percentage scale ranging from 10-100% when 1 or 10% represents the lowest grade (totally unsuccessful) and 10 or 100% the highest grade (exceptionally successful).

Company Supervisor's signature:

Date:

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- Internship exam in September, or in the next academic year, is done versus the relevant fee.
- Internship is regulated according the Internship Regulations.

Penalties when a student is cheating or lying on the Report:

- All the disciplinary penalties that may be handed are according the Statute, Institutions Regulations, Ethic Code and other Regulations.
- All the decisions according the penalties, are keeping in the student file, excluding oral attention.
- For the student Penalties is calling the student supervisor from the admissions department.

Plagiarism

To plagiarize is to use the work, ideas or words of someone else.

Plagiarism may include the following:

- Copying another person's work.
- Downloading, borrowing or buying from the Internet, projects, papers or assignments.
- Overuses of someone else's work.
- Misrepresenting the sources that were used.
- Allowing another person to do the work to one's academic assignment.

Penalties may include the following:

- Resubmission of the work.
- Lowered grade.
- A failing grade of F.
- Suspension for one or more semesters.
- Dismissal.

Internship Manual

1. The purpose of an Internship is to provide Canadian Institute of Technology (CIT) students with an opportunity to have a professional work experience in a setting related to the student's major and /or career goals. Internship is a way for a student to gain practical, on the – job experience in business, industry or governmental agencies.
2. Students will be expected to work full time for 15 weeks according to Graduate program.
3. Students receive 12 credits per Internship fulfillment.
4. To receive credits, the student must complete all the requests in this manual.
5. The students are expected to miss no more than 4 days during the Internship.
6. The student must fill all the Academic Advisor's requests.
7. Upon completion of this work experience, the student should submit a detailed report to the supervisor.
8. Evaluation of the student is done when he/she has completed all his/her duties.
9. Internship is a work experience characterized from the knowledges of a certain field.
10. During this experience, the student assumes a responsible role in an organization and reflects on what he or she is observing and learning.
11. Is important that the student make the link between the academic preparation and the world of work.
12. Planning is key to any internship. The student plans the internship in advance in collaboration with head of department and with the site supervisor who also monitors and evaluates the student's work. Students who register their internship for academic credit also submit an academic project which relates the practical experience to academic theory.
13. Three important elements that distinguish the internship from a part time job or a volunteer job are:
 - His academic experience which the intern brings to the practical experience,

- Active Reflection during the internship.
 - And the final project which demonstrates the learning accomplish as it is related with the students' academic discipline.
- 14.** Since a successful internship requires an agreement on the objectives, nature of the work and the final results among three parties involved – student, site supervisor and place where the internship take place. It is essential that the faculty creates an agreement or connection with businesses, banks, organization, or industrial enterprises, in the certain periods of the academic calendar.
 - 15.** Student can complete the internship in his work place, when the head of department agree with that and when the field in which he works is the same with the required field, for which he is studding for. In all cases approval must be given in writing.
 - 16.** This manual is a guide for the students, faculty, and the all the supervisors involved in the internship.
 - 17.** Internship has some key documents. Some of those you should pay attention.
 - Internship Application form
 - Internship Table
 - Initial Evaluation
 - Final Evaluation of the Internship.
 - Annex

II. INSTRUCTIONS FOR STUDENTS

USEFULL GUIDELINES ON INTERNASHIP

Timeline for Planning an Internship.

What to do?	When to do it?	Whom to see?
Set your goal practice	To fellow the internship in a field or institution in which you are interested.	Department coordinator.
To attend in the training or meetings that Student Service Office practice	At the eend of first semester of second year.	Responsible of Student Affairs Office.
Gather information about potential internships	Middle of the first semester, 2 nd Year.	Responsible of Student Affairs Office.
Discussion of goals over the practice with your faculty advisor	Middle of the first semester, 2 nd Year.	Department coordinator.
Submission of Internship	In accordance with the deadlines decide form the faculty.	Department coordinator.
Arrange academic credits.	Semester period for the registration of the course before internship.	Academic Adviser or Head of Department.

