Internship Course Process

Pre-Experience Assessment	Midterm Evaluation	Final Evaluation	Supervisor Evaluation

Students complete Pre-Assessment during Registration Appointment with Internship Liaison. The Internship Liaison also introduces the Career Readiness competencies during this session.

Critical Thinking/Problem Solving

Read through the description and ratings for Critical Thinking/Problem Solving. Select the rating you believe best describes your current skill level before beginning your experience.

Critical Thinking/Problem Solving:

- **Description:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Still Developing
I feel that I could benefit from guidance/mentoring in this area.

I sometimes need clarification when working on projects and have questions when working through problems.

Achieving in Most Areas
I feel capable in this skill, though in a few areas there is still room to grow.

I can analyze complex projects, but sometimes have difficulty overcoming obstacles or finding correct information. I can understand large amounts of information but may require guidance to begin projects and develop solutions.

Mastery of Content
I feel extremely confident in my ability and could be a peer mentor in this category.

I can synthesize complex projects and diffuse obstacles that arise. I am able to overlook conflicts and work towards a solution. I can synthesize large amounts of information and develop and propose multiple plans of action with out-of-the-box solutions.

Internship Course Process

| Pre-Experience Assessment | Midterm Evaluation | Final Evaluation | Supervisor Evaluation |
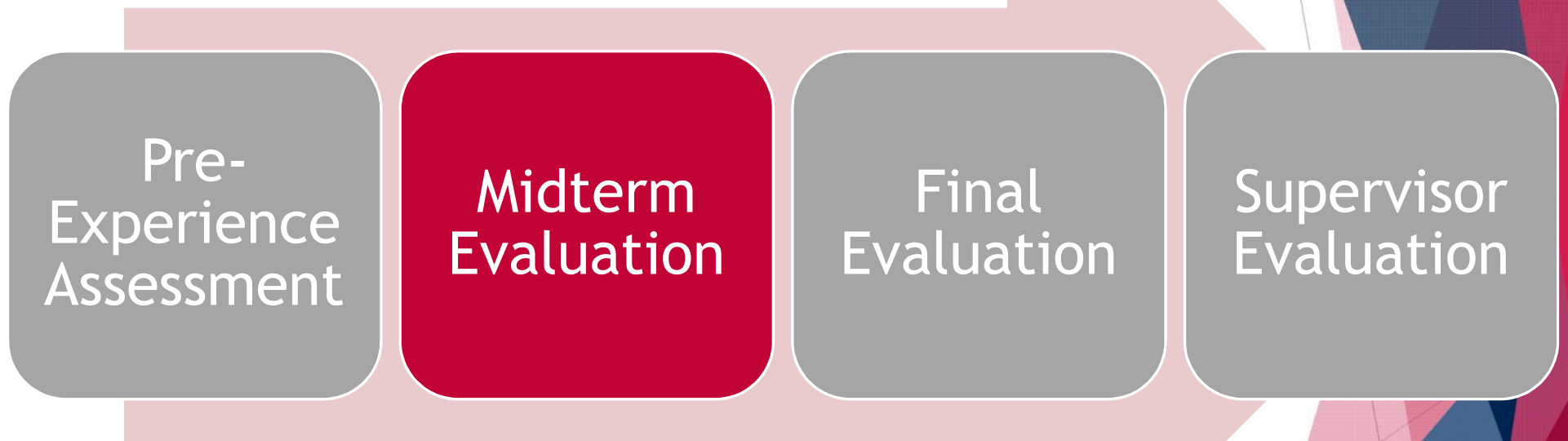
Student develops learning objective for each Career Readiness competency. We also offer to share the objectives with the internship supervisors.

Teamwork/Collaboration

Description: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and view points. The individual:

- is able to work within a team structure.

