

Cabrini University

Science Department

Internship Manual (2022/2023 Edition)

TABLE OF CONTENTS

I. INTRODUCTION

Introduction to the Internship Program	2
Internship Objectives	3
Securing the Best Internship	4

II. PROCEDURES AND REQUIREMENTS

Site Selection Procedure	4
Responsibilities of the Student	5
Responsibilities of the Site Supervisor	6
Responsibilities of the Internship Coordinator	6

III. GRADING & ASSIGNMENTS

Internship Grading	7
Objectives Paper Format	8
Objectives Paper Rubric	9
Final Paper Format	10
Final Paper Rubric	11-12
Oral Presentation Format	13

IV. FORMS

Check List/Grade Sheet	14
Internship Contract	15-16
Internship Objectives	17
Midterm Evaluation	19
Final Internship Evaluation	19
Internship Site and Supervisor Evaluation	20-21
Internship Coordinator Evaluation	22
Oral Presentation Evaluation	23

I. INTRODUCTION

INTRODUCTION TO INTERNSHIP PROGRAM

BIO 488 / CHE 488 - Internship (3-4 credits) is required of all qualified Biology, Chemistry and Biochemistry majors.

Internship Requirements:

- Biology majors must complete a minimum of 3 credits; Biochemistry and Chemistry majors must complete a minimum of 4 credits.
 - Students with a concentration in Secondary Education fulfill their internship requirement through student teaching.
- This requirement can also be fulfilled through **research** with a Science Department faculty member (register for RBIO 466/RCHE 466, see Undergraduate research manual).
 - If research is being used for internship credits students are expected to follow ALL guidelines for internship. In this case the research mentor is the Site Supervisor.
- A student typically registers for an internship during the second semester of their junior year or during their senior year.
- To be eligible, students must have earned a 2.00 GPA or higher in the Science curriculum AND have permission of the departmental chairperson.
- Ineligible students must complete an additional science elective, approved by the department chair, to meet graduation requirements.
- It is the responsibility of the student (**not** Cabrini University) to obtain internship opportunities.

The Internship Experience:

The internship is an important complement your theoretical and lab-based course work at Cabrini University, and is designed to provide practical experiences at a supervised field site. It should not only be a learning experience but also an enjoyable one as you move closer to finishing your professional preparation and move toward becoming an independent researcher. What you take away from your internship will depend primarily on what you put into it. A positive attitude and dedication will lead to an exciting and invaluable experience.

As an intern, you are expected to be diligent, thorough, responsible, enthusiastic, and professional with all assigned tasks. You are held to the highest standards so that site supervisors have confidence in you and benefit from your hard work and contributions to ensure you enjoy a positive learning experience. Always remember you are representing Cabrini University, and when the internship is over, you will most likely request a reference from your supervisor.

This handbook is designed to ensure that specific steps are followed for securing your internship, to fully describe all requirements of the internship, to describe the grading procedures, and to provide you with all the necessary forms and paperwork.

INTERNSHIP OBJECTIVES

1. To gain practical experience working at a science-oriented facility, such as a hospital, pharmaceutical company, or in an academic setting and become familiar with the various roles and responsibilities of science professionals through participation in routine procedures and activities of the organization
2. To be exposed to a real-world work environment and develop professional skills necessary to interact with colleagues, staff, and supervisor(s)
3. To improve written and oral communication, organizational, and time management skills

