

Franklin University Internship Manual



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Created by the Academic Standards Committee 2001

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Last Printing: Fall 2002

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Introduction

The Internship Program focuses on facilitating the personal and professional development of students through individualized work experience in their field of study. Students may gain experience by applying what is learned in the classroom by working in a variety of environments. It is required that students have a minimum cumulative GPA of 2.5.

A Student Services Associate (SSA) will guide the student through the process of applying for an Internship. An SSA provides this manual and the contact name and number of the Program Chair that will be responsible for the student during his/her Internship.

The student, together with the Program Chair, or designee, and the individual responsible for internship supervision, plans opportunities to assist in delivering this educational opportunity. Preparation for work in the Internship Program includes establishing individual goals and responsibilities that reflect the student's career interests and abilities. This includes learning the values, knowledge and skills applicable in work settings.

This manual describes a flexible structure for accomplishing these outcomes. First is *Basic Information About Your Internship*. Next is the *Syllabus*, which contains outcomes of the program along with the roles and responsibilities of the student, the SSA, the Program Chair, or designee, the internship and the Assignment Schedule. The *Syllabus* also contains miscellaneous Franklin University policies and procedures. Appendix A includes administrative forms that must be approved by the Program Chair and submitted prior to beginning the Internship. Appendices B, E and F contain the forms students complete during the Internship. Appendices C and D contain the forms for the internship and Program Chair, or designee. The prerequisites for each program are listed in Appendix G. If you are an international student, please refer to Appendix H for additional requirements.

Students should be respectful of racial, cultural and ethnic differences, and committed to following ethical guidelines and the laws concerning confidentiality and professional practice.

Credit will not be given for work already completed or begun, or for current employment.

Students are encouraged to participate in an Internship that involves work relevant to their major. Students must begin planning the Internship by examining their career interests and experiences. The Program Chair will discuss all possibilities that may interest any student considering an internship.

The Program Chair, or designee, at his/her sole discretion, may choose to amend the requirements of this manual to accommodate students with extenuating circumstances.

Basic Information About Your Internship

Where can the student find an internship?

- *Job & Internship Listing*
Available in the Career Resources Office.
- *National Directory of Internships*
Available in the reference section of the Franklin University Library.
- *Informational Interviewing*
Networking with people that may have or know of internships.
- *Telephone Internship Search*
Contact prospective companies and investigate internship opportunities.

How will the internship affect the student's degree?

- Credit will be granted only for Franklin University-approved internships that result in a minimum of one to a maximum of four free or major elective credit hours, as determined by the Program Chair, or designee. (See page 10 for guidelines in determining the number of credit hours that will be awarded.)
- Students may participate in any internship as a free or major elective toward their degree requirements as long the prerequisites for that internship are met. For example, a BSAD student may apply for a marketing internship as long as the student meets the prerequisite requirements for the marketing internship. (See Appendix G.)
- Students are charged for an internship at the regular per credit hour tuition rate.

What kind of work will the student have to complete?

- All the required components are set out in the syllabus of this manual.

How does the student begin this process?

- After the initial meeting with an SSA, thoroughly review this manual and set up an appointment with your Program Chair to complete all the required components set out in the Assignment Schedule found in Appendix B.
- For all internships, the student will be required to complete the forms in this manual found in the Appendices. The Program Chair, or designee, will provide needed guidance. You will begin by completing the *Learning Contract Internship Request Form* (Appendix A) and submitting it to your Program Chair, or designee, for approval **prior to** beginning your Internship.

To whom does the student report?

- Following an initial meeting with an SSA, the Program Chair, or designee, serves as the primary contact person throughout the internship process.

Syllabus

Course Description

Provides qualified students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. This Internship is an ongoing seminar between the student, the faculty member and the employment supervisor. It involves a Learning Contract, periodic meetings with the faculty representative, professional experience at a level equivalent to other senior-level courses, and submission of materials as established in the Learning contract. Participation cannot be guaranteed for all applicants. See Appendix G for specific course descriptions.

