



# Franklin University

# Internship Manual

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## TABLE OF CONTENTS

Introduction.....	3
Internship Action Items .....	4
Appendix A – Internship Application & Learning Agreement .....	6
Appendix B – Meeting & Communication Plan.....	9
Appendix C – Internship Supervisor Evaluation of Student .....	10
Appendix D – Academic Supervisor Evaluation of Student .....	12
Appendix E – Student Evaluation of Internship Supervisor.....	13
Appendix F – Curricular Practical Training .....	15
Appendix G – Internship Syllabus.....	17

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# Introduction

## DESCRIPTION

The Internship Program focuses on facilitating the personal and professional development of students through individualized work experience. A student interested in an internship should begin planning his or her Internship by examining career interests and experiences. Internship goals also include learning the values, knowledge, and skills applicable to work settings.

To start the process, the student should check with an Academic Advisor for the most up-to-date list of programs for which internships are available. Generally, a student may participate in any internship as long as 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. An international student on an F-1 visa is eligible for an internship in their major area only.

With proper completion of requirements, a student may earn between 1 and 4 hours of major area or university elective credit, as determined by the Academic Supervisor (program chair or designee). (See page 21 for guidelines in determining the number of credit hours that can be awarded.) Tuition is charged per credit hour based on the Standard Undergraduate tuition rate and is listed as a 15-week course on the student's schedule. However, the internship dates are not required to align exactly with the trimester schedule.

## REQUIREMENTS

Prerequisites vary depending on the internship field; however, it is required that a student have a minimum cumulative grade point average (GPA) of 2.5 to apply for an internship. See individual prerequisites in the current Academic Bulletin under Course Descriptions. The Academic Supervisor, at his/her sole discretion, may choose to amend the requirements of this manual to accommodate a student with extenuating circumstances.

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

## GETTING STARTED

The student should consult his/her Academic Advisor for guidance through the process of applying for an internship. The Academic Advisor will also provide contact information for the Program Chair who will be responsible for the student during the internship. The student needs to read this entire Internship Manual.

At least one week prior to commencement of the internship employment, the student must have completed all steps required for approval as described in this Internship Manual and be registered for internship credit. **Credit will not be given for (a) work begun before approval of the internship, (b) work already completed or (c) for current employment.**

## Internship Action Items

**Step 1:** The Student consults with an Academic Advisor in Student Services to discuss obtaining internship credit, prerequisites, and GPA requirements. The Academic Advisor provides the student with a copy of this Internship Manual. **An international student in F-1 status with questions about Curricular Practical Training (CPT) must consult with an International Advisor at the Office of International Services and Programs (OISP) regarding eligibility and immigration status requirements. (See Appendix F).**

**Step 2:** The student acquires an internship. Suggested resources include:

- Internship Website sponsored by the local Chamber of Commerce (e.g., <http://columbusinternships.com> )
- Contacts made through personal and professional networking or direct company contact
- Internship directories (available through the library or the Internet)
- Franklin University Internship web site (<http://www.franklin.edu/franklin/files/slc/internshiplist.pdf>)

**Step 3:** The student meets with the internship supervisor (the person who will directly supervise the student's work at the internship site) to:

- Discuss the learning objectives for the internship.
- Complete the Internship Information form.
- Discuss information needed to complete Internship Application & Learning Agreement (Appendix A) and obtain the signature of the Internship Supervisor on the form.
- Obtain a Job Offer Letter from the Internship Supervisor authorizing the internship.

**Step 4:** The student schedules a meeting or phone call with the Program Chair to discuss the internship proposal and determine eligibility of the internship for credit. (The Program Chair may designate another professor as the Academic Supervisor for the internship.) Provide the Program Chair (or designee) with the Internship Application & Learning Agreement (Appendix A).