SECURING THE BEST INTERNSHIP

1. Sources for internship opportunities
 - ◆ Department list / flyers/ Office of Cooperative Education and Career Services
 - ◆ Other Cabrini students who have completed their internship experiences
 - ◆ Your own research – health organizations, hospitals, colleges, pharmaceutical and biotechnology companies, government agencies, private organizations, web site information
2. Hints for securing the best internship for **you**:
 - ◆ Start searching for internships early! (6-12 months before your internship start-date)
 - ◆ Set specific goals – What do you hope to get out of your internship?
 - ◆ You do not have to choose an internship that involves the exact type of work you want to do, but your internship should fit well with your long-term goals.
 - ◆ Sample questions the interviewer may ask:
 - How long and when are you willing to work?
 - What types of courses have you taken?
 - What experience do you have in the laboratory?
 - Do you have other relevant work experience?
 - What qualities do you have that make you a good fit here as an intern?
 - What do you expect to gain from this internship experience?
 - What are Cabrini's expectations for their students?
 - ◆ Sample questions you may want to ask the interviewer (remember you are interviewing them as much as, if not more, than you are being interviewed!):
 - Who will be your direct supervisor, and how accessible is the supervisor?
 - What will your responsibilities be?
 - What do they see as the most valuable qualities of an intern at their site?
 - What networking opportunities are included in the internship?
 - What is the duration of internship?
 - When will they make their final selections?
 - ◆ Other considerations
 - Is there a match between what you want and what they can provide?
 - Personality match – You must get along with those you work with!
 - Leave with a business card or proper contact information.

II. PROCEDURES AND REQUIREMENTS

SITE SELECTION PROCEDURE

Selection of an internship should be completed the semester before the internship begins (Fall semester for Spring internships; Spring semester for Summer or Fall internships). Please schedule an appointment with your internship coordinator to complete this requirement.

1. Review the sample internship site list and/or descriptions of faculty research on the Science Department website. Alternatively, you may suggest an additional site of interest that is not on the list (Note that internships may be paid or completed on a volunteer basis.). **Discuss your options with your internship coordinator.**
2. **Prepare a resume.** You will need to bring the resume to the interview for internships (on and off campus). Career and Co-op Services and your advisor can help you with development of your resume.
3. **Call/email potential internship supervisors.** Explain to the contact that you are looking for an internship and that you are from Cabrini University. Tell them you would like to set up an interview to discuss what you are looking for and to learn more about their company/laboratory/clinic. In many cases, they will request a resume or completion of an application.
4. **Prepare for the interview** (see “Securing the Best Internship”). Bring your resume and a copy of “Responsibilities of the Site Supervisor” to your interview.
5. **Meet with internship coordinator** to discuss the outcome of your interview and the details of the internship opportunity. Your internship coordinator gives final approval of the internship site and reserves the right to refuse an internship that lacks “academic merit.” You and your internship coordinator will determine whether this internship qualifies as professional experience vs. research.
6. **Register for Internship** – BIO 488/CHE 488 (off campus) or RBIO466/RCHE466 (on campus research) – during the appropriate semester. Students enrolled in the Biology major must complete 3 credits of internship, which corresponds to 135 hours of experience. Students enrolled in the Chemistry or Biochemistry major must complete a minimum of 180 hours of internship for 4 credits. In some cases, these credits may be spread across more than one semester. If a student completes an internship during the summer, he/she must sign up for **at least 1 credit of BIO/CHE 488 in the summer semester and the remaining credits in the fall semester.**
7. Call the site you selected and inform them that you would like to accept their internship offer. Determine start date and work schedule with your site supervisor. **Arrange to have the contract completed by your site supervisor and signed by the internship coordinator.**
8. **Provide your internship coordinator with the signed agreement.** Hours cannot begin until this is done.

9. **Schedule another appointment with your internship coordinator** to review grading and assignment policies before your internship begins. At this meeting, you and the internship coordinator will set due dates for all assignments (see page 14).