Course Outcomes

1. The students will demonstrate their abilities to integrate and apply the theories and principles of their fields of study.
2. The students will describe the knowledge and skills gained or learned in the courses completed in the program of study.
3. The students will assess their personal growth, developing self-awareness and interpersonal effectiveness that occurred as a result of the internship experience.

L³ (LifeLong Learning) Outcomes

In addition to the academic outcomes described above, this internship also contains a set of seven L³ outcomes. The specific application of these outcomes will be applied throughout the internship experience. Students will demonstrate competencies in the following outcomes:

Communicator: Actively listens, evaluates others' communication, and responds in a manner appropriate to the context. Enhances the learning community by synthesizing concepts and presenting them to peers and instructors in writing, speech or graphics.

Collaborator: Works effectively with peers on course assignments and projects within the parameters defined in that course. Recognizes and draws on peers' capabilities as well as his/her own.

Active Researcher: Locates information in discipline-specific resources, evaluates that information, and synthesizes it to demonstrate responsibility for his/her own learning.

Critical Thinker: Analyzes communication, identifies the key argument or rhetorical structure (whether tacit or explicit), and evaluates it through reinterpretation.

Problem Solver: Recognizes and analyzes problems. Develops and implements plans to resolve those problems.

Strategist: Demonstrates a global view of a given question. Applies interdisciplinary knowledge and skills to develop and organize resources needed to solve real-world problems.

Leader: Provides responsible direction in his/her field of knowledge through intelligent risk-taking and insightful attention to perceptions and human resources. Looks for new possibilities and manages change.

Required Materials

- A copy of the Franklin University Internship Manual — to be obtained from an SSA.
- Materials for the Internship Portfolio.
- One three ring binder and dividers (to be supplied by the student).

Computer Access

While it is not a requirement that the student own a computer, the student will be required to have access to computer technology for communication purposes and for preparation of the Internship Portfolio. Specifically, for this course the student will need access to an e-mail account. Internet access is available through the Franklin Library and the Computer Labs.

Course Communications

The student is required to communicate with the Program Chair, or designee, regularly throughout the internship. In addition to regularly scheduled meetings, the Program Chair, or designee, will be available by telephone and e-mail. Among these communication options, the student can expect the quickest response to e-mail communications.

Student Responsibilities

Attendance Policy

The student is required to attend all regularly scheduled meetings with the Program Chair, or designee. Students missing regularly-scheduled meetings may be withdrawn from the internship. The Program Chair, or designee, will notify the student's internship supervisor and initiate the withdrawal through the Registrar.

Student's Responsibilities

1. Obtain required materials for the internship from an SSA, and initiate contact with the Program Chair to schedule an initial meeting to begin the internship process.
2. All international students must complete the form located in Appendix H.
3. Complete the Learning Contract Internship Request Form in Appendix A to establish the Course and LifeLong Learning Outcomes to be achieved during the internship (See page 6 & 7). This should address: internship goals, responsibilities and activities congruent with the competencies, strengths, weakness and progress in your major.
4. Meet with the program chair to begin the internship process. You will discuss the completed Learning Contract and other related issues.
5. Obtain all signatures on the Learning Contract Internship Request Form (Appendix A). This is to be submitted to the SSA for submission to the Registrar's Office.
6. Attend scheduled internship meetings with the Program Chair.
7. Complete all required activities and assignments as determined by the internship supervisor and the Program Chair, or designee.
8. Maintain an Internship Portfolio containing required materials. Submit materials by the due dates contained in the Assignment Schedule for review by the Program Chair, or designee, at the regularly-scheduled meetings.
9. Apply the theories, principles and research relevant to the coursework.

10. Establish purposeful relationships with a variety of professionals and become more knowledgeable of resources available.
11. Act according to the appropriate professional ethical standards and established laws.
12. Maintain professional conduct throughout the internship experience.

Other Roles and Responsibilities

Student Services Associate's Role

1. Give student an internship manual and cover the internship registration process
2. Complete the academic status section of the Learning Contract. (Appendix A)
3. Refer students to Career Resources for assistance in locating an internship.
4. Refer students to the Program Chair with appropriate contact information.
5. If the student is enrolled as an International student, the student must meet with an International Student Advisor prior to the meeting with the Program Chair or designee. Advise student of additional form found in Appendix H, which must be completed for International students to obtain an internship.
6. Receive completed learning contract from student, make two copies (one for the student's file and one for the Program Chair) and submit original to the Registrar's Office to complete registration of the internship.

