2015/2016
Internship Program
Student Guide

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Internships @ NDC

WHO NEEDS AN INTERNSHIP?
All Bachelor of Arts students are required to do an internship, however, all NDC students are encouraged to participate in the program.

- Business
  - Management
  - Administration
  - Accounting
  - Human Resources
  - Finance
- Art/Graphic Design
- English
- Communication
- Public Relations
- History
- Political Science
- International Business
- Sport Management
- MIS
- Marketing
- Intelligence Studies
- Criminal Justice
- Math (BA only)
- Science (BA only, Exercise Science)
- Theology

- You must have successfully completed 28 credits of coursework (some majors require that you have reached junior standing- check with your faculty advisor if you are unsure)
- You must be in good academic standing with at least a 2.0 cumulative GPA

What are the Benefits of an Internship?
When you complete an internship, you will ultimately benefit by having a competitive edge over other job seekers after you graduate. In fact, employers expect internship experiences on résumés of potential employees. With an internship, you can:

- “Test-drive” a career to see if it’s the right one for you
- Gain practical experience in your major field
- Strengthen your professional skills
- Build your résumé
- Establish your professional network of valuable contacts

Additionally, companies use internship programs as recruiting tools for new employees. This means that, depending on your performance during the work experience, there is a good chance that they will offer you a full-time position once you graduate. Now that’s job security!

DO AN INTERNSHIP!
When do I Begin?

An Internship Timeline

Typically, college students complete their internships during their junior or senior year, but few realize that they have to plan ahead. Below is a suggested timeline of activities you should consider completing for each year of your college experience.

Freshman Year

- Visit Career Services at Connelly Center
- Use Focus 2 to take a career assessment to select your major or career path
- Explore Notre Dame College’s academic programs
- Join a club or participate in campus activities
- Create a résumé and cover letter – use our Job Search Guide

Sophomore Year

- Meet with Kim Lane, Director of Career Services to review your career options
- Declare a major
- Schedule an informational interview or job shadow a professional working in a field that interests you
- Register with College Central Network (CCN), Notre Dame College’s online job board, at www.CollegeCentral.com/NotreDameCollege
- Attend the Internship Orientation offered twice monthly during each academic semester by Career Services
- Create a LinkedIn account
- Update your résumé

Junior Year

- Begin your search for internships
- Refine your cover letter and résumé
- Practice your job interviewing skills through mock interviews
- Research graduate schools
- Build your professional wardrobe
- Network with professionals, conduct informational interviews and job shadow

Senior Year

- Continue your job search – develop a prospective employer list and distribute your cover letter and résumé
- Practice your job interviewing skills
- Check out CCN and other online resources for job leads
- Take graduate school exams and complete applications
Where do I find a Quality Internship?

Your Internship search can take three to four months, so be patient and plan accordingly. It is your responsibility to find your Internship, but remember that Career Services is here to help with your search!

- **NDC College Central** – all NDC students may use this online tool to search for jobs and internships posted for NDC students, create a résumé (or upload your existing resume), and see announcements and upcoming events from Career Services!
  - Access your account at [www.collegecentral.com/NotreDameCollege](http://www.collegecentral.com/NotreDameCollege)
  - Your Access ID is your 6-digit NDC Student ID
- **Other online sources below**
  - NEOintern: [www.noche.org/neointern](http://www.noche.org/neointern)
  - Intern Web: [www.internweb.com](http://www.internweb.com)
  - Career Board: [careerboard.com](http://careerboard.com)
  - Career Builder: [www.careerbuilder.com](http://www.careerbuilder.com)
  - The Idealist (non-profit jobs/internships): [www.idealist.org](http://www.idealist.org)
  - Indeed: [www.Indeed.com](http://www.Indeed.com)
  - Team Work Online (jobs/internships in sports): [teamworkonline.com](http://teamworkonline.com)
  - Ohio Means Internships: [www.ohiomeansinternships.com](http://www.ohiomeansinternships.com)
  - Internmatch: [www.Internmatch.com](http://www.Internmatch.com)
  - Experience: [www.Experience.com](http://www.Experience.com)
  - Internships.com: [www.Internships.com](http://www.Internships.com)

- **Quality Internships Should…**
  - Provide an orientation, training, ongoing mentorship, coaching and regular feedback
  - Relate to your major and allow you to apply your classroom skills to real-life projects
  - Offer meaningful assignments to develop your skills and allow you to achieve your learning goals
Tools for Your Search