RESPONSIBILITIES OF THE STUDENT

1. Follow all procedures for securing an internship site as specified in manual. **Please note that it is the responsibility of the student, not Cabrini University, to obtain internship opportunities.**
2. Submit the “Internship Contract” to your internship coordinator prior to the start of your work.
3. Dress and behave in a professional manner at your site and when on internship related business. Remember you are always representing Cabrini University.
4. Maintain regular contact with the site supervisor and your internship coordinator. Keep your site supervisor informed of your assignment deadlines.
5. Complete assignments and perform all duties assigned by your supervisor in a diligent, thorough, and responsible manner.
6. Submit your “Objectives” paper three weeks after the internship start date for semester-long projects OR before 30 hours on site for projects of shorter duration.
7. Forward blank midterm and final evaluation forms to site supervisor and return completed forms to the internship coordinator by the dates specified.
8. Complete the final paper and submit it to your internship coordinator no later than 1 month after the conclusion of your hours, regardless of internship duration.
9. Complete the internship site and supervisor evaluation and submit it to your internship coordinator no later than 1 month after conclusion of your hours.
10. Students must contact the internship coordinator and schedule a meeting with them no later than 1 month after the conclusion of your hours to discuss the final presentation information and guidelines. Please read the guidelines on page 11 in preparation for the meeting.
11. Complete the internship coordinator evaluation and return it to Faculty Support no later than 1 month after you give your final presentation. This evaluation will be forwarded to your internship coordinator after grades are submitted.
12. Students must contact the internship coordinator and schedule a meeting to practice the oral presentation at least 1 week BEFORE the formal oral presentation after completion of the internship. **This is mandatory meeting between the student and the internship coordinator.** Dates for internship presentations will be scheduled by the internship coordinator(s) and are based on faculty availability.

RESPONSIBILITIES OF THE SITE SUPERVISOR

1. Discuss with the intern the philosophy and goals of the organization. This information is necessary for the intern to complete his/her first assignment.
2. Discuss with the intern the specific duties and responsibilities to be assigned. Help the student finalize their goals and objectives for the semester.
3. Determine with the intern their schedule for the semester.
4. Provide the intern with a variety of challenging opportunities that will lead to their professional and personal growth.
5. Attempt to introduce the student to all aspects of the operations of the organization.
6. Provide professional networking opportunities including attendance at staff and professional organization meetings, where appropriate.
7. Evaluate the student at the midpoint and end of the internship, using the two forms provided; discuss the evaluation with the student and send each completed form promptly to the internship coordinator.
8. Notify the intern's internship coordinator immediately if a problem arises concerning the internship experience.

RESPONSIBILITIES OF THE INTERNSHIP COORDINATOR

1. Hold a meeting with each student the semester prior to their internship to assist the student with the selection of their internship site and course registration.
2. Give final approval for site selection, ensuring the internship is appropriate for the student's major and has adequate scientific merit.
3. Contact the student immediately if the Internship Contract, Objectives Paper, Midterm Evaluation, or Final Evaluation is not received in a timely manner.
4. Evaluate papers and assignments.
 - Objectives paper
 - Final Paper
 - Resume
 - Site supervisor's evaluation/quality of performance forms
 - Oral Presentation
5. Schedule a time for the final presentation.
6. Assign a final grade for the internship.

III. GRADING AND ASSIGNMENTS

INTERNSHIP GRADING

Students will be evaluated based on the completion of the following assignments:

Objectives paper	100 pts
Final Paper	500 pts
Supervisor's evaluation/quality of performance (midterm and final)	200 pts
Oral Presentation	200 pts
<hr/>	
Total	1000 pts.

Grades will be awarded based on the total points earned on the assignment as described in the following table:

<u>Letter Grade</u>	<u>Points</u>	<u>Percent</u>
A	930-1000	93-100%
A-	900-929	90-92.9%
B+	870-899	87-89.9%
B	830-869	83-86.9%
B-	800-829	80-82.9%
C+	770-799	77-79.9%
C	730-769	73-76.9%
C-	700-729	70-72.9%
D+	670-699	67-69.9%
D	600-669	60-66.9%
F	< 600	< 60%

Late work: Any late assignments will receive a deduction of 20% per day late. Keep in mind that if your final paper is late, a 20% deduction is a whole letter grade per day (including weekends). The due date is determined by the internship coordinator before the end of your internship.

