



APPLIED SCIENCES, TECHNOLOGY & EDUCATION

Community-Based Education Internship Handbook

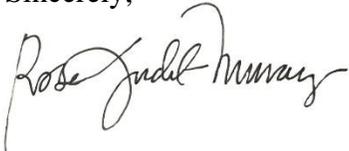
Congratulations on your internship!

You have just taken your first step toward your successful career.

Internships are one of the most valuable learning experiences you can have during your collegiate career. In the next few months, you will gain real-world experience in the field you are interested. This is more than a task-oriented job you execute for a wage. It is a professional development opportunity in which you learn how to execute these tasks, while expanding your understanding of the purpose of these tasks for the organization. This manual includes information that will help you make the most of your experience. Enclosed you will find all the necessary forms and details that must be reviewed prior to your internship.

If you need assistance at any time through the process, please contact Dr. Rose Judd-Murray at rose.juddmurray@usu.edu or 435-216-0180. Thank you for participating in this program. I look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Rose Judd-Murray". The signature is written in a cursive style with a large, looping initial "R".

Rose Judd-Murray
Assistant Professor of Community-Based Education

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Internship Requirements

What You Should Know

- This must be a legitimate community-based education or nonformal education (NCE) internship. If you are not sure what constitutes as a legitimate internship, please visit with your faculty adviser.
- Your internship cannot be with a member of your family.
- You must enroll in either ASTE 2250 or ASTE 4250 to receive internship credit. Your status in the major will determine the course you are enrolled in. You must declare for the CBE major before participating in an ASTE 4250 experience. ASTE 2250 and ASTE 4250 have the pass/fail designation, so no grade will be issued to you.
- Semester credit hour enrollment shall be commensurate with length and time of the internship. You should negotiate this with your faculty adviser.
 - Students can enroll in ASTE 2250 when they have not started their area of emphasis. The internship is meant to be exploratory in nature and experience. The required assignments are different than those required for ASTE 4250. The credits for ASTE 2250 vary from 1 to 3 depending on the internship hours. Three credit hours equates 150 hours of internship.
 - ASTE 4250 is for when students are well into a CBE emphasis. Students must be declared for the emphasis and have completed a significant number of required courses. The credits for ASTE 4250 vary from 1 to 6 depending on the internship hours. Three credit hours equates 150 hours of internship.
- If problems or disagreements arise during the internship, contact your faculty adviser as soon as possible so that a resolution can be achieved.
- The **internship agreement form** must be completed and approved by the intern, the intern's faculty adviser, and the cooperating employer prior to the actual enrollment of the intern for academic credit. The internship agreement form must be completed and signed **before the last day to add a class in the semester of your internship**. This contract will specify: the beginning and termination dates of the intern experience, salary, academic credits to be earned, tasks or responsibilities to be completed, and the date the report and other components are due. Failure to turn in the agreement on time will result in being dropped from either ASTE 2250 or ASTE 4250. **See Appendix A for the internship agreement form.**
- See the University Academic Calendar on the Utah State University website for the date of the last day to add a class.
- Five mandatory assignments must be completed during the internship process. Further information, including rubrics, is provided in the "Appendix" sections of this handbook.
- An internship evaluation must be completed by your supervisor toward the end of your internship. When your internship is complete, contact your faculty adviser so that a link to the Web-based evaluation can be sent to your supervisor. You will not receive credit until your supervisor completes the evaluation. **See Appendix F for a copy of the questions your internship supervisor will complete.**