Career Resources Role

1. Study, evaluate and make recommendations to the Program Chair, or designee, regarding potential internships.
2. Assist students in planning, implementing and evaluating internships to match their abilities and career interests.

Internship Supervisor's Role (This is the person who directly supervises the student intern's work.)

1. Select students for internship positions and communicate to the Program Chair, or designee, if a student's behavior violates established rules of conduct or interferes with operations.
2. Develop a relationship as a mentor with the student that fosters reciprocal learning.
3. Meet with students to orient them to the workplace and to provide ongoing internship supervision.
4. Provide oral feedback to the student concerning performance.
5. Submit a formal written assessment (see Internship Evaluation form, Appendix C) of the student's performance to the Program Chair, or designee, after discussing it with the student.

Program Chair's Role (or designee)

1. After being contacted by the student, thoroughly review the Student Internship Manual.
2. If the Program Chair will not be able to supervise the student throughout the internship, the Program Chair will designate a faculty member to serve as the faculty advisor for the student. The Program Chair will communicate the name and contact information (office location, telephone number, e-mail address) for the new faculty advisor to the student.

3. Review academic status section of the learning contract to determine if the student meets the qualifications for the internship, including:
 - Confirm that the student has met the prerequisites for the internship
 - Ensure no more than a maximum of four internship free or major elective credit hours are awarded per degree requirement
 - Verify that the student has a minimum cumulative GPA of 2.5
 - Verify with the internship supervisor that the internship is not for work already completed or begun, or for current employment
4. With the student, complete the Learning Contract Internship Request Form in Appendix A, establish the Course and LifeLong Learning Outcomes to be achieved during the internship (See pages 6 & 7). Be sure to address internship goals, responsibilities and activities congruent with the student's competencies, strengths, weakness and progress in his/her major.
5. At the first scheduled meeting with the student, complete the Assignment Schedule contained in Appendix B. The student is required to contact the Program Chair, or assigned faculty advisor, to schedule this meeting after obtaining this Student Manual from an SSA.
6. Conduct internship meetings that include discussions of the assignments outlined in the Assignment Schedule. The minimum number of required meetings is as follows:
 - 3 meetings for 1-2 credit hours
 - 5 meetings for 3-4 credit hours
7. Contact the supervisor prior to the beginning of the internship and communicate regularly with the internship supervisor throughout the internship to discuss the student's progress pertaining to the Course and Life Long Learning Outcomes of the internship. It is recommended that the Program Chair, or designee, personally meet with the internship supervisor at least once during the internship.
8. At the regularly scheduled meetings, review the student's Internship Portfolio and assess the student's performance and goals set out in the Learning Contract. Provide feedback to the student and the supervisor.
9. At the end of the internship, collect all required materials including the Internship Portfolio and evaluations. Provide final feedback to the student and the supervisor.
10. After reviewing the aforementioned items, conduct a final meeting with the student to determine whether or not the student achieved the Course and LifeLong Learning Outcomes established in the Learning Contract. The supervisor's assessment of the student's performance, the quality of the student's participation in the internship meetings, and the information provided in the student's Internship Portfolio should all be used to assess student learning.

Grading Policy

Your grade will be determined on a Pass or No Credit performance determined by your Program Chair, or designee, and calculated based on the Internship Portfolio and participation in the regularly-scheduled meetings, as well as, the achievement of the Course and LifeLong Learning Outcomes established in the Learning Contract for the internship.

A breakdown of assignments is listed in the Assignment Schedule, in Appendix B, which will be completed by you and your Program Chair, or designee, at your first scheduled meeting.

Evaluation

Work will be evaluated based on the components of the aforementioned *Assignment Schedule*. Specific guidelines for each requirement are as follows:

I. Meetings

- Meet the designated number of times established at the beginning of the term with the Program Chair, or designee, during the internship.