OBJECTIVES PAPER FORMAT

Your objectives paper is DUE **three weeks after start date** for semester-long projects OR **before 30 hours on site** for projects of shorter duration. It should include the following sections:

I. TITLE PAGE 5 points

- ◆ Student's name
- ◆ Semester
- ◆ Name of agency
- ◆ Name of supervisor

II. ORGANIZATION DESCRIPTION 20 points

You will have to review some materials and ask some questions to do this part. Taking a tour would be helpful. If you are doing research on campus, consider the research lab in which you are working to be your organization.

- ◆ What is the organization's mission?
- ◆ How does the department/area you work in fit into the mission?
- ◆ Describe the physical site – buildings, campus, etc.
- ◆ History, number of years in operation
- ◆ Describe the facility, equipment, location
- ◆ What are the job title, academic degree(s), work experience, and responsibilities of your site supervisor?
- ◆ Describe the additional staff in your immediate office/department.

III. OBJECTIVES 55 points

Specifically write out your objectives for your internship assignment. Include how you will accomplish each one and by when. This is the bulk of your objectives paper. Make sure it has substance and is not just one small paragraph.

- ◆ Project description
- ◆ Purpose of the project
- ◆ Actions taken to complete your objectives
- ◆ Evaluation methods (How will you know if your goals were completed?)

IV. WRITTEN COMMUNICATION SKILLS 20 points

Papers must be double spaced with 1" margins. Papers should be a minimum of 4 full pages in length, excluding the title page. Papers must be well written, organized, no typos, etc.

V. COMPLETED INTERNSHIP OBJECTIVES FORM

See page 17 for a blank form.

OBJECTIVES PAPER RUBRIC

Requirements:	(4) Exceeds expected standards	(3) Meets expected standards	(2) Needs improvement	(1) Needs substantial improvement
Title Page 5 points	Includes all required elements, including student's name, semester, name of agency and supervisor 5	Missing one required element 4	Missing two or more elements or not written on a separate page 3	Student did not include a title page 0–2
Description of the internship organization 20 points	Student gives a thorough description of the organization, department, and facilities. Student describes the work atmosphere and colleagues. Student shows research above and beyond expectations. 18–20	Student adequately describes the organization and facilities of internship. Student mentions colleagues. Shows some outside research done. 15–17	Student describes internship facility and colleagues vaguely. Few details are provided. 12–14	Student inadequately describes the location of internship 0–11
Description of the internship objectives 55 points	Student describes in detail the educational objectives of the internship showing depth and merit for a science degree. Student shows progress and preliminary research toward goals. Student explains in detail how the success of objectives will be evaluated. 49–55	Student shows consideration educational objectives appropriate for a science degree. Student shows some progress toward meeting objectives and explains evaluation methods. 43–48	Student is missing one important element of the objectives paper. Student fails to pick a topic beyond shadowing or fails to explain evaluation methods. 37–42	Student fails to explain the objectives of the internship experience and the evaluation methods. 0–36
Written communication skills 20 points	Student follows all formatting requirements: 4 full pages (excluding title page), 1" margins, double-spaced. Students write clearly, with 2 or fewer typos. APA format used for any citations 18–20	Student follows most formatting requirements but missing some components. e.g. between 3 and 4 pages, incorrect margins, etc. 3–5 typos, including citation errors 15–17	Student fails to meet the length requirement or paper contains multiple errors, including citations errors 12–14	Student fails to meet the formatting requirements of the objectives paper and includes multiple written errors 0–11

FINAL PAPER FORMAT: Professional Experience

Your final paper is DUE no later than 1 month after completion of the internship and should include the following sections:

- | | |
|--|-------------------|
| I. TITLE PAGE | 10 points |
| II. BRIEF RESTATEMENT OF OBJECTIVES | 25 points |
| Summarize your objectives for your internship assignment, including project description and purpose of the project. | |
| III. BACKGROUND | 50 points |
| Introduce the topic you studied and/or the type of work that you completed. | |
| IV. ACCOMPLISHMENTS | 50 points |
| Full description what was/was not accomplished and why. | |
| V. INVESTIGATION | 215 points |
| Present an in-depth discussion of some aspect of your internship experience drawing on legitimate sources of information. This may be a case study, a discussion of a particular technique, etc. (This should be the largest part of the paper.) | |
| VI. PROFESSIONAL EXPERIENCES | 50 points |
| Discuss in what ways you felt your internship helped you develop as a science professional. Discuss what competencies you felt you have gained and which skills on which you still need to work. Your overall interpretation of the internship experience. | |
| VII. BIBLIOGRAPHY | 50 points |
| List all works cited, in correct APA format, minimum of 4 primary peer-reviewed sources. | |
| VIII. WRITTEN COMMUNICATION SKILLS | 50 points |
| Papers must be double spaced with 1" margins. Papers should be a minimum of 10 full pages in length, excluding the title page, figures, tables, graphs, and bibliography. All sources must be correctly cited in APA format. Papers must be well written, organized, no typos, etc. APA format guidelines: https://owl.english.purdue.edu/owl/resource/560/1/ | |

FINAL PAPER FORMAT: RESEARCH

Your final paper is DUE no later than 1 month after completion of the internship and should include the following sections:

- | | |
|--|-------------------|
| I. TITLE PAGE | 10 points |
| II. BRIEF RESTATEMENT OF OBJECTIVES | 25 points |
| Summarize your objectives for your internship assignment, including project description and purpose of the project. | |
| III. BACKGROUND | 100 points |
| Introduce the topic you studied and include a summary of the prior research in this field. | |
| IV. RESEARCH FINDINGS | 215 points |
| Include methods, research findings, and conclusions (should be largest part of the paper.) | |
| V. PROFESSIONAL EXPERIENCES | 50 points |
| Discuss in what ways you felt your internship helped you develop as a science professional. Discuss what competencies you felt you have gained and which skills on which you still need to work. Your overall interpretation of the internship experience. | |
| VI. BIBLIOGRAPHY | 50 points |
| List all works cited, in correct APA format, minimum of 4 primary peer-reviewed sources. | |
| VII. WRITTEN COMMUNICATION SKILLS | 50 points |
| Papers must be double spaced with 1" margins. Papers should be a minimum of 10 full pages in length, excluding the title page, figures, tables, graphs, and bibliography. All sources must be correctly cited in APA format (see link above for APA format guidelines). Papers must be well written, organized, no typos, etc. | |

FINAL PAPER RUBRIC

Requirements:	(4) Exceeds expected standards	(3) Meets expected standards	(2) Needs improvement	(1) Needs substantial improvement
Title Page 10 points	Includes all required elements, including descriptive title, student's name, semester, name of agency and supervisor 9–10	Missing one required element 7–8	Missing two or more elements or not written on a separate page 5–6	Student did not include a title page 0–4
Brief statement of objectives (1-2 paragraphs) 25 points	Student clearly addresses the objectives set out in the objectives paper. The objectives show depth and merit for a science degree. Project description and purpose is included 23–25	Student adequately describes the purpose of the objectives of the internship, with objectives appropriate for a science degree. 20–22	Student briefly describes objectives, but writing is vague or does not seem to address those set in the objectives paper, OR student fails to present appropriate objectives. 17–19	Student fails to clearly summarize the objectives of the internship 0–16
Background (2-3 paragraphs) 50 points	Student includes background information that shows clear relationship between the internship and chosen project. If a case study was used, background for disease/ailment should be thorough 46–50	Student includes adequate background information. Student makes an effort to tie the internship to the chosen project. 43–48	Student fails to include adequate background information (does not meet length requirement) or background does not tie internship to project 37–42	Student fails to include sufficient background information and does not tie the internship to the project 0–36
Accomplishments (1-2 paragraphs) 50 points	Student clearly describes what was accomplished and was not accomplished as described in the objectives paper. Student gives thoughtful insight into why objectives were or were not met 46–50	Student adequately describes accomplishments as described in objectives paper. Student explains why or why not 43–48	Student describes accomplishments but fails to reflect upon them 37–42	Student fails to describe accomplishments of the internship 0–36
Investigation (5-10 paragraphs) 215 points	Student provides compelling, relevant, and engaging discussion of a specific part of the internship experience, as set out in the objectives paper. Student distinctly chooses outside scholarly sources that support the topic, citing any figures. 195–215	Student provides a detailed discussion of a specific aspect of the internship. Student uses adequate outside sources to support the discussion 174–194	Student discusses a topic from the internship experience. Student fails to provide sufficient support from outside sources or does not go into enough detail. 153–173	Student fails to describe a specific part of the internship or focuses only on general shadowing. Student does not use any outside sources 0–152