- Discuss the draft of the learning objectives attached to the Internship Application and Learning Agreement. If requested by the Academic Supervisor, the student will revise the Internship Application & Learning Agreement to reflect the results of this discussion. Note that these learning objectives are likely to expand during follow-up meetings between the student and the Academic Supervisor where new learning opportunities will be explored.
- If the Program Chair (or designee) approves the internship for credit, he or she will sign the Internship Application & Learning Agreement. Upon approval, the Program Chair or designee will serve as the Academic Supervisor for the duration of the internship. Note that the Program Chair will also need to approve the internship if the student is working with a faculty member (Academic Supervisor) designated by the Program Chair.
- Schedule additional meetings with the Academic Supervisor and determine the due date of the Internship Portfolio (see Appendices B & G)

**Step 5:** The student submits the signed Internship Application & Learning Agreement (Appendix A) to an Academic Advisor who will register the student for the internship. **An international student on an F-1 visa must also apply for Curricular Practical Training (Appendix F) with the Office of**

**International Services and Programs (OISP) in order to request authorization to work off-campus. The Curricular Practical Training Application must be submitted to OISP at least one week before employment is scheduled to begin.**

**Step 6:** The student begins the internship. During the internship, the student:

- Completes all required activities and assignments as determined by the Internship Supervisor and the Academic Supervisor.
- Maintains an Internship Portfolio containing the following required materials:
  - Forms
    - Internship Application & Learning Agreement (Appendix A).
    - Meeting & Communication Plan (Appendix B)
  - Log of work and learning accomplishments
  - Work sample(s) screened for confidential or proprietary information
  - Evaluations (See syllabus for more details) (Appendix G)
  - Final Internship Portfolio Report
- Meet periodically with the Academic Supervisor to discuss progress toward completing the learning objectives. As learning is accomplished, the student will likely become exposed to additional areas for learning that will need to be discussed with the Academic Supervisor and added to the scope of learning for the internship.

**Step 7:** The student completes the internship and requests a formal Performance Review with the Internship Supervisor. The evaluation form (Appendix C) is used to facilitate this discussion and once completed, the form becomes part of the Internship Portfolio.

**Step 8:** The student schedules a final meeting with the Academic Supervisor to review the completion of all requirements as documented in the Internship Portfolio.

**Step 9:** The Academic Supervisor evaluates the portfolio, discusses learning accomplished, and completes the Academic Supervisor Evaluation of the Student form (Appendix D). Upon completion of this meeting, the Academic Supervisor submits the final grade for the student's internship.

**For specific assignment guidelines and complete details on how the internship will be evaluated and credit awarded, please refer to the Evaluation section of the Internship Syllabus. (Appendix G)**



Name of company or organization sponsoring the internship:	
Name of Internship Supervisor:	
Phone:	Email address:
Company address:	

Name of Academic Supervisor:	
Phone:	Email address:

The student must attach the following information as part of the Application. **Note: The Internship Supervisor must sign the following page prior to the student’s meeting with the Academic Supervisor.**

**DESCRIPTION OF INTERNSHIP**

- Describe in detail the planned job duties including any special projects and/or assignments
- Attach a copy of the Job Offer Letter from the sponsoring company or organization.

**ACADMIC GROWTH**

- Provide a listing of completed coursework that is related to the internship.
- Prepare a list of specific learning objectives. This list will be reviewed throughout the internship with the Academic Supervisor and will be modified as new learning opportunities arise.

**PERSONAL GROWTH**

- What are the personal growth and interpersonal effectiveness goals?
- What are your strengths and how do you plan to apply them during this internship?
- What areas of your work performance need to be developed? How would you like the individuals involved in this internship to help you achieve your goals?
- What L<sup>3</sup> (Life Long Learning) Outcomes (see Appendix G) are going to be developed as part of this internship?

**SUPERVISION**

- Describe the supervision to be provided at the work site and from Franklin University. Include the kind of instruction, training, or consultation you will receive, as well as the method and frequency of supervision expected from the Internship Supervisor.

**OTHER**

- Will you be compensated for your work? How many hours will you be scheduled to work each week? Be specific.
- Apart from the Internship Portfolio, how will your work or learning experiences be evaluated? For instance, will the company or Internship Supervisor be providing you with standard corporate evaluations? If additional forms are being used, provide samples with your application.
- Provide any additional information that you feel is important to supervising and evaluating your internship.