Why Internships are important:

1. Internships provide students to gain professional experience in the field they wish, improving your chances of finding a good job after graduation. Internship experiences can make you stand out among other job applicants.
2. Internships help students to convert theoretical knowledges to practical knowledges.
3. Internships may lead full time employment after graduation.
4. Can provide students to get paid more.
5. Internships help you determine a career path. Internships are a great way to explore possibilities within your field and learn what oppotunities you can pursue after graduation.

How to find an Internship?

1. Timeline: When should you start looking for the internship? As early as possible! A good guideline is to begin your search at the beginning of the semester before you want to start your internship (i.e. for a summer internship, begin looking in early January)
2. Plan Ahead: You have to stay in touch with head of your department or with student affairs office according to internship.
3. To maximize your chances of obtaining an internship that you want, you must plan and carry out an organized search.

You need to work with your academic adviser since the beginning of the internship. In this case the person who can help you is head of department, your academic adviser, of student affairs office.

Take into consideration the question, what you have to offer a company. Spend time to analyze yourself and what you have to offer. This will help you determine which internships match your abilities and will help you write a CV and prepare for interviews.

- What is your interest?
- What skills do you possess?
- What experiences do you have?
- What academic preparation can you bring to an internship?

OPPORTUNITIES ON INTERNSHIPS

There are two ways to search for internship opportunities: to develop the internship in a company which is not offered from the faculty and application for internship which are previously existed.

Consider both of opportunities!

Application for internship in an institution which is not offer from the faculty.

1. Get ready your CV.
2. For any internship application you need a CV.
3. Search on internet for information's and examples about CV and cover letters.
4. Enter a draft in your CV or update your CV and write a cover letter.
5. Talk with your academic advisor about your CV and Cover Letter.

Check the following options

- Check based on your academic program for positions vacancies, notifications and applications.
- Ask faculty members for their ideas (ask about their work places, connections or knowledges about their field or places where there have been interns).
- Check out the resources in student Affairs office if this office can advise any potential alternative to track internship.
- Check for other career centers when you want to work.
- Check in traditional job vacancies positions: newspapers, employment agencies, employment in government offices etc.
- Search online resources about internships.

Once you have explored opportunities, submit your cover letter, CV, and other materials applying for positions that interest you.

Return to all sources listed above constantly look for other opportunities.

Conclusion:

- Ask students and academic advisors about internships (do not forget to ask if they have contacts for institutions seeking volunteer).
- Ask everyone you know (family, neighbors, etc....) for the internship type you want and ask about the recommendations.
- List all companies and businesses which offer the experience you are asking for (e.g.: consider education camps, youth organizations etc...)
- Find the location of these companies and visit them.
- Contact professional associations or nongovernmental if they can offer voluntary work.

Applying for existed internships.

Generally, faculty where you follow your studies and your department signed various agreements with companies or institutions, to facilitate student's opportunities to find and follow a successful internship.

For this reason:

- Contact your head of department;
- Contact your student's affair office;
- Contact with your academic advisor;
- Ask students who previously finished the internship.

III. HOW TO SUCCEED IN AN INTERNSHIP?

Things you must know:

1. Get Oriented. In order to start an internship on the right foot, make sure you have all the information you need for the first day.
2. Once you've accepted an internship position, get in touch with your supervisor to your start day.
3. Finds out all the logistical details of your internship arrangement such as start and end dates, weekly schedule, lunchbreak arrangements, holiday and sick time, and evaluation issues.
4. Learn more about the organization in order to adjust better in your first few days on the job.
5. Ask about company policies, organizational culture, dress code and your relationship to your supervisor and coworkers.
6. Before the start of your internship, be sure to read everything relating to company history and mission.
7. In your first few days on the job, you will likely get oriented to understand more than to the real work.
8. Be prepared to introduce yourself how to take note. Try to understand if you are not sure on how the things work.
9. If you don't receive any kind of orientation, in this case ask the responsible person for you in the company.
10. Arrange meetings with key people in the organization to get a better idea of what they do and how they contribute to the organization's duties.
11. Ask questions about company culture and expectations.
12. Try to participate in any workshops, seminars, conferences, or meetings that will help you learn.
13. The main goal of your orientation time is to better understand the organization and your role within it.