The Resume and Cover Letter

The resume and cover letter are your most crucial tools in your internship search. Think of them as marketing tools you’ll use to “sell” yourself and your abilities. Remember, they don’t get you the job; they get you the interview. Use our Job Search Guide to help you create both your résumé and cover letter. Here are some basic tips to get you started:

Your résumé should describe your skills, abilities, accomplishments, and experience. Here are some useful résumé-writing tips:

- **Keep it short...and sweet:** Often, a résumé is skimmed, not read, so it’s important to be concise. Try to keep it all on one page.
- **Be bold:** Use boldface type for words you want prospective employers to notice most.
- **Show them what you’ve got:** Don’t just list your jobs and skills. Tailor your resume to fit what your prospective employer is looking for. Prove how your experience and skills could benefit them.

You should always send a **cover letter** with your résumé, whether or not it’s required in a job posting. A cover letter is your chance to introduce yourself, and communicate why you want the position for which you’re applying. Some tips for writing cover letters include:

- **Keep it focused:** Your cover letter should be 3-4 paragraphs long, and ideally under one page. Include the basics: the position for which you’re applying, why you want the job and your strongest skills relevant to the position.
- **Show who you know:** If someone referred you to the position, use his or her name in the introduction. This will demonstrate that you have useful connections.
- **Watch your language:** It’s essential to keep your audience in mind as you write. Professional communication is very different from communication between friends. Professional correspondence should always be more formal, but it should also be brief and easy to read.
- **Be adaptable:** As with your résumé, you should also tailor the content of your cover letter to adapt to the company’s needs. Use the job description and some online research to familiarize yourself with those needs.

For all professional correspondence, remember to **PROOFREAD!**

Bring your résumé and cover letter to Career Services for proofreading, editing, and other helpful suggestions!
Sample Résumé – Internship

LYDIA FALCON

4545 College Road • South Euclid, OH  44121
216.555.5555   •   student@ndc.edu   •   LinkedinURL

PROFILE
Focused, enthusiastic Human Resources Development major with excellent communication skills seeking a summer internship at Pinnacle Realty that emphasizes the recruitment and on boarding of new employees.

______________________________

SUMMARY OF SKILLS
- Detail-oriented and organized motivator with demonstrated leadership experience
- Excellent writing and communication skills gained through college coursework
- Proven ability to handle multiple projects and work under tight deadlines
- Proficient in Microsoft Word, Excel, Publisher, and PowerPoint, and working knowledge of Adobe Photoshop and Illustrator

EDUCATION
Notre Dame College, South Euclid, OH
Bachelor of Arts in Human Resources Development Expected: May 2015
- Work 20 hours/week during academic year
- Relevant coursework: Organizational Behavior, Compensation and Benefits, Labor Relations
- 3.3/4.0 GPA
- Dean’s List: Spring 2014, Fall 2014

PROFESSIONAL EXPERIENCE
Customer Service Representative, Target, Mayfield Heights, OH 2010-Present
- Greet customers and promote electronic products
- Conduct inventory checks and stock new merchandise
- Train new employees in cashiering, customer service and inventory systems

Special Events Intern, Greater Cleveland Sports Commission, Cleveland, OH Summer 2014
- Wrote and formatted letters to individual and corporate sponsors
- Managed variety of projects from start to finish, working with experienced writers
- Created materials including sponsorship brochures, flyers, and postcards
- Present final project to senior leadership within organization

Resident Advisor, Notre Dame College, South Euclid, OH August 2012-June 2013
- Supported resident life in safety and security of 36 freshmen residents
- Promoted healthy lifestyle and referred residents to various campus resources
- Coordinated activities and managed entertaining programs to engage students

CAMPUS ACTIVITIES/AWARDS/COMMUNITY SERVICE
President of the Business Club, Notre Dame College, South Euclid, OH January 2015-Present
- Communicated with NDC faculty to arrange events and sponsorship
- Promoted the club to students and organized community service projects

Member of Softball Team, Notre Dame College, South Euclid, OH May 2011-May 2013
- Led team and worked collaboratively to build and reconstruct homes in New Orleans

Volunteer and Team Leader, Habitat for Humanity Summer 2011
I’m Ready to Start!