Student name: \_\_\_\_\_ Appendix A – Internship Application & Learning Agreement (cont.)

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By signing this form you agree to the conditions of the internship as outlined in the Internship Manual and the attached application and learning agreement. **This must be signed in the order designated below. Do not sign if the line above does not have a signature.**

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I have attained an internship and request permission to pursue academic credit for this internship.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

I will supervise this student's work through the course of his/her internship at the internship site.

Internship Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

I approve this internship for academic credit for this student.

Program Chair: \_\_\_\_\_ Date: \_\_\_\_\_

I have been designated by the Program Chair to support this student in meeting academic requirements.

Academic Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

I have determined that this student is eligible for Curricular Practical Training.

International Academic Advisor:  
(if applicable)\*: \_\_\_\_\_ Date: \_\_\_\_\_

I have received the necessary documents to process this student's registration for internship credit.

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**\*International students on F-1 visas must apply for Curricular Practical Training with the Office of International Services and Programs (OISP) in order to request authorization to work off-campus.** The Curricular Practical Training application materials (see Appendix F) must be submitted to OISP at least one week before the internship (employment) is scheduled to begin.

The student must return the completed Internship Application & Learning Agreement to an Academic Advisor who will submit the original to the Registrar's Office to complete the registration for the internship. The Academic Advisor will make copies of these forms for the student's file.

## Appendix B – Meeting & Communication Plan

Student name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

### TO BE COMPLETED WITH THE ACADEMIC SUPERVISOR

Item	Date Due	Completed / Actions Taken / Notes
<p>1. Meetings Scheduled – face-to-face, teleconference, web conference, or email check-in. (minimum 3 for 1-2 credit hours, minimum 5 for 3-4 credit hours.)</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>• Final evaluation meeting at conclusion of the internship (See Appendices C, D, and E)</li> </ul>		
<p>2. Internship Portfolio Review</p> <ul style="list-style-type: none"> <li>• Forms</li> <li>• Log</li> <li>• Work Samples</li> <li>• Assessment of Learning Outcomes</li> <li>• Evaluations</li> <li>• Final Report</li> </ul>		

## Appendix C – Internship Supervisor Evaluation of Student Copy for Student's Internship Portfolio

Student name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

### TO BE COMPLETED BY INTERNSHIP SUPERVISOR

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 skills in a workplace setting. This form may be replaced by the form normally used by the organization to evaluate full-time employees.

Evaluation Period: Please note the beginning and ending dates of the internship:

\_\_\_\_\_ to \_\_\_\_\_ Year \_\_\_\_\_

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

Poor (P)	Above Average (AA)
Below Average (BA)	Excellent (E)
Average (A)	Not Applicable (N/A)

#### I. SETTING – The Student Intern:

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

#### II. PRACTICE – The Student Intern:

1. Developed constructive relationships with clients and coworkers.	P	BA	A	AA	E	N/A
2. Translated theoretical knowledge into practice.	P	BA	A	AA	E	N/A
3. Pursued and coordinated utilization of resources.	P	BA	A	AA	E	N/A
4. Gathered and organized pertinent data.	P	BA	A	AA	E	N/A

5. Formed appropriate judgments.	P	BA	A	AA	E	N/A
6. Implemented practical ideas.	P	BA	A	AA	E	N/A
7. Communicated effectively.	P	BA	A	AA	E	N/A

III. PROFESSIONAL SELF - The Student Intern:

1. Demonstrated a disciplined sense of self including timely and engaged work attendance.	P	BA	A	AA	E	N/A
2. Showed professionalism at all times, including adhering to any and all ethical standards.	P	BA	A	AA	E	N/A

IV. SUPERVISION - The Student Intern:

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

V. SUMMARY

Satisfactory performance means the student consistently met the expectations outlined in the Internship Plan. Overall, the student's performance was: (Check 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 Internship Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Academic Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*All forms in the Internship Manual, all assignments required in the Internship Syllabus, and any additional forms required by the company must be included in the Internship Portfolio to successfully complete the internship.*

## Appendix D – Academic Supervisor Evaluation of Student

Student name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

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TO BE COMPLETED BY ACADEMIC SUPERVISOR

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Address the following issues when evaluating the student's internship:

I. Meetings Scheduled

- Did the student attend all meetings? Was he/she punctual?
  
