

## INTERNSHIP INFORMATION

### Internship Process

#### Step 1: Prepare the Internship Contract

- Identify an ISP faculty member willing to supervise the internship. Your Faculty Supervisor will:
  - Assist you and the organization with which you will be working to develop proposed appropriate Internship Contract
  - Assign relevant preparatory and on-site readings
  - Suggest changes in work assignment if the internship is not meeting needs of the organization, ISP, or the student
  - Review final Internship Portfolio
  - Assign grade (A to F) in ISP 807
- Identify the potential host organization
- In conjunction with your Faculty Supervisor (the Faculty Supervisor may or may not be your Faculty Advisor), develop a proposed Internship Contract detailing the specific expectations, duties, and educational responsibilities that meet the requirements of the program and area of specialization (**Form: Internship Contract**)

#### Step 2: Faculty Supervisor Approval

- You must submit **Form: Internship Contract** to your Faculty Supervisor for their approval at least one month prior to the beginning of the internship
- Once approved, submit an electronic copy of the Internship Contract to the Graduate Academic Advisor
- Enroll in Faculty Supervisor's section of ISP 807. You may enroll in one to six hours of internship credit in ISP 807. The normal load is three or six credit hours. Each credit hour requires at least 60 contact hours.

#### Step 3: The Internship Experience

- Maintain close contact with your Faculty Supervisor to ensure that educational objectives are met, or changed, if necessary
- Immediately discuss any problems that arise with your Faculty Supervisor
- Conduct work in a professional manner
- Complete all assigned on-site readings

**Step 4:** Complete and submit required forms and documents upon completion of your internship hours. Electronic copies of all documents should be emailed to your Faculty Supervisor and the Graduate Academic Advisor.

#### 1. Forms

- Organization's Evaluation of Student Intern
- Student's Evaluation of Internship

#### 2. Written Work

- *Weekly Journal and Portfolio:* The student must keep a personal weekly journal that describes and reflects on the internship experience. There is no predefined format for the journal; it may be hand written or kept electronically – the critical element is that it is kept regularly during the internship.
- *Final Report:* The student must critically evaluate the experience — be certain to include information concerning:
  - What you learned

- What you would suggest changing in the internship experience, whether your experience related to your initial expectations
- A discussion of the ways you were able or unable to apply theoretical classroom learning to practical applications
- An assessment of how you incorporated principles listed on **Form: Ethics & Culture** in your internship experience

The length of the Final Report will vary according to number of credits received and should be discussed with your Faculty Supervisor. The average length is five to ten pages.

- *Work Completed During Internship:* Include copies of any work that you completed during your internship, such as reports, presentations, photos, policy analyses, etc. The final Internship Portfolio, or parts of it, may be appropriate to submit to prospective employers or to Ph.D. programs.

### **Frequently Asked Questions**

#### **Am I responsible for finding an internship, or does ISP maintain a list of approved internship sites?**

At this time, you are responsible for securing your own internship, and for obtaining approval for the specific internship.

#### **In how many internship credit hours should I enroll?**

You may enroll in one to six hours of internship credit in ISP 807. The normal load is three or six credit hours. Each credit hour requires at least 60 contact hours. You may take all your credit hours in one semester or divide them into semesters, including the summer.

#### **Can I obtain credit for a paid internship?**

It is of no concern to the Program if the internship is paid or unpaid.



Lippincott Hall, Room 6

1410 Jayhawk Blvd.

785-864-2660

indigenous@ku.edu

indigenous.ku.edu

## INTERNSHIP CONTRACT

### Directions for Student Intern, Faculty Advisor, and Organization Supervisors

After securing your internship, please consult with the Agency regarding the type of work that you will be performing. In conjunction with your Organization Supervisor and your Faculty Supervisor, fill out this form by providing a brief, but specific, description of the activities that you will undertake to increase your knowledge and skills in the areas listed below. Not every category will be applicable or included in your particular internship work. Fill out only those that are appropriate. Feel free to attach a job description and/or to add areas not included but relevant to your particular internship.

Provide a copy of this form to the Graduate Academic Advisor and to your Faculty Supervisor.

Student's Name:

Faculty Supervisor:

Name of Organization/Agency:

Address:

Telephone:

Name of Organization Supervisor:

Supervisor's Title:

Email:

Internship Work Schedule (Hours & Days per Week):

### BRIEF DESCRIPTION OF INTERNSHIP

### DISCIPLINARY KNOWLEDGE

Please explain how this internship will further your knowledge of topics taught within the ISP framework and the ISP course skills that will be used in this placement. *For example: research skills, critical thinking, writing, organization.*

## APPLICATION OF THEORETICAL KNOWLEDGE

Please indicate if the internship will provide you with the opportunity to engage in or learn more about any of the following activities:

\_\_\_ Knowledge of Organization

*Organizational structure, decision-making procedures, management styles, leadership theories, etc.*

\_\_\_ Financial Management

*Organizational budgeting procedures, cost-benefit analysis, etc.*

\_\_\_ Strategic Planning

*Strategic planning model(s), program development, and organization efficiency and effectiveness, etc.*

\_\_\_ Personnel

*Human resources management, roles, and responsibilities of organization and unit staff, etc.*

\_\_\_ Other

## SKILLS

Please indicate below the percentage of time that you spend engaged in each category.

\_\_\_\_\_ Interpersonal Communication

*Professional face-to-face communications during meetings, seminars, or training within and outside the organization. It also refers to any special language skills or cultural competencies you must learn.*

\_\_\_\_\_ Public Speaking

*Formal professional presentations within or outside the organization.*

\_\_\_\_\_ Written Communication

*Professional memoranda, research papers/reports, proposal for organizational changes, or other correspondence you will produce during this internship.*

\_\_\_\_\_ Research Skills

*Use and application of quantitative, qualitative, or other analytical methods, literature, or research reviews on specific topics.*

\_\_\_\_\_ Policy Analysis

*Use of policy analysis models to assess internal or external policies, program evaluation, etc.*

\_\_\_\_\_ Grant Writing & Fundraising

*All phases of organization's grant writing and fundraising.*

\_\_\_\_\_ Other

*Describe opportunities to learn other skills not covered above.*

## SIGNATURES

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Organization Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_ Date \_\_\_\_\_



*Lippincott Hall, Room 6  
1410 Jayhawk Blvd.  
785-864-2660  
indigenous@ku.edu  
indigenous.ku.edu*

**Organization's Evaluation of Student**

Student Intern:

Your Name:

Organization:

Dates of Internship:

Faculty Supervisor:

Please rank your student intern from 1 to 5 (with 5 being the highest) in the appropriate areas outlined in the Internship Contract. Add comments, if appropriate.

**KNOWLEDGE**

|                         |   |   |   |   |   |     |
|-------------------------|---|---|---|---|---|-----|
| Knowledge of Discipline | 1 | 2 | 3 | 4 | 5 | N/A |
|-------------------------|---|---|---|---|---|-----|

**Practical Application of Theoretical Knowledge**

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| Organizational Knowledge                     | 1 | 2 | 3 | 4 | 5 |
| N/A  |   |   |   |   |   |
| Financial Management                         | 1 | 2 | 3 | 4 | 5 |
| N/A  |   |   |   |   |   |
| Strategic Planning                           | 1 | 2 | 3 | 4 | 5 |
| N/A  |   |   |   |   |   |
| Leadership System                            | 1 | 2 | 3 | 4 | 5 |
| N/A  |   |   |   |   |   |
| Personnel                                    | 1 | 2 | 3 | 4 | 5 |
| N/A  |   |   |   |   |   |
| Specific Knowledge for Respective Internship | 1 | 2 | 3 | 4 | 5 |
| N/A  |   |   |   |   |   |