The Step-by-Step Internship Approval Process

step 1
• Meet with your NDC faculty advisor to determine the amount of internship credit that you will need, the best semester to do your internship and discuss options.

step 2
• Register for and attend the Internship Orientation through your College Central Network account. (see Career Services website for dates and times:
  • http://www.collegecentral.com/NotreDameCollege/

step 3
• Conduct a search for - and secure - your internship
  • Meet with Career Services to prepare your résumé and cover letter. Use our Job Search Guide or our online tool College Central!
  • Once your internship is secured, let us know so that you can register!

step 4
• BEFORE you start working, complete the necessary paperwork (see the Internship Approval Checklist on page 7) and submit it to your faculty advisor and Internship Coordinator for approval.

step 5
• Once both the Agreement Form and Registration Form are completed and signed, present them at Student Services, and register for internship credit hours. Internships begun without this approval will not be counted for academic credit.

step 6
• Begin working at your internship! Be sure to respond to all emails and calls from your employer and NDC advisors. Check Moodle frequently for announcements and to submit your bi-weekly Progress Updates.
I went to orientation and I found an internship. What do I do next?

**Complete this Internship Approval Checklist**

After you have obtained your internship, but before beginning to work at your site you MUST make an appointment with Jennifer Lowery in the Career Services Center. Be sure to complete and bring the following to your appointment:

- Internship Agreement Form – Student/Site Information *(page 9 of the Student Guide)*
- Change of Schedule Form to add your internship to your schedule *(page 10 of the Student Guide)*
- A job description from your internship site
- Learning Goals Worksheet *(pages 11-12 of the Student Guide; these need to be completed before approval)*
- Signatures *(page 13 of the Student Guide)*

Make sure your faculty advisor and Internship Supervisor have both reviewed your learning goals and signed off on this form before we meet.

- A current resume
- *Request for Approval of Internship With Current Employer* *(page 14 of the Student Guide)*

*Complete this form only if you are interning with your current or previous employer.*

---

**Registration Deadlines**

You will not be able to register for your internship with Student Services or begin clocking internship hours until you have turned in all of the above documents and received written approval from Career Services.

**The deadline to register for a fall 2015 internship is Friday, October 16, 2015.**

**The deadline to register for a spring 2016 internship is Friday, March 4, 2016.**

**The deadline to register for a summer 2016 internship is Friday, July 1, 2016.**
Tips to Remember When Registering Your Internship

- **You MUST** complete your paperwork **BEFORE** you begin an internship. No paperwork=No credit.

- **You must register IN PERSON for your internship.** Registration must be completed in person at Student Services- bring your paperwork and an add/drop form (page 10).

- **Remember: when you register for internship credit hours, you are registering for an academic class,** and there are assignments and requirements for your internship just as there would be for any other class you take here at NDC. You must complete all required assignments in a timely manner and check Moodle and email daily.

- You can register for 1-6 credit hours based on the number of work hours at your site.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Hours at Work Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>135</td>
</tr>
<tr>
<td>4</td>
<td>180</td>
</tr>
<tr>
<td>5</td>
<td>225</td>
</tr>
<tr>
<td>6</td>
<td>270</td>
</tr>
</tbody>
</table>

- You can do multiple internships, in fact, we encourage it!

- Majors may require anywhere from 1-6 credit hours for graduation, however most suggest at least 3 credits. *If doing only 1-2 credits, you cannot work for less than 1 month. Check with your advisor!*

- Be sure to plan your credits accordingly. This is an academic class and you will pay for the credits. Students often try not to overload, however you are responsible for the fees if you choose to overload.

- You can earn a maximum of 6 internship credits toward your degree.
Notre Dame College
Internship Agreement Form – Student/Site Information

Complete this form, your learning goals, the change of schedule form and the signature page. Submit all documents to the Internship Coordinator for final approval.

Student Information

STUDENT NAME: __________________________ STUDENT ID: __________
NDC Email: ____________________ Telephone: _______________________
Current Class Year (circle one): Fr/Soph/Jr/Sr    Expected Graduation Date: ________
International Student? (circle one): yes/no
(If yes, you must also get approval from Carl Nolan, the International Student Advisor)
Major: ____________________________
Faculty Advisor: _____________________
Semester Registered (circle one):
    Fall/Spring/Summer
Number of Internship Credits Registered: _____
Course Number ______________________

<table>
<thead>
<tr>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>4</td>
<td>180</td>
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<tr>
<td>5</td>
<td>225</td>
</tr>
<tr>
<td>6</td>
<td>270</td>
</tr>
</tbody>
</table>