- Was the student prepared for the meetings?

II. Internship Portfolio Component

- Log
  - Did the student keep a log describing the internship experience and progress toward expected learning outcomes?
  - Did the student submit his or her log for review?
  
- Work Samples
  - Did the student provide relevant samples of the work he or she did during the internship? Be sure that no company confidentiality is breached.
  
- Final Report
  - Did the student's final Internship Portfolio include all the required components?

III. Additional Feedback

Signature of Academic Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

*All forms in the Internship Manual, all assignments required in the Internship Syllabus, and any additional forms required by the company must be included in the Internship Portfolio to successfully complete the internship.*

## Appendix E – Student Evaluation of Internship Supervisor

Student name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

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TO BE COMPLETED BY STUDENT

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**It is not required that this information be shared with the Internship Supervisor.**

Please respond to the following questions:

1. List your on-the-job activities that helped you accomplish your approved internship proposal 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 a new direction or in expanding your experiences beyond your approved internship proposal?
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:

Print Name

Sign Name

Date

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*All forms in the Internship Manual, all assignments required in the Internship Syllabus, and any additional forms required by the company must be completed to successfully complete the internship.*

# Appendix F – Curricular Practical Training

\*For international students on F-1 visas only\*

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## PART A: GENERAL INFORMATION

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International students in F-1 status may be eligible to pursue an internship that is directly related to their major area of study to meet academic requirements for the academic program listed on their Form I-20. To be eligible for an internship, F-1 students must comply with academic requirements (see Appendix G) and immigration requirements. To meet immigration requirements, F-1 students must receive authorization for Curricular Practical Training (CPT).

Curricular Practical Training 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.

F-1 students may pursue part-time or full-time Curricular Practical Training during their academic program. Full-time Curricular Practical Training consists of an internship in which the student is employed for more than 20 hours per week. Students who have received authorization for full-time Curricular Practical Training for one year or more are **ineligible** for Optional Practical Training (OPT). Part-time Curricular Practical Training consists of an internship in which the student is employed for 20 hours or less per week, and does not impact eligibility for OPT.

**NOTE:** *Curricular Practical Training entailing employment of 20 or fewer hours per week requires concurrent full-time 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 meets the definition of Curricular Practical Training as being “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” 8 C.F.R. § 214 (f) (10) (i)
- 2) The employment must be “an integral part of an established curriculum.”  
8 C.F.R. § 214 (f) (10) (i)
- 3) The employment must be a temporary internship through an employer and not a permanent employment position.
- 4) The internship must be for college credit as an integral part of a student's academic program. It must be endorsed and monitored by the student's academic department.

### Authorization Procedure

Curricular Practical Training is authorized by an International Student Advisor in the Office of International Services and Programs (OISP). A new SEVIS Form I-20 will be created with an endorsement indicating, “full-time (or part-time) Curricular Practical Training authorized for (employer) at (location) from (date) to (date).”

*F-1 students may not begin Curricular Practical Training until the Form I-20 has been endorsed to indicate authorization. International students must not continue employment beyond the date authorized. For an extension of Curricular Practical Training, please see International Services and Programs (OISP) **before** the end date of the authorized employment.*

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

For more information about meeting immigration requirements for Curricular Practical Training, contact the Office of International Services and Programs at 614-797-4700 or [oisip@franklin.edu](mailto:oisip@franklin.edu).

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## PART B: APPLICATION MATERIALS

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In order to apply for work authorization, bring the following to the Office of International Services and Programs (OISP):

- 1) Passport;
- 2) I-94 card;
- 3) Form I-20;
- 4) Employer offer letter on employer’s letterhead that includes the following:
  - a) The job description
  - b) The start date and end date of internship
  - c) The number of hours that will be worked per week
  - d) The name and address of the employer; and
- 5) Completed Franklin University Internship Application & Learning Agreement (Appendix A)

The application materials should be submitted to OISP at least one week before the employment is scheduled to begin.

