Texas State University
Internship Packet

The Department of Counseling, Leadership, Adult Education and School of Psychology-
Master of Arts in Adult Education

Program Coordinator:
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**Internship Overview:**

Students within the Adult Education program at Texas State University are given the opportunity to obtain valuable paid or unpaid work experience in the field. Students are required to seek areas of interest in order to enhance experiences and develop further understandings within their educational track to connect applied practice with theory. The purpose of this internship is to ensure that both the intern and sponsoring organization have positive and meaningful experiences that include dialogue, reflection and practice.

**Student Responsibilities:**

- Obtain an Internship Packet from the Texas State University’s Program Coordinator, Dr. Robert F. Reardon.
- Arrange a meeting with the Program Coordinator to discuss possible areas of interest and internship locations.
- The student is responsible for taking the initiative in arranging his or her own internship.
- After identifying prospective internship locations make initial contact with potential internship site(s). See *Possible Organization Questionnaire Form* on page 4.
- Choose a site.
- Meet with Organizational Supervisor to collaboratively identify learning outcomes and objectives for the internship duration. See *Agreement Form* on page 5.
- Complete agreement form with signatures and turn in to the Program Coordinator before the internship begins. The Program Coordinator will approve the form, learning outcomes and objectives based on the fit with the program and the needs of the student.
- Set check-in dates with the Program Coordinator throughout the semester to discuss progress and assignments.
- Complete the internship within the allotted semester (150 hours).
- The student is also expected to complete a reflection of the intern experience to deliver to the Program Coordinator. This reflection will evaluate the experience as compared to the original learning outcomes and objective and the benefit to the student.
- Complete Evaluation Form to be turned in to the Program Coordinator at the conclusion of internship (it can be emailed to rreardon@txstate.edu).
Responsibilities of Organization Hosting an Intern:

- Provide a Supervisor: the Intern should be assigned to a Supervisor who will collaborate with the intern to develop a work schedule and job responsibilities for the intern, prior to the start date (See Agreement Form).

- The Supervisor will orient the intern on the policies, procedures and philosophies of the organization.

- The Supervisor will be responsible for evaluating the job performance of the intern as needed and conduct meetings to assess the progress of the intern.

- Supervisor will fill-out the Final Evaluation Form upon completion of the internship.

Texas State University’s Program Coordinator Responsibilities:

It’s encouraged that the student intern keeps the Program Coordinator actively involved in the student’s internship. Frequent communication between the Program Coordinator and the intern during the period of the internship is advised. This may be accomplished via personal visits, telephone conversations, or a combination of both. It is the responsibility of the intern to contact the Program Coordinator to set the dates for communication during the internship.

It is the responsibility of the Program Coordinator to establish and maintain a good working relationship between the Program and the Hosting Organization. As such, the Program Coordinator will meet or visit with the supervisor in order to maintain open communications.
Possible Organization Questionnaire Form
(To be discussed with Perspective Internship Sites)

1. Have the Organizational Host describe the organization and ask how it could benefit your development in the Adult Education field.

2. Discuss with your contact your three learning goals for the internship:
   1.
   2.
   3.

3. Ask your contact at the organization if he/she sees a fit for you in the organization. What would that look like? (Expectations).

4. Ask what are the time constraints?

5. Ask what are the organizational requirements, if any? i.e. background checks, immunizations, travel, vehicle and office space.
Internship Agreement Form

1. The Student will be responsible for the following during the internship:

2. The Organization will support the intern by the following methods:

3. The time frame for the internship is:
   
   _______________________ to ________________________.

4. Student is expected to participate for approximately 150 hours within the organization.

   Student Signature: ___________________________ Date: ________.

   Organization Supervisor Signature: ________________ Date: _____.

   Program Coordinator: __________________________ Date: ________.

   -To be turned in to the Texas State University’s Program Coordinator before the internship begins.
Student Information Sheet for Intern Organization’s Supervisor

Name: ____________________________________________
    First                                           Last

Email Address: ___________________________________

Name of College/University: ________________________

Major: __________________________________________

Expected Graduation Date: _________________________

Areas of Emphasis: ________________________________

University Internship Supervisor: __________________

Cell: __________________

Phone: ______________

Email: ______________

Goals: _________________________________________

Vision for this intern experience: __________________

Career objective: ________________________________

Other: _________________________________________
Questions to Ask Before You Start or On Your First Day:

1. Where do I report to?
2. What hours will I work?
3. What will my responsibilities be? (Ask other questions here that ensure your goals are carried out to the very best of your ability)
4. How do I find out about policies and procedures? Is there a new employee orientation at the beginning of the internship? Is there an employee handbook of company policies and procedures?
5. Where is my work area?
6. What if I am sick? Who do I contact?
7. How are meals handled here?
8. Will I be required to drive during the internship? Is there any documentation needed such as insurance? If travel is required will there be travel reimbursement?
9. How often will I be given feedback? Will this be formal or informal? Do we need to set dates now or as we progress through the internship?
10. What is the dress code?
Internship Final Evaluation

This evaluation should be made with care and fairness for the interest of the student. Reflect carefully upon the student’s strengths and weaknesses. Be as accurate and objective as possible in your appraisal. The evaluation should be based upon the total Internship experience and not upon isolated incidents alone.

Intern Name: ________________________________

Supervisor Name: ________________________________

Evaluation Period From: _____________ to _____________

The following categories should serve as a guide in completing the Internship evaluation:

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<th>Professional Performance</th>
<th>n/a</th>
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<tr>
<td>Established work outcomes</td>
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<td>Successful in achieving outcomes</td>
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<td>Planned work to be accomplished</td>
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<td>Displayed ability to organize resources</td>
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<td>Completed assignments on or before due dates</td>
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<td>Displayed a marked capacity for work and production</td>
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<td>Displayed an increase in skill level in applicable functions and areas</td>
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<td>Displayed capacity for motivating others</td>
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<td>Displayed ability to lead and direct</td>
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<td>Conducted self professionally</td>
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<td>Orally communicated ideas clearly</td>
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<td>Strived for quality in written expression</td>
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<td>Gained and held confidence and respect of associates</td>
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<td>Demonstrated initiative in developing and conducting programs</td>
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<td>Recognized potential problems and proceeded on own initiative</td>
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**Internship Final Evaluation, Page 2 of 2**

<table>
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<tr>
<th>Professional Demeanor</th>
<th>n/a</th>
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<tr>
<td>Intern was enthusiastic</td>
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<td>Intern was cheerful and friendly</td>
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<td>Intern exhibited appropriate, tasteful personal appearance</td>
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<td>Intern was courteous and tactful</td>
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<td>Intern employed quality voice and speech presentation, tone and inflection</td>
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<td>Intern displayed mature judgment</td>
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<td>Intern was consistent but fair in interpersonal relationships</td>
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<td>Intern was persistent</td>
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<td>Intern was resourceful</td>
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<td>Intern displayed concern for others</td>
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<td>Intern was flexible</td>
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<td>Intern displayed diplomacy in relationships with colleagues</td>
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<td>Intern was imaginative and displayed creative thinking</td>
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**TOTALS:**

Comments:

Would you be willing to host another Texas State University Intern?

(Please Circle)  Yes  No
This packet was created by Adult Education graduates Celina Bley & Lela McKenna in an effort to ensure the intern, sponsoring organization and university clear and concise expectations in a format that allows for organic and creative internship possibilities.

Revised: December, 2013

Outside sources were used in creation of this packet