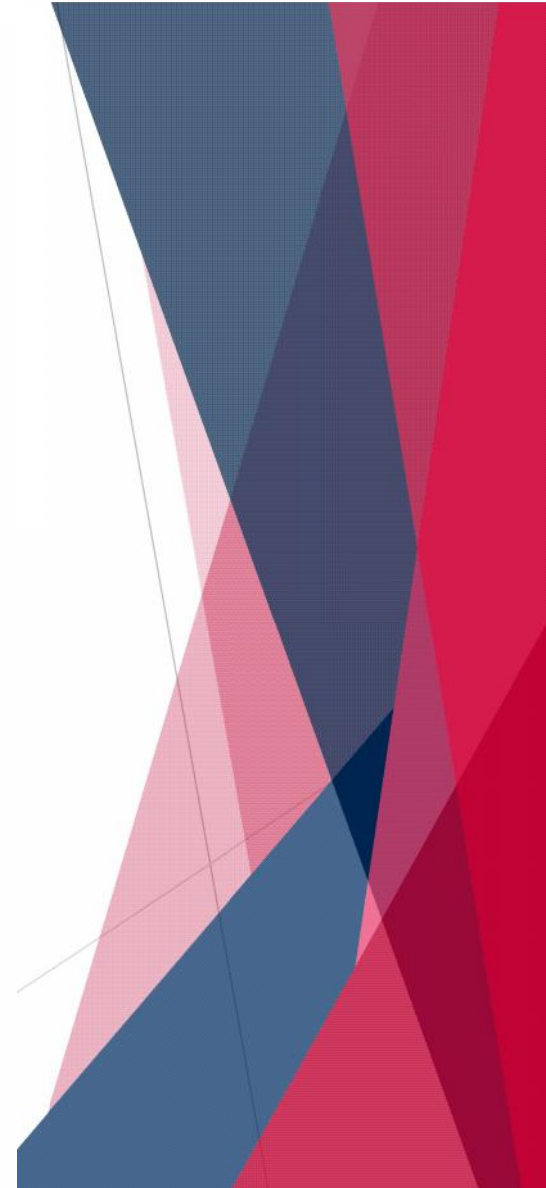- can negotiate and manage conflict.

Think about how you are able to apply **Teamwork/Collaboration** to the projects within your internship/co-op experience. Create a learning outcome related to Teamwork/Collaboration that will outline:

(X) A specific project task/activity/responsibility

(Y) Intended outcome or skill

(Z) Evidence or project result

For example: By collaborating with the other interns and staff members (X), I will improve upon my teamwork skills (Y), by successfully facilitating a group project (Z).

Internship Course Process

Pre-Experience Assessment	Midterm Evaluation	Final Evaluation	Supervisor Evaluation
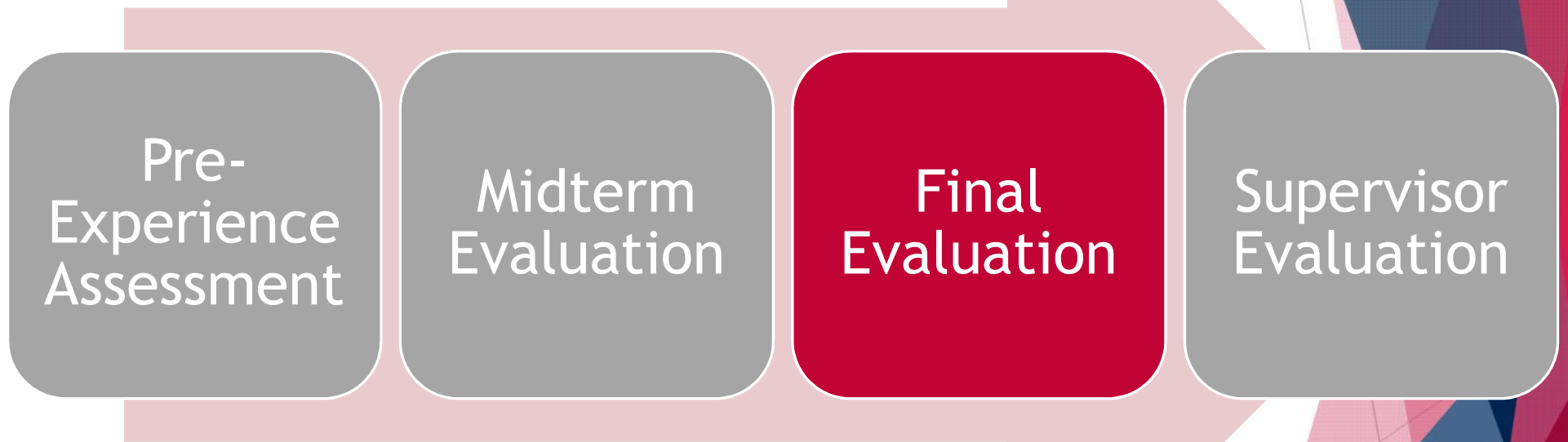
Students completes Final Evaluation assessing competency level for each Career Ready competency. These responses are measured and compared against the Pre-Experience responses.