II. Internship Portfolio Components

These must be placed in a three-ring binder with a table of contents.

- Log
 - Keep a log of entries (the amount and format is to be determined in discussion with the Program Chair, or designee) describing the internship experience and how that experience is related to the degree to which you are applying this internship and the knowledge and skills needed in the field during the actual internship experience. All entries are to be up-to-date for each meeting with the Program Chair, or designee, and the internship supervisor.
 - Such entries may include:
 - Descriptions of the internship experience.
 - Evidence of achievement of the Course and LifeLong Learning Outcomes established in the *Learning Contract*.
 - A narrative describing how the student has achieved the outcomes established.
- Work Samples
 - Include any relevant samples of work completed during your internship especially those that provide evidence of achievement of the outcomes established for the internship. **Be sure that no employer confidentiality policies are being breached.**
- Final Report
 - **The final internship report should include, at a minimum, answers to the following:**
 - What did you learn from the internship?
 - How will you apply what was learned during the internship to your education at Franklin University?
 - How will you use this information in the future?
 - Describe in detail, with specific examples, each Course and LifeLong Learning Outcome established in the Learning Contract and how it was met. If any of the outcomes were not met, give a narrative describing why.
 - A self-critique regarding all aspects of the internship, including an identification of strengths and weaknesses.
 - An action plan, focusing on the aforementioned weaknesses, describing a detailed improvement plan including time frames.

III. Forms (The following forms are to be completed and included in the Internship Portfolio)

- Learning Contract (Appendix A)
- Assignment Schedule Form (Appendix B)
- Internship Supervisor Evaluation of the Student (Appendix C)
- Program Chair Evaluation of the Student (Appendix D)
- Student Evaluation of Internship Supervisor (Appendix E)
- Student Evaluation of Program Chair, or designee (Appendix F)
- International Students (Appendix H)

Credit Hours

The number of credit hours will vary from one to four credit hours determined by the Program Chair, or designee, who will consider the following factors:

- Number of hours to be worked — For instance, if the student works the following schedule, they may qualify for the listed credit hours (this is a general guideline, not a guarantee):
 - Four hours per week may qualify for 1 credit hour
 - Eight hours per week may qualify for 2 credit hours
 - Sixteen hours per week may qualify for 3 credit hours
 - Twenty hours per week may qualify for 4 credit hours
- Quality, breadth and level of difficulty of assignments. What type of work will the student be performing?

Appendix A

LEARNING CONTRACT INTERNSHIP REQUEST

PERSONAL/INTERNSHIP INFORMATION

Student name: _____

Social Security number: _____

Student address: _____

Student evening phone: _____ Daytime phone: _____

Student email address: _____

Company sponsoring internship: _____

Name of internship supervisor: _____

Internship supervisor phone: _____ email address: _____

Company address: _____

Major(s): _____

ACADEMIC STATUS

Dates of internship _____

Trimester of internship _____ Credit Hours for this internship _____

Total number of credit hours this trimester (exclude proposed internship hours) _____

Total credit hours of all prior internships and academic discipline _____

Current cumulative grade point average _____

Prior or prerequisite course(s) taken _____	Letter grade _____
_____	_____
_____	_____
_____	_____

Academic discipline of Internship Study _____

Internship Study will be applied as: _____ Major Elective credit
_____ Free Elective credit

I certify that this student is qualified for an internship and that the above records are correct.

Student Services Associate _____ Date _____ 11

The following information is to be provided by the student prior to the initial meeting with the Program Chair, or designee. **The student must attach a typewritten sheet with answers to each of the following. Note: Be sure to have the internship supervisor sign the Learning Contract prior to your initial meeting with the program chair.**

Nature of Internship

- Description of Job Duties
- Detailed Description of Planned Internship Activities
- Special Projects or Assignments

Learning Outcomes

- Learning Outcomes to be Achieved on the Job:
How will the internship work experience enable the student to complete the Course and LifeLong Learning Outcomes listed on pages 5. Each Outcome must be listed individually with a detailed action plan describing how it will be accomplished. Attach an additional sheet, if necessary.
- Provide a Listing of completed coursework that is related to the aforementioned outcomes.
- Learning Activities On & Off the Job – List specific examples of projects, work journals, research, written reports or portfolios the student is responsible for completing that will assist the student in achieving the Course and LifeLong Learning Outcomes of the internship by the student.