Professional experiences (2-3 paragraphs) 50 points	Student reflects insightfully upon how the internship aided in his/her development as a science professional. Student details skills/knowledge gained. Student discusses skills still needed. 46–50	Student discusses in some detail how the internship developed him/her as a science professional. Student discusses skills gained. 43–48	Student briefly discusses the impact of the internship upon professional future but fails to go into detail about skills and knowledge gained 37–42	Student fails to discuss the professional experience of the internship. No reflection on skills/knowledge gained 0–36
References/works cited 50 points	Student chooses several adequate sources relating to the topic. Student cites all sources in the text and in the references section in proper APA style 46–50	Student chooses adequate sources relating to the topic. Sources are cited in the text. Citations contain 2 or fewer errors 43–48	Student chooses inadequate sources but cites them correctly in the text and at the end. Citations contain 3-5 errors 37–42	Student uses inadequate or no sources. Student fails to cite in the text and/or at the end. Citations have 5 or more errors 0–36
Written communication 50 points	Student follows all formatting requirements: 10 full pages of text, 1" margins, double-spaced. Writing is clear and structured well, with 3 or fewer errors. 46–50	Student follows most formatting requirements but missing some components. 4-6 typos or blatant grammatical errors 43–48	Student fails to meet the length requirement or paper contains more than 6 errors 37–42	Student fails to meet the formatting/length requirements and includes multiple written errors 0–36

ORAL PRESENTATION FORMAT

- Internship students are required to present their internship work to an audience of their peers, the internship coordinator, and Science faculty.
- The oral presentation should follow the same general outline as the final paper and is designed to help improve oral communication and technology skills.
- Students will also be required to answer questions posed by the audience on field-related topics.
- Students should prepare a 15- to 20-minute power point presentation and allow 5 to 10 minutes for audience questions.
- You are required to preview your presentation with the internship coordinator at least one week prior to the final presentation date. You are responsible for initiating this meeting with the internship coordinator.
- Your oral presentation will be scheduled by the Internship Coordinator during the academic semester in which you receive credit for the course.
- See the oral presentation rubric on page 23 for details on how this presentation will be evaluated.

IV. FORMS

Attached are copies of all the forms necessary to complete the internship experience. Please note that some forms will need to be copied prior to their use. Additional copies of the internship manual and forms are available at www.cabrini.edu/science.

CABRINI UNIVERSITY
Science Department

CHECK LIST/GRADE SHEET

NAME _____

Selected site w/ coordinator's approval _____
(site)

	Due date	Date received	Grade
Contract signed by site supervisor and coordinator	_____	_____	
Objectives paper (Due 3 weeks after start date for semester long projects or completion of 30 hours of work for internships of short duration)	_____	_____	_____ (100 pts)
Midterm evaluation (To be completed by site supervisor half-way through the internship and submitted within one week)	_____	_____	_____ (50 pts)
Final paper (Due no later than one month after completion of internship)	_____	_____	_____ (500 pts)
Supervisor's final internship evaluation (Due no later than one month after completion of internship)	_____	_____	_____ (150 pts)
Student's evaluation of internship site/supervisor (Due no later than one month after completion of internship)	_____	_____	
Student's evaluation of internship coordinator (Due no later than one month after completion of internship)	_____	_____	
Oral presentation (Specific dates to be determined by the department)	_____	_____	_____ (200 pts)
Final grade			_____ (1000 pts)