Information Technology Application

1) Read through the description and think about the learning objective you defined in your midterm for **Information Technology Application.**

2) Rate your level of progression for **Information Technology Application** by selecting "Still Developing," "Achieving in Most Areas", or "Mastery of Content."

3) Provide one specific example from your internship project that illustrates why you selected your rating. In your example, describe how you met your learning objective from your midterm.

Information Technology Application:

- **Description:** Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems.

Still Developing
I feel that I could benefit from guidance/mentoring in this area.

I still feel that I need assistance understanding the basics of technology used in my role.

Achieving in Most Areas
I feel capable in this skill, though in a few areas there is still room to grow.

I often accomplish technical tasks with minimal assistance.

Mastery of Content
I feel extremely confident in my ability and could be a peer mentor in this category.

When given a computer task, I am able to accomplish it without requiring assistance. I provide recommendations for increased efficiency through technology.
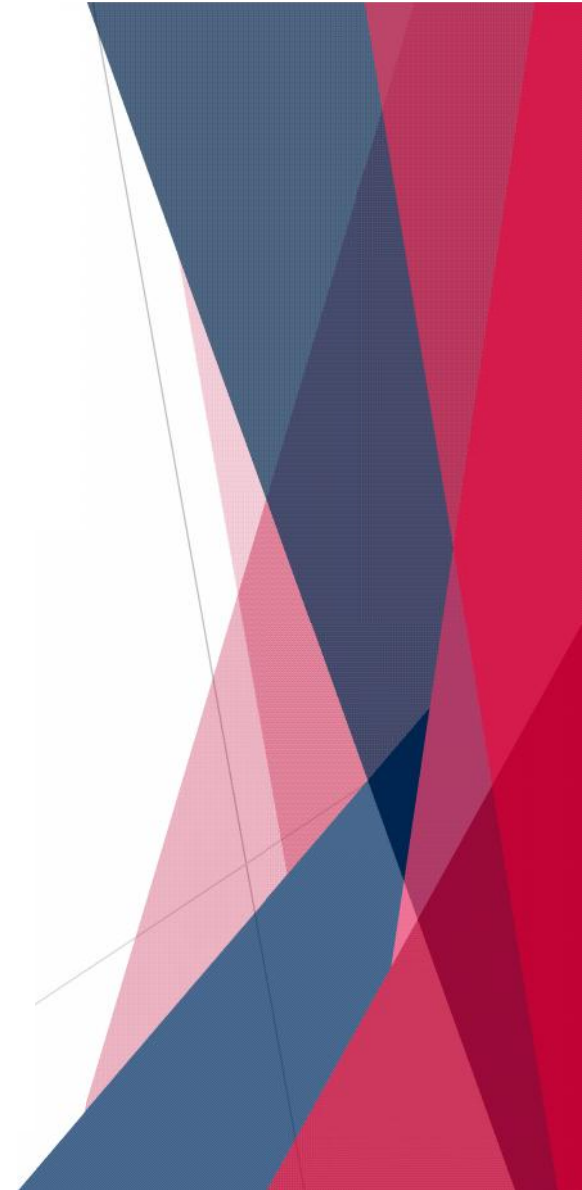
**Information Technology Application**

Think about the learning objective you defined in your midterm for **Information Technology Application**. Provide one specific example from your internship projects that illustrates why you selected this rating.