Work Site Information

Projected Beginning and End Dates: ________________________
Organization/Company Name: ________________________________
Address: ________________________________________________
Company Website: _________________________________________
Profit or Non-Profit Organization: _________________________
Supervisor: _________________________ Title: __________________
Supervisor's Email: __________________________ Telephone: __________
Your Position Title: ________________________________
Hourly Rate (if applicable): _______________ Hours per Week: ______________
How did you obtain your internship? __________________________

***Attach or insert prepared job description from employer here***
Learning Goals
What do you want to get out of your internship? Review your job description to create solid goals. Your goals should be **SMART**:

- **Specific**- Avoid general goals such as “I want to learn about marketing.”
- **Measurable**- Is the goal quantifiable? “Implement brand standards to redesign 3 new logos.”
- **Attainable**- Given the time, tools and expectations, is the goal attainable, or is it too large?
- **Results-oriented**- How do you know you completed the goal? What will you have at the end?
- **Time-bound**- Taking into account the time you have, can you achieve the goal in time?

When designing your goals use **clear and effective verbs**: tell us exactly what you plan on doing during your work experience. Avoid using vague and ineffective verbs.

### Use Effective Verbs

- Compile
- Coordinate
- Create
- Plan
- Utilize

- Demonstrate
- Identify
- Compare
- Compute
- Prepare

- Implement
- Enhance
- Facilitate
- Organize

### Example of an effective learning goal with the strategy and evaluation:

<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>Learning Tasks or Strategies</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: To improve and develop my editorial writing style.</td>
<td>Example: Review archived editorials, consult with supervisor regarding expectations, seek advice of editors on staff, and submit clean, edited drafts for review.</td>
<td>Example: A completed, revised, and proofed article approved by supervisor and ready to be published.</td>
</tr>
</tbody>
</table>

### Avoid Using Ineffective Verbs

- Gain
- Know
- Become aware of

- Appreciate
- Learn
- Understand

- Become familiar with
- See if I like

### Examples of weak learning goals:

- To gain experience and knowledge in order to further my career in marketing.
- To develop my ability to communicate and motivate young adolescents.
- I will gain knowledge in the practice of fact-checking and in-depth.
- To use my organizational and time management skills to run a season of successful practices.

Use the learning goals worksheet on the following page to design 3 effective goals with strong strategies and a way you can evaluate if you have achieved the goal. These goals must be approved by your Internship Supervisor, Faculty Advisor and Internship Coordinator.
### Notre Dame College

**Internship Agreement Form – Learning Goals Worksheet**

<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>Learning Tasks or Strategies</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What will I learn?</strong></td>
<td><strong>How will I learn or do it, and what resources will be necessary?</strong></td>
<td><strong>How will I determine if I have accomplished the objective?</strong></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Notre Dame College
Internship Agreement Form - Signatures

Signatures

As the **Student**, I agree to perform all assigned duties to the best of my ability, satisfactorily meet all requirements of the employer, complete all academic requirements, and abide by the rules, regulations and the policies of Notre Dame College’s Internship Program. I understand that my failure to meet these requirements will result in my withdrawal from the assignment and the forfeiture of any benefits of the Internship Program. By signing below, I certify that I have reviewed the Internship Program Guide on the Notre Dame Career Services website or have received a copy of it, and understand the requirements of the Program including registration and payment of all applicable fees.

______________________________
Student Signature

______________________________
Date

As the **Faculty Advisor**, I have informed the student of the academic expectations required during his/her internship. I approve the employer, learning goals, and job description set forth in this agreement by the student.

______________________________
NDC Faculty Advisor Signature

______________________________
Date

As the **Employer**, I will abide by the guidelines set forth in the Notre Dame College Internship Program Employer Guide. I will provide guidance, mentorship and supervision of the student, evaluate his/her performance in forms provided by the College at the end of the internship experience, and provide the same consideration of health, safety, and working conditions afforded to other employees.

______________________________
Internship Supervisor Signature

______________________________
Date

______________________________
Supervisor Name and Title (please print)

As the **Notre Dame College Internship Coordinator**, I agree to maintain communication with the employer, the student, the faculty advisor in an effort to answer questions, resolve potential problems, and otherwise endeavor to make the experience productive and rewarding for both the employer and student. I approve the work site, learning goals, and job description set forth in this agreement by the student.