# Appendix G – Internship Syllabus

## Course Description

An internship 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 an Internship Application & Learning Agreement, periodic meetings with the faculty representative, professional experience at a level equivalent to other senior-level or graduate courses, and submission of materials as established in the Internship Agreement & Learning Agreement. Participation cannot be guaranteed for all applicants.

## Prerequisites

Internship prerequisites vary depending on the academic discipline in which student is pursuing internship credit. Please refer to the current Academic Bulletin for the appropriate prerequisites.

## Course Outcomes

1. The student will demonstrate the ability to integrate and apply knowledge and skills from completed coursework.
2. The student will describe how knowledge and skills gained in completed coursework were applied in the work setting.
3. The student will assess personal growth and interpersonal effectiveness that occurred as a result of the internship experience.

## L<sup>3</sup> (Life Long Learning) Outcomes

In addition to the academic course outcomes described above, every Franklin University course also contains a set of four L<sup>3</sup> traits. Each of these traits is described by various skills described below and to the extent possible these learning outcomes are to be incorporated in the internship.

### Knowledge Seeker:



*Researcher*

- locates information from various resources and uses technology appropriately.



*Gap Analyzer*

- identifies potential or current needs/problems/opportunities that require additional skills/knowledge.



*Global Thinker*

- identifies global issues and is cognizant of cultural sensitivity.

### Knowledge Explorer:



*Multi-Tasker*

- balances time and priorities in learning and life activities.



*Evaluator*

- applies critical thinking by filtering information through multiple value/ethos systems, experiences, and knowledge.



*Reflective Thinker*

- allows for time to think about ideas and new knowledge before formulating an opinion.



*Intellectual Inquirer*

- draws from a diverse collection of resources to expand one's sphere of influence.

### Knowledge Practitioner:



*Decision Maker*

- uses strategies of questioning, analyzing, evaluating, and judging information or situations to generate ideas or solutions to problems.



*Team Player*

- works effectively with others on activities or projects within the parameters defined in order to achieve a common goal.



*Leader/Follower*

- engages the leadership process by actively assuming the leader and/or follower role as needed to meet the needs of the team.



*Independent Thinker*

- makes decisions based on available information and personal criteria.



*Reflective Practitioner*

- deliberates thoughtfully on previous experiences and coursework to incorporate "lessons learned" into future decisions or actions.



*Professional Relationship Builder*

- develops personal and professional networks and relationships to address business and social situations with confidence and finesse.

### Knowledge Communicator:



*Messenger*

- persuades and/or informs others through graphic, written, and oral messages given a defined audience.



*Presenter*

- presents information in a formal setting.



*Listener*

- reserves judgment while hearing others' opinions.



*Contributor*

- integrates, creates and disseminates knowledge from learned experiences.



*Change Agent*

- takes the initiative in communicating and promoting change activities.

### Required Materials

- A copy of the Internship Manual – to be obtained from an Academic Advisor.
- Materials for the Internship Portfolio including a three ring binder and dividers (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 email account. Internet access is available through the Franklin Library and the Computer Labs.

## Virus Policy

All e-mail sent to Franklin faculty is automatically scanned for viruses. Messages that contain attachments found to be carrying viruses are deleted with notification sent to the sender only. The professor is not notified that a message was sent and subsequently deleted. It is the student's responsibility to ensure that a virus-free assignment is delivered on time to the professor. An e-mail assignment is considered late if the professor does not receive it by the assigned time and date, even if Franklin's e-mail servers automatically block that assignment.

## Course Communications

The student is required to communicate with the Academic Supervisor regularly throughout the internship. These meetings may be in person, over the phone, or FranklinLive! In addition to regularly scheduled meetings, the Academic Supervisor will be available by telephone and email to answer questions that might arise. Among these communication options, the student can expect the quickest response to email communication.

## Student Responsibilities

### Attendance Policy

The student is expected to be fully engaged on the job during the agreed upon hours of work and to attend all regularly scheduled meetings with the Academic Supervisor. Students with poor work attendance or missing regularly-scheduled meetings with the Academic Supervisor may be withdrawn from the internship. If necessary, the Academic Supervisor will notify the student's Internship Supervisor and initiate the withdrawal through the Registrar.