Your Internship Assignments: ASTE 2250

- You will be expected to send a plan of work, including a list of your goals for the experience and 10 weekly reports. They should be a minimum two-paragraph explanation and possibly an attachment of documents or pictures showing what you have accomplished during the week to meet your goals. Some weeks will be more productive than others but try to stay within your planned schedule for completion. **See Appendix C for the rubric.**
- A two-page paper evaluating your internship experience must be emailed to your faculty adviser before the last day of class for the semester. Failure to submit the paper will result in failure of the class. **See Appendix D for the rubric.**
- You will provide a one-page summary of your internship to the faculty adviser in electronic format, as well as digital photographs taken during the internship. The summary and photos will become part of the ASTE Department website. **See Appendix E for the rubric.**
- Your internship supervisor will evaluate your performance at the end of the internship experience. When your internship is complete, your faculty adviser will send your internship supervisor a link to the Web-based evaluation. You will not receive credit until the internship supervisor completes the evaluation. **See Appendix F for a copy of the evaluation your internship supervisor will complete.**
- You are expected to complete a student evaluation of work performance. When your internship is complete, contact your faculty adviser so that a link to the Web-based evaluation can be sent to you. You will not receive credit until you complete the evaluation. **A copy of the evaluation that you will complete is in Appendix G.**
- You will complete a confidential evaluation of your work experience so that the department has feedback about the employer for the interest of future students. When your internship is complete, contact your faculty adviser so that a link to the Web-based survey can be sent to you. You will not receive credit until the evaluation is complete. **See Appendix H for a copy of the evaluation that you will be asked to complete.**

Your Internship Assignments: ASTE 4250

- You must submit a curriculum/instructional portfolio before the last week of classes of the semester of the internship. This portfolio can be hard copy or electronic and include examples of the materials produced or skills developed during the internship, including any lesson plans, program planning, program evaluation, hosted events, educational materials (e.g., kits, posters, online videos) or other tangible demonstrations. If your internship included online course development, consider creating an electronic portfolio. You must describe the contribution you had in the materials you include in your portfolio. (For example, if a lesson plan is provided in the portfolio, what did you do? Did you design the entire plan, provide the content, or teach it to a specific audience?) Some materials provided in the portfolio may not be as easy to “see.” For example, you may be part of planning for a workshop or community event. You should provide a detailed narrative of what you did to help plan and carry out the event/exhibit. Failure to submit the portfolio will result in failure of the class. **See Appendix B for the rubric.**
- A two-page paper evaluating your internship experience must be emailed to your faculty adviser before the last day of class for the semester. Failure to submit the paper will result in failure of the class. **See Appendix D for the rubric.**
- You will provide a one-page summary of your internship to the faculty adviser in electronic format, as well as digital photographs taken during the internship. The summary and photos will become part of the ASTE Department website. **See Appendix E for the rubric.**
- Your internship supervisor will evaluate your performance at the end of the internship experience. When your internship is complete, your faculty adviser will send your internship supervisor a link to the Web-based evaluation. You will not receive credit until the internship supervisor completes the evaluation. **See Appendix F for a copy of the evaluation your internship supervisor will complete.**
- You are expected to complete a student evaluation of work performance. When your internship is complete, contact your faculty adviser so that a link to the Web-based evaluation can be sent to you. You will not receive credit until you complete the evaluation. **A copy of the evaluation that you will complete is in Appendix G.**
- You will complete a confidential evaluation of your work experience so that the department has feedback about the employer for the interest of future students. When your internship is complete, contact your faculty adviser so that a link to the Web-based survey can be sent to you. You will not receive credit until the evaluation is complete. **See Appendix H for a copy of the evaluation that you will be asked to complete.**

Internship Checklist

Before your internship

- _____ Read the Internship Handbook.
- _____ Fill out the internship agreement with your internship supervisor and turn in before the last day to add classes for the semester of your internship.
- _____ Enroll in either ASTE 2250 or ASTE 4250 for the appropriate credit hours.

During your internship

- _____ Arrive at work on time, exhibit a positive attitude, be willing to work and learn.
- _____ Dress appropriately for the job.
- _____ Save examples of your work.
- _____ Have photos taken of you working during your internship.

Toward the end of your internship

- _____ Have your internship supervisor complete the online survey to evaluate your performance.
- _____ Write your two-page paper.
- _____ E-mail your one-page summary for the ASTE Department website and a minimum of three photos to rose.juddmurray@usu.edu.
- _____ **ASTE 4250 only:** Compile your work samples and artifact narratives into a bound and printed professional portfolio or electronic portfolio.
- _____ Complete the Student Evaluation of Work Experience.
- _____ Complete the Confidential Student Evaluation of the Work Experience.