Internship Course Process

| Pre-Experience Assessment | Midterm Evaluation | Final Evaluation | Supervisor Evaluation |
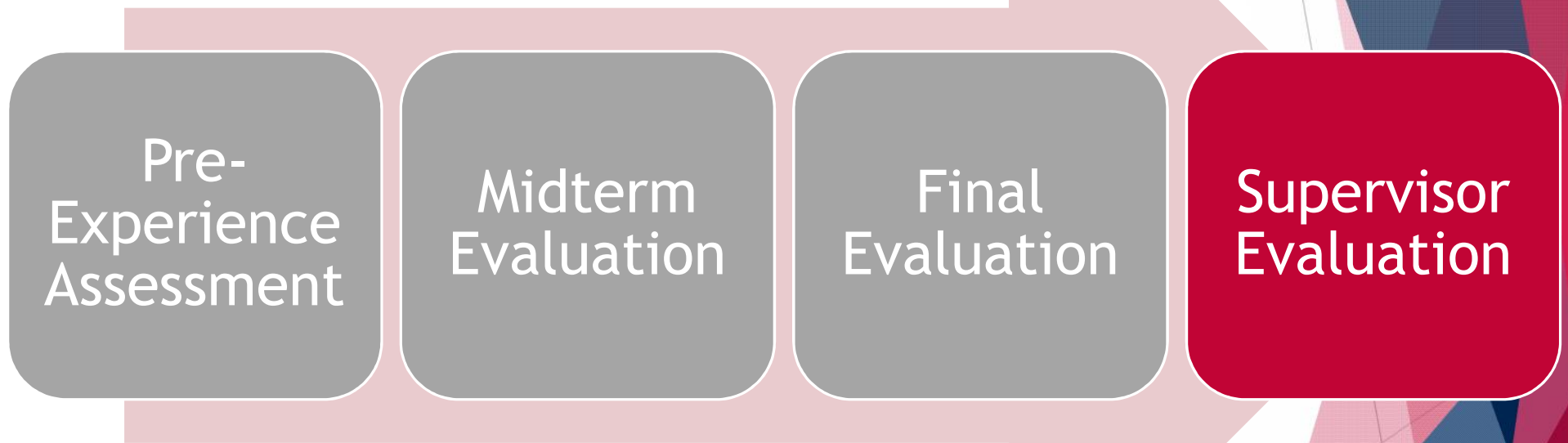
Professionalism/Work Ethic:

- **Description:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Still Developing
I feel that the intern could benefit from guidance/mentoring in this area.

The intern is learning to be on time and the correct way to present his/herself professionally in an office setting.

Achieving in Most Areas
I feel the intern is capable in this skill, though in a few areas there is still room to grow.

The intern is on time to work and dressed in accordance with the dress code. The intern could improve his/her time management at work to prioritize and get more things accomplished.
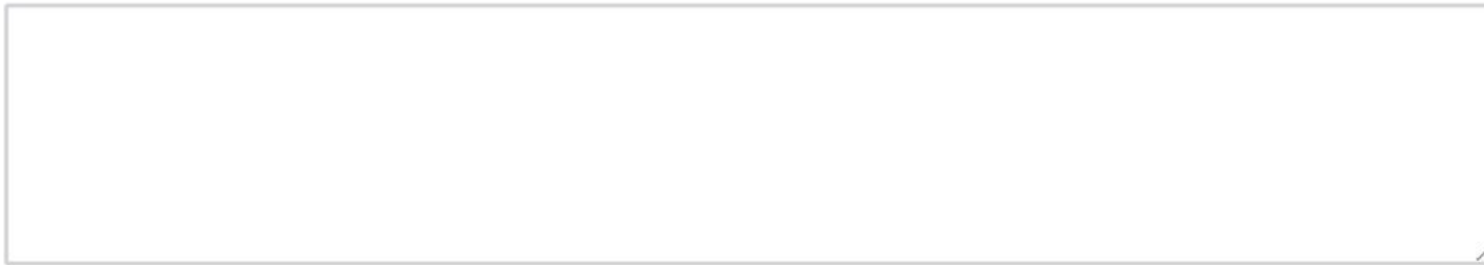
Mastery of Content
I feel extremely confident in the intern's ability and the intern could be a peer mentor in this category.