Self-Evaluation

- Special Interests — What would you like to gain from this internship?
- Strengths — List what you feel are your strengths and how you plan to apply them to this internship.
- Areas for Improvement — List what you feel are areas of your work performance that need to be developed or improved. How would you like the individuals involved in this internship to help you achieve your goals in these areas?

Supervision

- Supervisor — Name the program chair and the internship supervisor, if known. Describe the supervision to be provided at the work site and at Franklin University. List what kind of instruction, training or consultation you will receive.
- Expectations of the Employer/Internship Supervisor
- The Method and Frequency of Supervision to be expected from the internship supervisor

Other

- Compensation and Scheduled Work Hours — Will you be compensated for your work? How many hours will you be scheduled to work each week? Be specific.
- Evaluation — Apart from the Internship Portfolio, how will your work/learning experiences be evaluated? For instance, will the company/internship supervisor be providing you with standard corporate evaluations? All the forms in the appendices, and any additional forms required by the company, must be completed to successfully complete the internship. If additional forms are being used, provide samples in your portfolio.
- Additional Comments that you feel are important to supervising and evaluating your internship.

AGREEMENT — By signing this form you agree to the conditions of the internship as outlined in this Learning Contract.

This must be signed in the order designated below. Do not sign if the line above does not have a signature.

- 1) Student: _____ Date: _____
- 2) Internship Supervisor: _____ Date: _____
- 3) Program Chair: _____ Date: _____
- 4) Designee (if applicable) _____ Date: _____
- 5) ISS* _____ Date: _____
- 6) SSA: _____ Date: _____

* All international students must get a signature from International Student Services (ISS) after the Program Chair's approval to have US Immigration authorization to work off campus.

The student must return the completed Learning Contract (Appendix A) to an SSA who will make a copy of the Learning Contract for the student's file and the program chair then submit the original to the Registrar's Office to complete registration of the internship.

Appendix B Assignment Schedule

Item	Date Due	Completed / Actions Taken / Notes
<p>I. Meetings Scheduled (minimum 3, maximum 5 dependent on the number of credit hours)</p> <ul style="list-style-type: none"> • • • • • 		
<p>II. Internship Portfolio Components</p> <ul style="list-style-type: none"> • Log • Work Samples • Final Report 		
<p>III. Forms</p> <ul style="list-style-type: none"> • Learning Contract (Appendix A) • Assignment Schedule (Appendix B) • Internship Supervisor Evaluation of the Student (Appendix C) • Program Chair Evaluation of the Student (Appendix D) • Student Evaluation of Internship Supervisor (Appendix E) • Student Evaluation of Program Chair (Appendix F) • Prerequisites for each Program (Appendix G) • F-1 Curricular Practical Training (Appendix H) 		

Appendix C

Internship Supervisor Evaluation of Student

To evaluate the student's performance, please complete the following evaluation, which will be used to provide feedback to the student regarding his/her ability to apply his/her skills in a workplace setting. Thank you for your assistance.

Evaluation Period: Trimester: Please note beginning and ending dates of the internship _____ to _____ Year _____.

Student: _____

Location of internship: _____

Internship location address: _____

Internship Supervisor: _____

Program Chair: _____

Please indicate the student's level of performance in each of the following categories by circling the appropriate numbers according to this scale:

- 1 = Poor (P)
- 2 = Below Average (BA)
- 3 = Average (A)
- 4 = Above Average (AA)
- 5 = Excellent (E)
- 6 = Not Applicable

I. SETTING

The Student Intern:

	<u>P</u>	<u>BA</u>	<u>A</u>	<u>AA</u>	<u>E</u>	<u>N/A</u>
1. Understood and adhered to the policies and procedures of this work setting.	1	2	3	4	5	6
2. Used resources of the setting.	1	2	3	4	5	6
3. Functioned cooperatively with coworkers.	1	2	3	4	5	6
4. Organized and planned time and work.	1	2	3	4	5	6