### Student's Role

1. Meets with an Academic Advisor to discuss obtaining internship credit, meeting prerequisites and GPA requirements, and completing the academic status part of the Internship Application & Learning Agreement form (Appendix A). **International students on F-1 visas who have questions about Curricular Practical Training should meet with an International Academic Advisor to discuss eligibility and immigration status requirements.**
2. Finds an internship. Suggested resources are identified in the Internship Action Items above
3. Meets with the Internship Supervisor (the person who will directly supervise your work) to discuss learning objectives and complete the Internship Application & Learning Agreement (Appendix A).
4. Completes the Internship Application & Learning Agreement by answering all of the questions and submit the answers in writing to the Program Chair. Be sure to include information covering Nature of Internship, Learning Outcomes, Self-Evaluation, Supervision, and Other requirements.
5. Meets with the Program Chair to discuss the Internship Application & Learning Agreement and determine eligibility of internship for credit.
  - If the Program Chair approves internship for credit, he or she will sign the form.
  - At this initial meeting or in the future, the student will schedule meetings with the Academic Supervisor per the meeting schedule.
6. Submits the signed Internship Application & Learning Agreement form to his or her Academic Advisor for registration. **International students on an F-1 visa must apply for Curricular Practical Training with Office of International Services and Programs (OISP) after the Program Chair has signed the Internship Application & Learning Agreement in order to request authorization to work off-campus.** The Curricular Practical Training Application must be submitted to OISP at least one week before employment is scheduled to begin.
7. Attends scheduled internship meetings with the Academic Supervisor.
8. Completes all required activities and assignments as determined by the Internship Supervisor and the Academic Supervisor.
9. Maintains an Internship Portfolio containing required materials. Submits materials for review at the regularly scheduled meetings with the Academic Supervisor. Completes all requirements as outlined in this syllabus.
10. Applies the theories, principles, and research relevant to the coursework.
11. Establishes purposeful relationships with a variety of professionals and becomes more knowledgeable of resources available.
12. Acts according to the appropriate professional ethical standards and established law.
13. Maintains professional conduct throughout the internship experience.

## Other Roles and Responsibilities

### Academic Advisor's Role

1. Gives the student the Internship Manual and covers the internship registration process.
2. Reviews and approves the academic status part of the Internship Application & Learning Agreement (Appendix A).
  - Confirms that the student has met the prerequisites for the internship
  - Ensures that no more than four credit hours of internship credit are awarded per degree requirement as university elective or major elective credit
  - Verifies that the student has a minimum cumulative GPA of 2.5
  - Verifies that the internship is not for work already completed or begun, or for current employment
3. Refers the student to the Program Chair with appropriate contact information.
4. **Advises an international student on a F-1 visa who has questions about Curricular Practical Training to meet with an International Academic Advisor to discuss eligibility and immigration status requirements.**
5. Submits the completed Internship Application & Learning Agreement to the Registrar's Office for completion of the internship registration. In addition, the Academic Advisor will make a copy of this form for the student's file.

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

1. Selects the student for the internship position and communicates to the Academic Supervisor if a student's behavior violates established rules of conduct or interferes with operations.
2. Develops a mentor relationship with the student intern that fosters reciprocal learning.
3. Meets with the student intern to orient him/her to the workplace and provides ongoing internship supervision.
4. Provides oral feedback to the student concerning work performance.
5. Completes a formal written assessment (see the Internship Evaluation form) of the student's performance and discusses it with the student.