The intern is often early to work, dressed appropriately, and organizes his/her time and workload to be most productive while at work. The intern takes criticism positively and adjusts behavior accordingly.
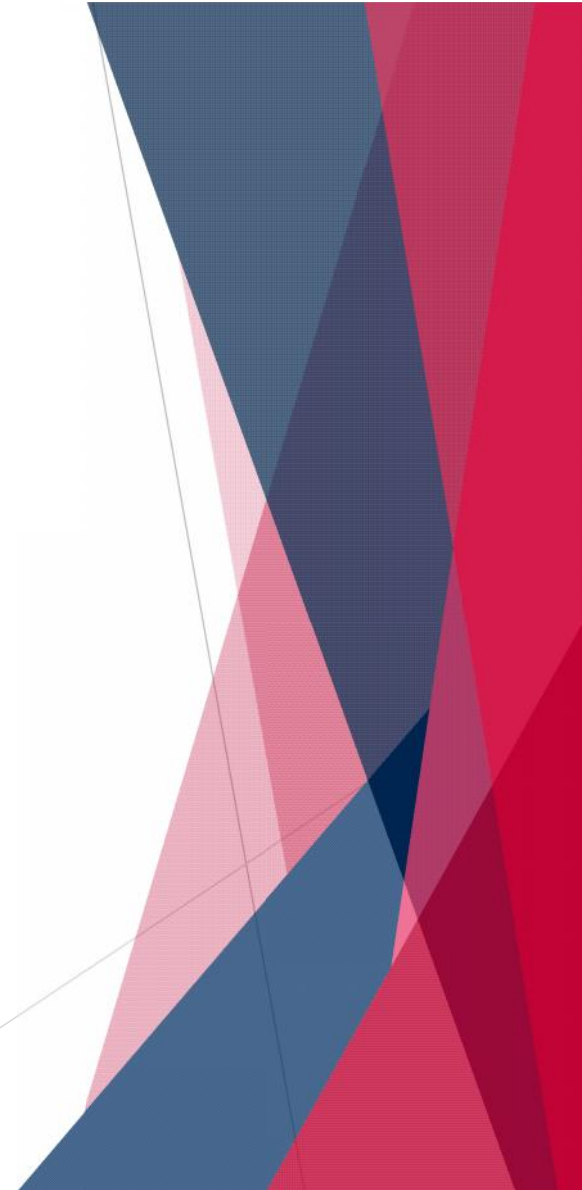
Critical Thinking/Problem Solving

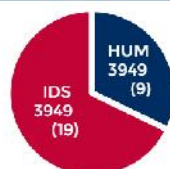Please provide an example from the intern's projects that illustrates why you selected this rating.

"(Intern) has been very instrumental in navigating design challenges associated with historic district design as well as interior design challenges. Her ability to discover resources and interpretations for local building codes has enabled projects to move forward that would otherwise would have been shelved."

Information Sharing with Colleges

Spring 2016 Report

28 **Students** from the enrolled in an internship or Co-op course.

HUM 3949 (9)
IDS 3949 (19)

Enrollment by Major

- Communication Studies — 11
- Multimedia Studies: Journalism — 4
- Political Science — 3
- Interdisciplinary Studies — 2
- Art: Studio — 2
- Sociology — 2
- Art: Graphic Design — 1
- English — 1
- Multimedia Studies: FVNM — 1
- Pre-Multimedia Studies — 1

Enrollment by Class Standing
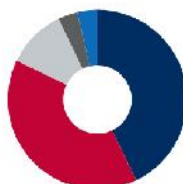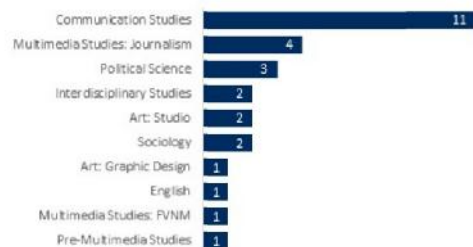
- Senior
- Junior
- Sophomore
- Freshman
- Graduate

Students in Paid Internships

11 unpaid
17 paid

Student interns On-campus

28 interns
8 on-campus
4 iON
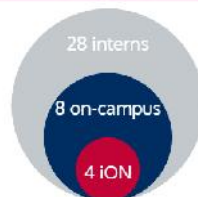
Career Readiness