INTERNSHIP CONTRACT

**The following is an agreement between
The Science Department
of
CABRINI UNIVERSITY**

and

(site)

and

(intern)

beginning the month of _____, 20____. The site agrees to provide the intern with opportunities that will lead to their professional and personal growth and to fulfill all of the responsibilities as specified in the manual. The site agrees to provide a safe working environment and accepts all liability for the intern while at the internship site. The intern agrees to approach all duties in a professional manner and strive for excellence in completing assigned tasks and to fulfill all responsibilities as specified in the manual. The Science Department will verify that the intern is a currently enrolled student at Cabrini University and that they have completed all prerequisites.

TERMS OF THE AGREEMENT

This agreement shall become effective when signed by all parties. The student, site supervisor, and internship coordinator should each keep a copy.

By signing this agreement, the parties acknowledge that they have read this agreement and the manual sections that outline the intern, site supervisor and internship coordinator's responsibilities.

Withdrawal of a student from an internship site may be requested by the site supervisor or the internship coordinator. The party requesting such withdrawal shall notify the other as soon as possible and shall be finalized when the terms and conditions of the withdrawal are agreed upon by all parties.

SIGNATURES

Site Supervisor _____ Date _____

Intern _____ Date _____

Internship Coordinator _____ Date _____



CABRINI UNIVERSITY
Science Department

INTERNSHIP CONTRACT

Student's Name _____

Address _____

Phone (H) _____

(S) _____

Current year in school FR SO JR SR

Anticipated Graduation month/year _____

Internship Start Date _____

Completion Date _____

of credits requested _____

Name of Organization _____

Mailing Address _____

Phone _____

Supervisor Name & Title _____

Supervisor email address _____

Tentative Work Schedule (Dates) _____

(Days/times) _____

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Science Department

INTERNSHIP OBJECTIVES

This form and the objectives paper should be completed by intern, approved by site supervisor, and submitted to internship coordinator no later than _____ (Due date).

Student Name: _____

Semester/Year _____ / _____

Internship site: _____

Site Supervisor: _____

Student

Signature: _____ Date: _____

Site Supervisor

Signature: _____ Date: _____

Internship Coordinator

Signature: _____ Date: _____

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Science Department

MIDTERM EVALUATION

This form should be completed by the site supervisor when the intern has completed 50% of their scheduled hours. Supervisors may review the evaluation with the intern to help the intern learn strengths and areas needing improvement. The supervisor should send the completed form as soon as possible to the internship coordinator before _____ (Due date).

Student Name _____ **Evaluation date** _____

Supervisor _____

Site _____

I. Professional traits

	Needs much improvement	Needs some improvement	Satisfactory	Good	Excellent	
1. Makes use of available resources.	1	2	3	4	5	N/A
2. Ability to communicate with coworkers.	1	2	3	4	5	N/A
3. Follows through with tasks.	1	2	3	4	5	N/A
4. Commitment to the mission & goals.	1	2	3	4	5	N/A
5. Assumes leadership when & where appropriate.	1	2	3	4	5	N/A
6. Computer skills.	1	2	3	4	5	N/A
7. Field-related knowledge.	1	2	3	4	5	N/A

II. Time management

1. Reports on time to assigned responsibilities	1	2	3	4	5	N/A
2. Organizational skills.	1	2	3	4	5	N/A
3. Ability to prioritize responsibilities.	1	2	3	4	5	N/A
4. Ability to meet deadlines.	1	2	3	4	5	N/A

III. Interpersonal Skills

1. "Team player" with others.	1	2	3	4	5	N/A
2. Friendly toward others.	1	2	3	4	5	N/A
3. Working relationship with supervisor.	1	2	3	4	5	N/A
4. Accepts & makes use of feedback & suggestions.	1	2	3	4	5	N/A