______________________________
NDC Internship Coordinator Signature

______________________________
Date

- **Submit this form to the Internship Coordinator BEFORE you register for Internship hours and BEFORE your first day at your work site.**
- **You must present this form to Student Services when you register for Internship credit hours.**
Notre Dame College
Request for Approval of Internship with Current Employer

COMPLETE THIS FORM ONLY IF YOU ARE INTERNING WITH YOUR CURRENT or PRIOR EMPLOYER

If your internship will be completed with your current or prior employer, there are certain additional requirements you must meet to receive approval to begin working:

• You cannot work in the same job position for the internship as you are currently working in with your current employer.
• You must provide a copy of your current/prior job description. This will need to be on your employer’s company letterhead and signed by your current supervisor.
• You must also provide a job description for your proposed internship. This, too, must be on your employer’s company letterhead, and signed by the supervisor that will be overseeing your internship.
• You must submit this completed form along with your Internship Agreement Form.

EMPLOYER POSITION VERIFICATION

I, _______________________________ (Supervisor Name) hereby verify that ________________________________ (Student Name) will be performing the job duties as described in the attached job description. I further certify that this position is not the same job description that ________________________________ (Student Name) has previously or currently held at our company.

______________________________
Student’s Original Job Title

______________________________
Student’s Internship Job Title

______________________________
Internship Supervisor Name

______________________________
Internship Supervisor Signature   Date
On the Job Responsibilities:

- Your Internship Moodle course will be listed as the semester and year. For example: Spring 2015 Internship.
- Complete and submit all bi-weekly Progress Updates via Moodle
- Identify and interview a professional for you Career Related Interview Summary; submit your paper via Moodle
- Optional: take notes in your Progress Log or keep a personal journal to help you remember everything for your final reflection paper

On the Job Tips

**DO:**
- Research internships AND the company beforehand
- Arrive on time
- Dress appropriately
- Be polite, professional, and cooperative
- Conduct a career-related interview
- Seek a mentor
- Ask lots of questions as often as possible
- Take initiative
- Network
- Listen and observe carefully
- Accept constructive criticism gracefully
- Take the job seriously
- Observe confidentiality
- Avoid office politics and gossip
- Leave on a positive note

**DON’T:**
- Be late
- Dress too casually
- Leave work unfinished
- Wait for your supervisor to realize you need a new task
- Overstep your authority
- Use the telephone or Internet for your personal use
- Use your iPod or cell phone (texting or calling) during work
- Seem uninterested in the profession
- Be intimidated

Remember, you are not only representing yourself – you are representing Notre Dame College. Do your best to represent us both in a professional manner. This is an opportunity for you to create a good impression of your college in the community.
**Internship Progress Update Instructions**

In order to document the hours worked as well as your progress with your internship, you will complete an Internship Progress Update every two weeks through Moodle during your experience. You will also need to keep a log or personal journal of your activities to assist you when writing your final reflection paper. The sample Internship Log Template can be found on the following page.

For each Progress Update, you will have to provide the following information:

1. Name of Internship Site
2. Dates Worked for those 2-weeks (use format month/date/year - month/date/year)
3. Total Hours Worked for those 2-weeks
4. Do your work assignments match your job description and learning goals? Yes/No
5. In your opinion, has your supervisor provided the guidance, mentorship, instruction and feedback needed to successfully complete your internship assignments? Yes/No
6. Overall, is your internship experience meeting your expectations? Yes/No
7. If you answered “No,” or have any additional comments/concerns, please explain in the text box provided.
8. Please briefly list any accomplishments, challenges or mistakes experienced throughout these 2 weeks (this is a required question)
9. List and describe any technology that you have used and how it was utilized (this is a required question)
10. List any new or improved skills that you have developed (this is a required question)

You will need to print your responses before hitting submit in order to track your hours. You will not be able to see your responses after submitting.
Progress Log Sample Template

You will need to keep a log or personal journal during your internship experience to assist you in writing your final reflection paper. Remembering what you did, the training or orientation process or the projects that you completed in the early stages of your internship may be difficult. You may use the following sample template to outline your bi-weekly experiences or you can keep a personal journal. You will want to note the following:

- what you’re learning and experiencing (observations, accomplishments)
- how it relates to what you’ve learned in the classroom at NDC
- how it relates to your learning goals
- other areas you might like to investigate further
- any challenges faced or mistakes made and how you corrected them
- personal thoughts and conclusions about your experience