Career readiness, as defined by the **National Association of Colleges and Employers** (NACE) is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. In November 2015, NACE identified seven competencies for new graduates to become **career ready.**
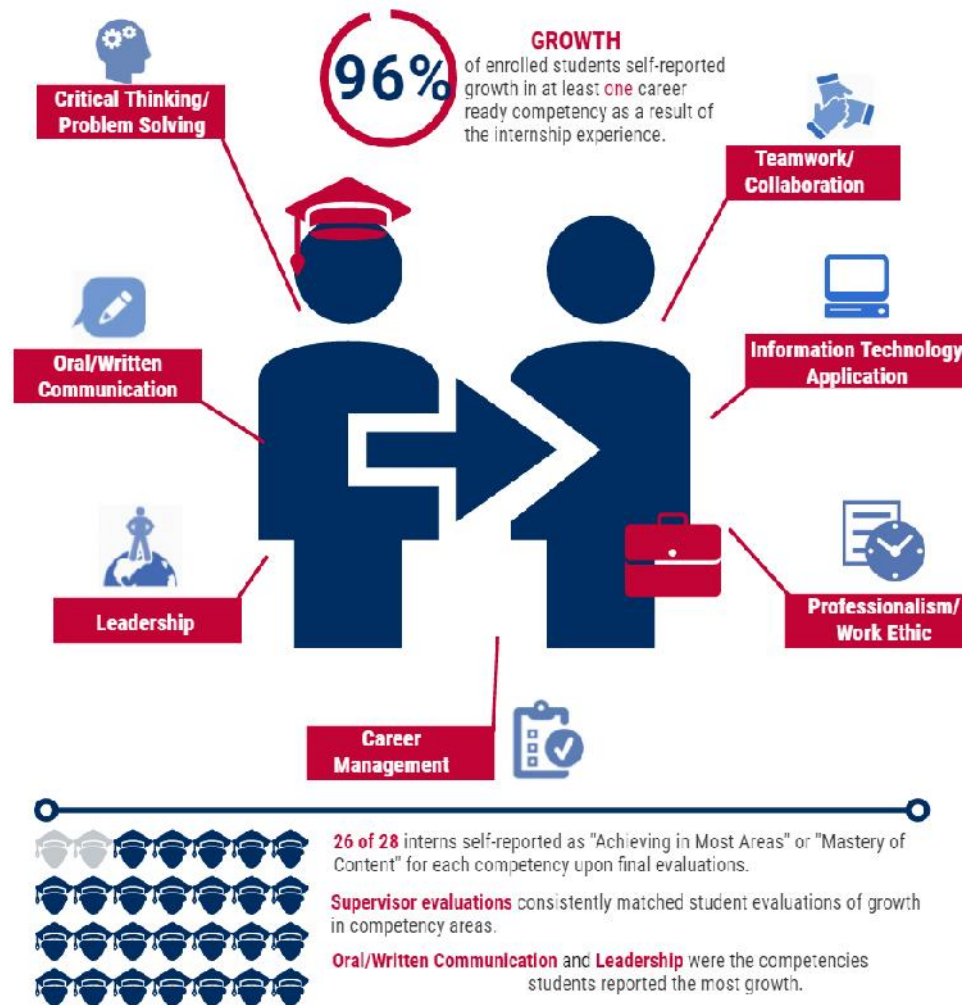
Critical Thinking/ Problem Solving

GROWTH

96% of enrolled students self-reported growth in at least **one** career ready competency as a result of the internship experience.

Teamwork/ Collaboration

Oral/Written Communication

Information Technology Application

Leadership

Professionalism/ Work Ethic

Career Management

26 of 28 interns self-reported as "Achieving in Most Areas" or "Mastery of Content" for each competency upon final evaluations.

Supervisor evaluations consistently matched student evaluations of growth in competency areas.

Oral/Written Communication and **Leadership** were the competencies students reported the most growth.

As a result of this internship experience, I feel my current level of Career Readiness level for the Oral/Written Communication competency is:

	Not Competent					Adequate				Very Proficient	
	0	1	2	3	4	5	6	7	8	9	10

Oral/Written Communication

Contact Information

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