### Academic Supervisor's Role (Program Chair or designee)

1. If the Program Chair will not be able to supervise the student throughout the internship, the Program Chair will designate a faculty member (Academic Supervisor) to serve as the faculty advisor for the student. The Program Chair will communicate the name and contact information (office location, telephone number, email address) for the designee to the student.
2. After being contacted by the student, thoroughly reviews the draft Internship Application & Learning Agreement. The student is required to contact the Academic Supervisor to schedule this meeting (in person, phone, or videoconference) after obtaining the Internship Manual from an Academic Advisor.
3. Advises the student on completing the Internship Application & Learning agreement including the completion of Life Long Learning Outcomes to be achieved during the internship. Be sure to address internship goals, responsibilities, and activities congruent with the student's competencies, strengths, weakness, and progress in his/her major.
4. At the first scheduled meeting with the student, helps the student complete the Meeting & Communication Plan (Appendix B).
5. Conducts internship meetings that include discussions of the assignments outlined in the Meeting & Communication Plan (Appendix B). The minimum number of meetings is as follows:
  - 3 meetings for 1-2 credit hours
  - 5 meetings for 3-4 credit hours
6. At the regularly scheduled meetings, reviews the Internship Portfolio and assesses student performance and goals set out in the Internship Proposal. Provides feedback on performance toward completing the learning outcomes and identifies additional outcomes that might be accomplished within the internship period.
7. At the end of the internship, collects all required materials including the Internship Portfolio and evaluations, except for the Student Evaluation of Academic Supervisor form, which is to be submitted to Faculty Services. Provides final feedback to the student. The Internship Supervisor's assessment of the student's performance, the quality of the student participation in the internship meetings, and the information provided in the Internship Portfolio should all be used to assess student learning.

## Grading Policy

A grade of Pass or No Credit will be granted based on the Internship Portfolio, participation in the regularly scheduled meetings, as well as the achievement of the Course and Life Long Learning Outcomes established in the Internship Application & Learning Agreement.

## Evaluation

Specific guidelines for each requirement are as follows:

### 1. Log

- Keep a log of entries (the amount and format is to be determined in discussion with the Academic Supervisor) 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.
- Such entries may include:
  - Descriptions of the internship experience.
  - Evidence of achievement of the Course and Life Long learning Outcomes established in the learning agreement.
  - A narrative describing how the outcomes have been achieved.

### 2. Work Samples

- i. 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.**

### 3. Final Report

- i. The final internship report should include, at a minimum, the following:
  1. What you learned from the internship?
  2. How you will apply what was learned during the internship to your education at Franklin University?
  3. How you will use this knowledge in the future?
  4. Detailed description, with specific examples, of each Course and Life Long Learning Outcome established in the Internship Agreement & Learning Agreement and how it was met. If any of the outcomes were not met, give a narrative describing why.
  5. A self-critique regarding all aspects of the internship, including an identification of personal strengths and weaknesses.
  6. An action plan, focusing on the aforementioned weakness, describing a detailed Personal Improvement Plan (PIP) including time frames.

### 4. Evaluations

- a. Internship Supervisor Evaluation of Student (Appendix C)
- b. Academic Supervisor Evaluation of Student (Appendix D)
- c. Student Evaluation of Internship Supervisor (Appendix E)

## Credit Hours

The number of credit hours will vary from one to four credit hours determined by the Academic Supervisor who will consider the following factors:

- Minimum number of hours to be worked – For instance, if the student works the following schedule, they may qualify for the listed credit hours for a 15 week internship (this is a general guideline, not a guarantee):
  - Four hours per week may qualify for 1 credit hour (60 hours worked per credit hour)
  - Eight hours per week may qualify for 2 credit hours (60 hours worked per credit hour)
  - Twelve hours per week many qualify for 3 credit hours (60 hours worked per credit hour)
  - Sixteen hours per week may qualify for 4 credit hours (60 hours worked per credit hour)
- Quality, breadth, and level of difficulty of work assignments. What type of work will students be performing?
- Breadth and depth of the learning objectives during the internship.

## Accommodations for Accessibility Services

Franklin University will make reasonable accommodations for persons with documented disabilities. Students should register with the Accessibility Services before the initial meeting with the Program Chair (or designee). The Office of Accessibility Services must approve accommodations; once approved, students are encouraged to discuss their accommodations with their Academic Supervisor. Students can contact the Office of Accessibility Services toll-free at (877) 341-6300 or at (614) 947-6753. Students can also e-mail the Office of Accessibility Services at [access@franklin.edu](mailto:access@franklin.edu).