Appendix A



Internship Agreement Form

Student: _____

Email Address: _____ Telephone: _____

Internship Title: _____ Company: _____

Employer: _____

Supervisor: _____ Telephone: _____ Email: _____

Address: _____

Faculty adviser: _____ Faculty adviser's Email: _____

Internship Start Date: _____ Internship End Date: _____ Hours of semester credit: _____

Semester Enrolled: Fall Spring Summer Year: _____ Course: ASTE 2250 ASTE 4250

Is this internship paid? No Yes If yes, what pay rate? _____ Hours worked weekly: _____

Describe the duties and requirements of the proposed internship. Discuss any major projects or daily tasks that are expected.

Other terms or information for this agreement:

Student/date

Internship Supervisor/date

Faculty Adviser/date

Appendix B

Internship Portfolio Rubric: *ASTE 4250 only*

Name: _____

Date: _____

0	1 -2	3 – 4	5 – 6	7 - 8	9 - 10
Does not exist	Work that is not acceptable	Work that is marginal and in need of significant improvements & modifications	Work that is in need of major improvements & modifications	Work that is in need of minor improvements & modifications	Work that is excellent in content, organization, & style

Criteria	Comments/Suggestions
<p>Organization and attractiveness – Portfolio was organized and the content was easy to locate and review.</p>	
<p>Table of Contents was provided that clearly outlined the content and structure of the portfolio (if hard copy). OR The headings on an e-portfolio should clearly outline the content and structure.</p>	
<p>Artifact Descriptions – You must describe the contribution you had in the materials you include in your portfolio. (For example, if a lesson plan is provided in the portfolio, what did you do? Did you design the entire plan, provide the content, or teach it to a specific audience?) Some materials provided in the portfolio may not be as easy to “see.” For example, you may be part of planning for an event or exhibit. You should provide a detailed narrative of what you did to help plan and carry it out.</p> <p>You should also address the following questions for each artifact (e.g., picture, lesson plan, brochure, video presentation) within the portfolio:</p> <ol style="list-style-type: none"> 1. What was the purpose of the artifact? 2. How was it used? 3. What did you gain as a result of creating or instructing with the artifact? 	
<p>Appropriate artifacts were provided that showcased talents, skills, and abilities for a chosen career and/or learned while completing the internship.</p>	
<p>Quality of Artifacts – artifacts were free of errors and visually appealing.</p>	

Appendix C

Weekly Reports Rubric: *ASTE 2250 only*

Name: _____

Date: _____

0	1 -2	3 – 4	5 – 6	7 - 8	9 - 10
Does not exist	Work that is not acceptable	Work that is marginal and in need of significant improvements & modifications	Work that is in need of major improvements & modifications	Work that is in need of minor improvements & modifications	Work that is excellent in content, organization, & style

Criteria	Comments/Suggestions
Week 1: Skill Development – Student will identify possible skills to be observed or developed during the internship.	
Week 2: Setting Goals —Identify at least two goals for each credit you wish to earn. List measurable steps for goal completion and potential completion dates.	
Week 3-13 Weekly Progress Reports – You must write a minimum two-paragraph explanation and possibly an attachment of documents or pictures showing what you have accomplished during the week to meet your goal(s). Some weeks will be more productive than others but try to stay on your planned schedule for completion dates. You must record 1) Time spent on goal 2) Tasks completed 3) What was observed/learned	
Grammar, Punctuation, & Spelling 1. Correct grammar 2. Correct punctuation 3. Correct spelling 4. Good word choice 5. Correct word usage	
Timeliness – Weekly reports submitted to Canvas on time. Late submissions will receive point deductions.	

Appendix D

Two-Page Paper Rubric

This paper describes the internship experience, comments on the strong and weak points of the internship, evaluates your level of preparation for the internship, evaluates the worth of the internship, suggests what could be done by both the employer and you to make the experience better, and gives advice for future interns. The evaluative report also serves as a self-critique of your abilities and learning experiences over the course of the internship.