Develop the ability of keeping notes

1. Is up to you to make a positive impression, to learn as much as possible, and to develop new skills.
2. In order to better profit, write down your goals for the internship.
3. Discuss this with your supervisor.
4. Ask your supervisor what he/she expects from you and discuss the resources or trainings that you will receive in order to meet those expectations.
5. Formalize your goals and your employer's expectations. List your duties and responsibilities as it is an important project.
6. Use this opportunity as a tool where you can evaluate your progress toward your goals.
7. After several weeks on the job, you can add your goals or ideas on your original list.

Where does the success stand for?

1. From the way you enter in a company will depend your further success?
2. A balance of confidence, willingness to learn and professional ethical behavior is the formula for a good internship.
3. Make the most out of every experience.
4. Read all paperwork that comes across your desk (correspondence, memos, bills, meeting minutes, forms, etc..).
5. Consider what these items teach you about the inner workings of the company and its mission. If you have extra time, spend it reading company materials like annual reports ect..
6. The more you learn about your employers, the better you will be at your work, the more you will understand about the business and the company, and more you will learn that can help you in future positions.
7. If you are answering the telephone, listen carefully.
8. You can learn a lot about clients or customers who interact regularly with your internship site. This gives a better overview in company and inspire you for new ideas to be more involved.
9. Be proactive and learning! Ask to be part of meetings, conferences, client presentations in order to get a better sense of your organization and how it compares to others in the company.
10. Watch your coworkers and ask a lot of questions; not just about their jobs, but also about their career development and advice for you.
11. Observe how others network and built business relationships.

Communications:

1. Whether is an internship or a full-time job, good communication skills are essential to success. When you communicate with your supervisor try to understand his method of communication.
 - How often should you meet?
 - What time of day works best?
 - Does your supervisor prefer emails, phone conversations or face-to-face meetings?
 - Does he prefer to hear the basics or all the details, your opinions or just the facts?
2. Learning your supervisor's style early on will better equip you to communicate your ideas and needs throughout the internship.
3. Also, be sure to find out how you will be evaluated at the start of your internship.

Turn an internship into a Career Position.

1. It's often easier to pick up a job position when before you had relationships or internship.
2. Internship will help you to express your talent.
3. Such advices can help you to pass from a part time to a full-time job.
4. Be social as much as you can with your coworkers and supervisor's.
5. If you want a career position, your supervisor's recommendations is very helpful for you. Do not be friendlier as usually with your supervisor, but also do not skip good opportunities.
6. Do not hesitate to ask questions or help.
7. Show initiative – It can help you to meet a lot of people, so search for duties which offer experience.
8. Take the initiative to be part of projects.
9. Try to obtain helpful work assignments – If you have chance to choice your work, the best job assignment may be one of the major areas of the employer.
10. Try to Enrich Your CV – Whether or not covered the internship is better to enrich your CV.
11. Ask for evaluations – If you are not covered by a formal evaluation, search comments about your performance from your site supervisor.
12. The fact that you wish to be evaluated attests to your seriousness about a career.
13. If your rating shows some weaknesses, improve on those areas as quickly as possible.
14. Keep in touch – After you have left the job, maintain contacts with your fellow workers or supervisors.
15. At a minimum, they may be able to provide you with references. They will help you with names that can be potential employer or encourage them to offer you a job.

INTERNSHIP APPLICATION FORM

** Please, fill in this form after consulting your academic advisor or Head of Department.*

Student's Name & Surname:

Major(s):

Current GPA:

Phone no. and email address:

I wish to apply for an internship in the following field:

- 1).....
- 2).....
- 3).....

Other courses I will be taking during the internship (mention only the main ones):

- 1).....
- 2).....
- 3).....

What kind of experience would be most beneficial to you during your internship?

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What are your career goals? In what way is the internship supportive of these goals? Do you have any prior experience related to your intended internship?

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Head of Department signature: _____

Student's signature: _____

Application Date: _____

SELF – EVALUATION REPORT ON INTERNSHIP

(To be completed by student and presented as an interview to academic supervisor: 30% of the final grade).