II. PRACTICE

The Student Intern:

	<u>P</u>	<u>BA</u>	<u>A</u>	<u>AA</u>	<u>E</u>	<u>N/A</u>
1. Developed constructive relationships with clients and coworkers.	1	2	3	4	5	6
2. Translated theoretical knowledge into practice.	1	2	3	4	5	6
3. Pursued and coordinated utilization of resources.	1	2	3	4	5	6
4. Gathered and organized pertinent data.	1	2	3	4	5	6
5. Formed appropriate judgments.	1	2	3	4	5	6
6. Implemented practical ideas.	1	2	3	4	5	6
7. Communicated effectively.	1	2	3	4	5	6

III. PROFESSIONAL SELF

The student Intern:

	<u>P</u>	<u>BA</u>	<u>A</u>	<u>AA</u>	<u>E</u>	<u>N/A</u>
1. Demonstrated a disciplined sense of self.	1	2	3	4	5	6
2. Showed professionalism at all times, including adhering to any and all ethical standards.	1	2	3	4	5	6

IV. SUPERVISION

The student Intern:

	P	<u>BA</u>	<u>A</u>	<u>AA</u>	<u>E</u>	<u>N/A</u>
1. Recognized the learner role.	1	2	3	4	5	6
2. Transferred learning from one experience to another.	1	2	3	4	5	6
3. Was receptive to and used supervisory help when making decisions.	1	2	3	4	5	6

V. SUMMARY

Satisfactory performance means the student consistently met the expectations outlined in the *Internship Plan*. Overall, the student's performance was: (Circle one)

Satisfactory

Unsatisfactory

VI. SUPPORTING COMMENTS: (Attach extra sheets if needed).

Please provide a narrative summary of the student's strengths and weaknesses as demonstrated during this Internship. Include a brief description of the activities in which the student participated and any clarifications of the ratings given on this evaluation.

I have reviewed this evaluation.

Signature of Student and Date

Signature of Program Chair and Date

Signature of Internship Supervisor and Date

Appendix D

Program Chair, or designee, Evaluation of the Student

You must attach typed responses to this Appendix addressing the following:

I. Meetings Scheduled

- Did the student attend all meetings in a timely manner?
- Was the student prepared for the meetings?

II. Internship Portfolio Components

- Log
 - Did the student keep a log describing the internship experience as described above?
 - Did the student turn in their log for review?
- Work Samples
 - Did the student provide relevant samples of the work they did during their internship
(be sure that no company confidentiality policies are being breached)
- Final Report
 - Did the student's final report include all the requirements listed on pages 13 and 14?

III. Additional Feedback

Appendix E

Student Evaluation of Internship Supervisor

PERSONAL/INTERSHIP INFORMATION

Student Name: _____

Company Name: _____

Internship Supervisor: _____

Company Address: _____

Date of Internship: From: _____ To: _____ Year: _____

Attach comments on a separate page if insufficient space is available.

1. List your on-the-job activities that helped you accomplish your outcomes.

2. How well was your internship supervisor able to assist you in accomplishing the outcomes that were included in this internship? If one or more of your outcomes were not accomplished, explain why using specific examples.

3. In what ways, if any, did your internship supervisor assist you in taking you in a new direction or expanding your experiences beyond your Learning Contract?

4. Describe your overall satisfaction with the work-site supervision you received.

5. Did you receive appropriate and timely feedback? Explain.

6. Was your training adequate? Explain.

7. Would you recommend this internship to another student? Why or why not?

8. Additional Comments:

Student signature

Date

After discussing this evaluation with your Program Chair, include a copy in your Internship Portfolio.

Appendix F

Name of Program Chair, or designee _____

Course Number _____ Course Name _____

Term: Fall _____ Winter _____ Summer _____ 20 _____

Student Evaluation of Program Chair, or Designee

SA=Strongly Agree A=Agree D=Disagree SD=Strongly Disagree N/A=Not Applicable

1. The Program Chair, or designee, returned calls and/or e-mails promptly.

_____ SA _____ A _____ D _____ SD _____ N/A

Comments:

2. The Program Chair, or designee, kept the regularly scheduled meetings.

_____ SA _____ A _____ D _____ SD _____ N/A

Comments:

3. The Program Chair, or designee, assisted me in developing my Learning Contract Internship Request Form and Internship Plan.

_____ SA _____ A _____ D _____ SD _____ N/A

Comments:

4. The Program Chair, or designee, regularly checked on the progress of my Internship Portfolio.

_____ SA _____ A _____ D _____ SD _____ N/A

Comments:

5. The Program Chair, or designee, provided useful feedback.

_____ SA _____ A _____ D _____ SD _____ N/A

Comments:

- 6 Additional Comments:

Upon completion return this form to Faculty Services.

Appendix G

Program Internship Prerequisites

Course Name	Course Prerequisites, in addition to a minimum cumulative GPA of 2.5.
Accounting Internship ACCT 410	<i>Prerequisites: Intermediate Accounting I (ACCT 310) & II (ACCT 320) and Cost Accounting (ACCT 330). For internship positions in Public Accounting additional prerequisites of Federal Income Tax I (ACCT 390) and Auditing (ACCT 470) are required.</i>
Business Administration Internship BSAD 410	<i>Prerequisites: Completion of the Business core courses.</i>
Marketing Internship MKTG 410	<i>Prerequisites: Marketing (MKTG 300).</i>
Computer Science Internship COMP 410	<i>Prerequisites: None</i>
Management Information Sciences Internship MIS 410	<i>Prerequisites: None</i>
Financial Management	<i>Prerequisites: Financial Management (FIN 403), or Investments (FIN 405).</i>

Appendix H

Franklin University INTERNATIONAL STUDENT SERVICES

F-1 CURRICULAR PRACTICAL TRAINING

General Information

Curricular Practical Training for F-1 students is intended to provide hands-on practical work experience in situations where the work serves as an integral part of a student's academic program, prior to the completion of that program. Franklin University defines Curricular Practical Training as an internship for college credit. Students that have been in F-1 status for at least nine months may apply to participate in this type of training.

Although authorized part-time Curricular Practical Training employment is permitted with no penalties until completion of a degree, students who have received one year or more of full-time Curricular Practical Training are ineligible for Optional Practical Training (this includes practical training immediately after graduation).

NOTE: *Curricular Practical Training entailing employment of 20 or fewer hours per week, requires concurrent course work to maintain status as a full-time student.*

In order to be eligible for Curricular Practical Training the following must be met:

- 1) The employment must be a temporary internship through an employer and not a permanent employment position. The employment must be designed and structured to enhance the student's educational program, endorsed and monitored by the academic department, and directly related to the student's field of study.
- 2) The internship must be for college credit as an integral part of a student's academic program.
- 3) The student should be at the end of their junior year or beginning of their senior year having a majority of their course work finished in order to be considered for an internship.

Application Materials

Bring the following to International Student Services:

- 1) Passport and Form I-94;
- 2) Completed Form I-538 (available at International Student Services);
- 3) Form I-20 ID; and
- 4) completed Franklin University internship application with signatures.

Authorization Procedure

Form I-20 ID (student) copy is endorsed by the International Student Advisor indicating "full-time (or part-time) Curricular Practical Training authorized for (employer) at (location) from (date) to (date) by (signature of international student advisor) on (date)."

The International Student Advisor in ISS will review Form I-538 and complete the necessary sections. Form I-538 is then mailed by ISS to:

**INS Student/School Processing
ACS Inc.
1084 South Laurel Rd.
London, KY 40744**

F-1 students may not begin Curricular Practical Training until the Form I-20 ID has been endorsed to indicate authorization. International students must be careful not to continue employment beyond the date authorized, unless you apply for and are granted an extension of your permission to work.

The student may engage in Curricular Practical Training upon receipt of the endorsed Form I-20 ID.

For more information contact the International Student Services advisor at 614-341-6437.



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Fall 2002