Criteria	Comments/Suggestions
<p>Content Address the following components:</p> <ol style="list-style-type: none"> 1. Describe your internship experience 2. Comment on the strong & weak points of the internship 3. Evaluate your level of preparation for the internship 4. Evaluate the worth of the internship 5. Suggest what could be done by both the employer and you to make the experience better 6. Give advice for future interns 7. Self-critique your abilities and learning experiences over the course of the internship 	
<p>Organization & Creativity</p> <ol style="list-style-type: none"> 1. Well organized 2. Clear 3. Good flow 4. Good use of headings 	
<p>Specifications</p> <ol style="list-style-type: none"> 1. Title page 2. Times New Roman, 12 pt 3. 2 pages in length 4. 1-inch margins 	
<p>Grammar, Punctuation, & Spelling</p> <ol style="list-style-type: none"> 1. Correct grammar 2. Correct punctuation 3. Correct spelling 4. Good word choice 5. Correct word usage 	

Appendix E

One-Page Summary of Internship Rubric

You will provide a one-page summary of your internship to the faculty adviser as a Word file, as well as a minimum of three digital photographs taken during the internship. The summary and photos will become part of the ASTE Department website and promoted through the program's Facebook page.

Criteria	Comments/Suggestions
Content Address the following components: <ol style="list-style-type: none">1. Describe your internship experience<ul style="list-style-type: none">• Where did you work• What projects did you complete2. Explain the worth of the internship3. Give advice for future interns	
Organization & Creativity <ol style="list-style-type: none">1. Well organized2. Clear3. Good flow	
Specifications <ol style="list-style-type: none">1. Times New Roman, 12 pt2. 1 page in length3. 1-inch margins4. At least 3 digital photographs	
Grammar, Punctuation, & Spelling <ol style="list-style-type: none">1. Correct grammar2. Correct punctuation3. Correct spelling4. Good word choice5. Correct word usage	

Appendix F

Internship Supervisor Evaluation of Intern

Your internship supervisor will evaluate your performance at the end of the internship experience. When your internship is complete, your faculty adviser will send your supervisor a link to the Web-based evaluation. You will not receive credit until the internship supervisor completes the evaluation. This appendix includes the evaluation's questions.

Employer Evaluation of Student Performance Community-Based Education Program

This rating sheet provides a practical method through which the ability of the individual can be judged with a reasonable degree of accuracy and uniformity. Indicate your opinion of the employee by selecting the answer choice that best fits. Please follow these instructions carefully. Use your own independent judgment. Disregard your general impression of the employee and concentrate on one factor at a time. When rating an employee, call to mind instances that are typical of his/her work and way of acting. Do not be influenced by unusual situations, which are not typical. Make your rating with the utmost care and thought. Be sure it represents a fair and square opinion. Do not allow personal feeling to govern your rating.

Knowledge of work

- Practically none
- Below average
- Acceptable knowledge
- Somewhat above average
- Well informed
- Extremely well informed

Effect on workers

- Often breeds trouble and dissatisfaction
- Sometimes causes dissension
- No outstanding effect on co-workers
- Better than average
- Promotes cooperation and good will
- Outstanding for loyalty and cooperation

Promptness

- Always tardy
- Must be reminded occasionally
- Usually prompt
- Never late without good excuse
- Almost never late
- Always prompt

Responsibility

- Careless and negligent
- Not very reliable
- Accepts responsibility when asked
- Accepts responsibility without being told
- Accepts responsibility
- Exceptionally reliable

Accuracy

- Is highly inaccurate
- Is often inaccurate

- Makes occasional errors
- Somewhat above average
- Rarely makes mistakes
- Never makes mistakes

Quantity of work

- Amount of work unsatisfactory
- Turns out just enough to get by
- Turns out fair amount
- Always finishes allotted amount
- Turns out more than average amount
- Consistently outputs unusually large amount

Initiative

- Must always be told what to do
- Needs considerable supervision
- Needs direction and help in some cases
- Needs little supervision
- Pushes work through on own initiative
- Always finds extra work to do

Application

- Indifferent and lazy
- Tendency toward indifference
- Average application
- Interested and diligent
- Puts extra effort into work
- Works continuously and enthusiastically

Ability to handle public

- Difficult personality
- Likely to antagonize people
- Hesitant and diffident
- Pleasant and courteous
- Ingenious and tactful
- Unusual personality and aptitude

Overall rating of your performance

- Excellent
- Very Good
- Average
- Marginal
- Poor

Additional Comments:

Name of supervisor: _____

Name of student intern: _____

Appendix G

Student Evaluation of Work Performance

You are expected to complete a student evaluation of work performance. When your internship is complete, contact your faculty adviser so that a link to the Web-based evaluation can be sent to you. You will not receive credit until you complete the evaluation. This appendix includes the evaluation's questions.

Student Evaluation of Work Performance during Internship Community-Based Education Program

This rating sheet provides a practical method through which the ability of the individual can be judged with a reasonable degree of accuracy and uniformity. Indicate your opinion of your performance by selecting the answer choice that best fits you. Please follow these instructions carefully. Use your own independent judgment. Disregard your general impression and concentrate on one factor at a time. When rating yourself, call to mind instances that are typical of your work and way of acting. Do not be influenced by unusual situations, which are not typical.

Knowledge of work

- Practically none
- Below average
- Acceptable knowledge
- Somewhat above average
- Well informed
- Extremely well informed

Effect on workers

- Often breeds trouble and dissatisfaction
- Sometimes causes dissension
- No outstanding effect on co-workers
- Better than average
- Promotes cooperation and good will
- Outstanding for loyalty and cooperation

Promptness

- Always tardy
- Must be reminded occasionally
- Usually prompt
- Never late without good excuse
- Almost never late
- Always prompt

Responsibility

- Careless and negligent
- Not very reliable
- Accepts responsibility when asked
- Accepts responsibility without being told
- Accepts responsibility
- Exceptionally reliable

Accuracy

- Is highly inaccurate
- Is often inaccurate
- Makes occasional errors
- Somewhat above average

- Rarely makes mistakes
- Never makes mistakes

Quantity of work

- Amount of work unsatisfactory
- Turns out just enough to get by
- Turns out fair amount
- Always finishes allotted amount
- Turns out more than average amount
- Consistently outputs unusually large amount

Initiative

- Must always be told what to do
- Needs considerable supervision
- Needs direction and help in some cases
- Needs little supervision
- Pushes work through on own initiative
- Always finds extra work to do

Application

- Indifferent and lazy
- Tendency toward indifference
- Average application
- Interested and diligent
- Puts extra effort into work
- Works continuously and enthusiastically

Ability to handle public

- Difficult personality
- Likely to antagonize people
- Hesitant and diffident
- Pleasant and courteous
- Ingenious and tactful
- Unusual personality and aptitude

Overall rating of your performance

- Excellent
- Very Good
- Average
- Marginal
- Poor

What is your name?

What is your internship title?

Where did you complete your internship?

Appendix H

Confidential Student Evaluation of the Work Experience

You will complete a confidential evaluation of your work experience so that the department has feedback about the employer for the interest of future students. When your internship is complete, contact your faculty adviser so that a link to the Web-based survey can be sent to you. You will not receive credit until the evaluation is complete. This Appendix includes a copy of the evaluation that you will be asked to complete.

Confidential Student Evaluation of the Work Experience Community-Based Education Program

Please select your response to the following items regarding your work experience. The purpose of this form is to provide opportunity for frank appraisal of the job location in the interests of the employer and future students.

	Excellent	Good	Average	Poor	Very Poor	No Observation
Work experience relates to field of study	0	0	0	0	0	0
Adequacy of employer supervision	0	0	0	0	0	0
Helpfulness of supervisor	0	0	0	0	0	0
Cooperativeness of fellow workers	0	0	0	0	0	0
Opportunity to use academic learning	0	0	0	0	0	0
Opportunity to develop human relations skills	0	0	0	0	0	0
Provided levels of responsibility consistent with student ability and growth	0	0	0	0	0	0
Opportunity to develop communication skills	0	0	0	0	0	0
Opportunity to develop creativity skills	0	0	0	0	0	0
Opportunity to solve problems	0	0	0	0	0	0
Opportunity to develop critical thinking skills	0	0	0	0	0	0
Helpfulness of faculty coordinator	0	0	0	0	0	0
Overall evaluation of co-op experience	0	0	0	0	0	0

Would you work for this organization again?

- Yes
- No

Would you recommend this internship experience to other students?

- Yes
- No

List ways you have benefited from this experience.

What did you learn about yourself, personally, as a result of this experience?

Additional Comments:

What is your name?

What was your internship title?

Where did you complete your internship?