Student’s Name & Surname:
Major(s):
Current GPA:
Phone no. and email address:

A. Company Information:

Name of organization and/or institution

Site Supervisor’s name & surname

Site Supervisor’s position and contact details

Phone no.

Address

email

B. Internship Description

Describe your role and responsibilities while on your internship. List duties, projects, deadlines and provide extra sources or materials.

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1. Internship hours: You are encouraged to set regular weekly hours for the duration of your internship. In order to receive academic credit, you must work 300 hours. Please list your internship hours:

	xxx	Weeks/Days?	Hours?	Other comments?
	Month 1			
	Month 2			
	Month 3			
Month 4	Week 1			
	Week 2			
	Week 3			

3. Supervision: Describe the supervision provided by your company supervisor and Faculty supervisor. What kind of instruction, assistance, or consultation did you receive prior and during your internship and from whom? Provide extra sources and/or materials, if necessary.

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C: OBJECTIVES/ ACTIVITIES

1. Learning objectives:
 What did you learn through this experience? What abilities, skills, or knowledge did you develop or enhance? Be specific and use concrete, measurable terms as well as extra sources and materials.

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2. Learning outcomes:

- a. On-the-job: Describe your activities and how they enabled you to meet your learning objectives. Include projects, research, report writing, conversations which you carried out while working relating them to what you intended to learn. Provide extra sources and materials as required.

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- b. Describe in as much detail as possible your internship project. Also list reading, writing, contact with your academic supervisor and other students, discussions, field trips, and/or observations you carried out which helped you meet your learning objectives.

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(Please use extra pages, if necessary).

Student's signature: _____ *Date:* _____

Faculty supervisor's signature _____ *Date:* _____

Company Supervisor's signature: _____ *Date:* _____

Faculty Supervisor's Internship Evaluation

(To be completed by Faculty Supervisor: *70% of the final grade*).

* Please complete this evaluation and review it with the intern before the end of the **internship period**: 300 hrs over a period of 15 weeks. Give concrete examples in your discussion. After you and the intern have signed this evaluation, please forward a copy to the Faculty supervisor and provide a copy to the intern.

Intern's name: _____
 Internship Starting Date: _____
 Organization/Company: _____
 Company Supervisor: _____
 Internship Position: _____

Brief descriptions of the main responsibilities and duties performed during the internship period:

Characteristics evaluation table of the interns:

	N/A	<60%	60% - 80%	>80%
Personal Traits and Qualities				
Attendance				
Punctuality				
Reliability				
Appropriate dress/appearance				
Cooperation				
Initiative and resourcefulness				
Activities				
Willingness to learn				
Accepts constructive criticism				
Interacts well with staff and constituents				
Level of professionalism				

Intellectual and Professional Background				
Knowledge of field				
Thinks independently within professional framework				
Recognizes problems and develops solutions				
Demonstrates ethical and moral conduct				
Follows directions				
Communication Skills				
Listening skills				
General attitude toward the internship				
Quality of work performed				
Compared to other interns, this intern's performance in the same company.				

Please give examples on the characteristics rated above:

Student's signature: _____
Faculty Supervisor's signature: _____
Internship Completion Date: _____

APPENDIX

(To be completed by the Company supervisor – to be delivered only to the professor, not to the student).

Your responses to the following questions will help us evaluate the match between the intern and the internship and assess the student's performance:

Please list five characteristics which describe the student:

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

How well did the intern complete the internship? Did he complete all the duties and objectives assign to him at the first moment of the internship? If not, please give a reason, why not?

What would you like that the intern had carry out in your company/organization?

How has the student developed professionally and personally during this internship?

What additional preparation do you recommend to prepare the student after the internship?

If problems or concerns arose during this internship, please explain.

How would you evaluate the intern for his performance during the internship? Please use a scale of 1-10 and/or a percentage scale ranging from 10-100% when 1 or 10% represents the lowest grade (totally unsuccessful) and 10 or 100% the highest grade (exceptionally successful).

Company Supervisor's signature:

Date:
