

31. Overview of Internship Placement and Evaluation

A. What is the process and goal of the internship placement?

- Students describe their interests through initial program application, a written “pre-internship assessment,” and direct discussion with the HECUA Internship Coordinator
- HECUA makes initial contact with potential internship sites to determine whether student goals can be met through prospective placement
- Student interviews at approximately 2-3 internship sites
- Once placement is determined, student develops a Learning Agreement, which is approved by the Site Supervisor and HECUA Internship Coordinator

The goal is to establish a placement which resonates with MUST program themes and fits students’ individual interests and objectives. The internship is to be professional, project related work (similar in composition to a staff position, with clerical duties limited to those specific to the student’s project or at the same shared level as other staff).

B. What is the process for resolving problems related to the student’s experience?

Students are encouraged to take responsibility for their own learning through the internship.

The interview and Learning Agreement are means to ensure that the student has a manageable project with adequate supervision and resources. If problems arise, students are encouraged to consult with MUST faculty as early as possible to determine how the problem can best be resolved. The internship seminar also provides a regular venue for identification of problems and possible solutions. (If an internship site does not provide a safe environment for the student, the student is removed from the site and an alternative internship is arranged.)

C. What is the process for resolving problems related to the organization’s expectations?

The interviewing process helps the internship site and student to determine a fit between skills and projects, so problems from the viewpoint of the organization are rare. If problems do occur, we encourage the internship supervisor to discuss with the student how the problems can be resolved. The MUST Site Supervisor’s Guide provides guidelines for creating a positive internship experience for both the student and the host agency. We also encourage supervisors to consult with MUST faculty early on if problems emerge, to determine if the problem can be resolved. If a student needs to be removed from the internship site for improper conduct, the student is notified verbally and in writing about the nature of the dismissal.

D. What assignments and activities are provided through the internship seminar to enhance students’ learning from the experience?

- Weekly Internship Logs
- Mission and History Assignment
- New Intern Assignment
- Organizational Relationships
- Internship Sites in Coalition
- Organizational Analysis
- Looking Forward

E. How are students evaluated?

- Attainment of the learning goals and fulfillment of responsibilities as outlined in the

Learning Agreement, determined through student and internship supervisor midterm and Final evaluations (100% of 1 credit)

- Timely and thoughtful preparation of the Learning Agreement, including amendments of the agreement as goals become clearer or circumstances change (25% of 1 credit)
- Written assignments/presentations in which students critically analyze their internship experience (65% of 1 credit)
- Active participation in the internship seminar (10% of 1 credit)

F. What are the procedures for eliciting student feedback and for evaluating a particular organization?

- Students provide verbal feedback about their internship sites in regular check-ins in the internship seminar
- Students provide written feedback about their internship site on the final student evaluation form