**SKILLS**

**General Skills**

|                             |   |   |   |   |   |
|-----------------------------|---|---|---|---|---|
| Interpersonal Communication | 1 | 2 | 3 | 4 | 5 |
| N/A                         |   |   |   |   |   |
| Public Speaking             | 1 | 2 | 3 | 4 | 5 |
| N/A                         |   |   |   |   |   |

|                                    |   |   |   |   |   |
|------------------------------------|---|---|---|---|---|
| Personal Interactions<br>N/A       | 1 | 2 | 3 | 4 | 5 |
| Written Communication<br>N/A       | 1 | 2 | 3 | 4 | 5 |
| Research Skills<br>N/A             | 1 | 2 | 3 | 4 | 5 |
| Grant Writing & Fundraising<br>N/A | 1 | 2 | 3 | 4 | 5 |
| Assembling Portfolio<br>N/A        | 1 | 2 | 3 | 4 | 5 |

### Work Habits

|                                    |   |   |   |   |   |
|------------------------------------|---|---|---|---|---|
| Prompt<br>N/A                      | 1 | 2 | 3 | 4 | 5 |
| Efficient<br>N/A                   | 1 | 2 | 3 | 4 | 5 |
| Thorough<br>N/A                    | 1 | 2 | 3 | 4 | 5 |
| Accurate<br>N/A                    | 1 | 2 | 3 | 4 | 5 |
| Attendance<br>N/A                  | 1 | 2 | 3 | 4 | 5 |
| Completion of Assigned Work<br>N/A | 1 | 2 | 3 | 4 | 5 |
| Takes Initiative<br>N/A            | 1 | 2 | 3 | 4 | 5 |
| Follows Direction<br>N/A           | 1 | 2 | 3 | 4 | 5 |

### Problem-Solving

|                                   |   |   |   |   |   |
|-----------------------------------|---|---|---|---|---|
| Analysis of Relevant Facts<br>N/A | 1 | 2 | 3 | 4 | 5 |
| Prompt Decision-making<br>N/A     | 1 | 2 | 3 | 4 | 5 |
| Sets Realistic Goals<br>N/A       | 1 | 2 | 3 | 4 | 5 |
| Open to New Ideas<br>N/A          | 1 | 2 | 3 | 4 | 5 |

**Proficiency in Required Methods or Skills**      1      2      3      4      5      N/A

**Specific Skills for Respective Internship**      1      2      3      4      5      N/A

**Comments:**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

## Student's Evaluation of Internship

Name:

Organization:

Dates of Internship:

Faculty Supervisor:

Your feedback helps us improve the internship program. Please be honest in your evaluation and remarks. This evaluation will have no effect on your performance rating or grades. Please rate your internship in the areas listed below on a scale of 1 to 5 (with 5 being the highest). Add comments, if appropriate.

|  |   |   |   |   |   |     |
|--|---|---|---|---|---|-----|
| Project(s) Explained and Defined                   | 1 | 2 | 3 | 4 | 5 | N/A |
| Matched My Skills and Knowledge to Project(s)      | 1 | 2 | 3 | 4 | 5 | N/A |
| Realistic Goals Set                                | 1 | 2 | 3 | 4 | 5 | N/A |
| Opportunity to Make Suggestions and Comments       | 1 | 2 | 3 | 4 | 5 | N/A |
| Provided Work Space                                | 1 | 2 | 3 | 4 | 5 | N/A |
| Challenging  | 1 | 2 | 3 | 4 | 5 | N/A |
| Provided the Right Amount of Direction             | 1 | 2 | 3 | 4 | 5 | N/A |
| Assistance Available                               | 1 | 2 | 3 | 4 | 5 | N/A |
| Able to Satisfy Internship Contract Goals          | 1 | 2 | 3 | 4 | 5 | N/A |
| Required Appropriate Amount of Routine Office Work | 1 | 2 | 3 | 4 | 5 | N/A |
| Increased My Knowledge and Skills                  | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Signature

Date