IV. Personal Traits on the Job

1. Takes initiative.	1	2	3	4	5	N/A
2. Enthusiasm	1	2	3	4	5	N/A
3. Self-confidence and positive attitude.	1	2	3	4	5	N/A
4. Comfortable in work environment.	1	2	3	4	5	N/A
5. Willingness to learn.	1	2	3	4	5	N/A

 Site Supervisor's Signature

 Student's Signature (optional)

 Date

 Date

Science Department

FINAL INTERNSHIP EVALUATION

This form should be completed by the site supervisor when the intern has completed their scheduled hours. Supervisors should review the evaluation with the intern, if possible, and the supervisor should send the completed form as soon as possible to the internship coordinator but no later than _____(Due date).

Student Name _____
 date _____
 Supervisor _____
 Site _____

Evaluation

1. WHAT ARE THE STUDENT’S MAJOR STRENGTHS AND ASSETS?

2. WHAT ARE THE STUDENT’S MAJOR PROFESSIONAL AND DEVELOPMENTAL NEEDS?

3. HOW DO YOU FEEL THE STUDENT HAS DEVELOPED PROFESSIONALLY AND PERSONALLY FROM THIS EXPERIENCE?

4. ADDITIONAL COMMENTS ON BACK

5. PLEASE RECOMMEND A FINAL GRADE ON THE SCALE BELOW

Circle one: A A- B+ B B- C+ C C- D+ D F

 Site Supervisor’s Signature

 Student’s Signature (optional)

 Date

 Date

CABRINI UNIVERSITY
Science Department

INTERNSHIP SITE AND SUPERVISOR EVALUATION

*This form should be completed by the intern after they have completed their scheduled hours.
 This form should be turned in with the final paper on or before _____ (Due date).*

Student Name _____ **Evaluation date** _____

Supervisor _____

Site _____

Please assess your internship experience.

Strongly agree = SA Agree = A Disagree = D Strongly Disagree = DS

1. On site staff members were cooperative. SA A D SD
 Comments:

2. On site staff members where knowledgeable in the field. SA A D SD
 Comments:

3. There was an organized approach to my training at this site. SA A D SD
 Comments:

4. Thorough explanations were provided concerning the various aspects of the agency's programs. SA A D SD
 Comments:

5. I was given meaningful tasks to carry out during the majority of the time I spent at this site. SA A D SD
 Comments:

6. I felt challenged by my duties at this site.
 Comments:

SA A D SD

7. I found my supervisor to be helpful and supportive.
 Comments:

SA A D SD

8. I would recommend this site for future internships.
 Comments:

SA A D SD

9. What did you like the most about your internship?

10. What was the most exciting thing you learned or were exposed to?

11. What did you most dislike?

12. What improvements can the site make for future interns?

13. What improvements can be made academically to improve the experience?

14. What advice would you give to future interns there or anywhere?

Student's Signature

Date

CABRINI UNIVERSITY
Science Department
INTERNSHIP COORDINATOR EVALUATION

This form is designed to provide feedback on the quality of services faculty members provide to students in assignments like internship, field experience, and student teaching. Please complete this form *anonymously*, seal it in an envelope, sign the flap, and return it to the Faculty Support Office. Please complete it as candidly and completely as possible.

Date_____ Professor's Name_____

1. Please indicate the ways in which you interacted with this faculty member:

Internship___ Research___ Student Teaching___ Study Abroad___

Other_____

2. The faculty member was

A. Available

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

B. Helpful

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

3. Required meetings with the faculty member were worthwhile.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

4. If choices were possible, I would recommend this faculty member to other students who will participate in this program.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

5. The required manual clearly explained the expectations of the internship experience.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

6. The faculty member evaluated me fairly in accordance with the criteria set forth in the manual.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

7. The faculty member interacted effectively with the personnel at my placement.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

8. Please make any additional comments you'd like about your internship coordinator and your experience in this program. (Feel free to use the back of the form.)