**Weeks 1-2:**
___________________________________________
___________________________________________
___________________________________________
___________________________________________

**Weeks 3-4:**
___________________________________________
___________________________________________
___________________________________________
___________________________________________

**Weeks 5-6:**
___________________________________________
___________________________________________
___________________________________________
___________________________________________

**Weeks 7-8:**
___________________________________________
___________________________________________
___________________________________________
___________________________________________

**Weeks 9-10:**
___________________________________________
___________________________________________
___________________________________________
___________________________________________

**Weeks 11-12:**
___________________________________________
___________________________________________
___________________________________________
___________________________________________
Final Project Checklist

___ All completed Progress Updates via Moodle (see page 16)
___ Career-related interview summary (see pages 19-20)
___ Final reflection paper (see pages 21-22)
___ Student evaluation (see page 23)
___ Faculty Advisor evaluation (see page 25)
___ Supervisor evaluation (see page 27)
___ Updated resume including your internship experience
___ *Samples of work completed during your Internship (*optional; must get approval from internship supervisor)

Wrapping it Up

Your Final Project

So you’re nearing completion with your internship and you want to know what to turn in. The following page is your checklist for all materials that are required in your final project.

The due date for your final project will be 2 weeks following the conclusion of your internship. For example, if the last date worked is March 14th, all components of the final project need to be submitted to Moodle by 11:59 on March 28th.

Please note, Moodle cannot reflect individual due dates for each student.
The Moodle due date listed is actually the semester deadline for grade reporting, not your individual final project due date.

* Certain elements of your Final Project require signatures, so you can scan these signed documents and submit to Moodle. Scanners can be found in Admin Rooms: 208, 211, 225 and the Multimedia Lab.

Hard copies of your Final Project will not be accepted.
If it’s not in Moodle, I can’t grade it.
Career-Related Informational Interview Summary Instructions

At some point during the course of your internship, conduct one informational interview with a professional person in your career interest area within your major. This interview should not be with your internship supervisor, parent, faculty advisor or member of NDC faculty/staff. Once you have completed your interview, prepare a one to two-page, typed, double-spaced summary about your interview and submit it via Moodle with your final project.

Goals and Guidelines for completing the Career-Related Interview Summary

- Gain as much perspective from as many different sources as you can by choosing to interview someone in your desired career field other than your internship supervisor, member of your immediate family, professor or faculty advisor. This is an opportunity to network and establish a professional relationship with someone in your field of study.

- Expand your career knowledge within your major area of interest. If you have difficulty identifying someone to speak with, try asking your supervisor, faculty advisor, or the Internship Coordinator for assistance and referrals.

- This is a summary, not a transcript, from your interview, please do not type up each question asked and give the exact response. Summarize the responses, find trends or themes in the responses and relate them back to you.

- Use the following outline as a guide for your summary; however, these questions are only suggestions. There are many other questions you could ask, so feel free to come up with your own.

- In the introduction of your summary, include the interviewee’s name, job title, and company. In the body of your summary, discuss what you learned from him or her that might help you in the future. Conclude your summary with some ideas about how you plan to apply your new knowledge in the future.
Career-Related Informational Interview Outline

JOB TITLE AND REQUIREMENTS
• What is your job title?
• What is your educational background?
• What were the education or skills requirements for your job?
• What type of on-the-job training did you receive?

PERSONALITY AND SOCIAL FACTORS
• What specific personal characteristics and values would enable a person to do well at your job? Why?
• Are there any personal characteristics or past history which would exclude me from doing your job? (ie, poor credit, visible tattoos or piercings, no driver’s license, criminal record, citizenship, etc...)

WORK ENVIRONMENT
• Please describe a typical day of work at your job. Are the events of your day variable or more routine?
• Do you work traditional days, weekends, nights or holidays? Is travel required?
• Describe the climate of your workplace. Is it business casual or casual and laid back, is it very formal and structured?
• What do you like about your job? What challenges you?
• What are your least favorite aspects of your job?
• What do you wish you knew about this field before choosing your career path?

JOB MARKET
• How long have you been working at this job?
• What are your career goals in the next 5-10 years?
• What would the general salary range be for your job or an entry level job in this field?
• What advice could you give me as a person interested in entering this field in the near future?
• Why do people leave this job or the field?
• Which professional organizations, journals or websites would you recommend?

THE FOLLOWING REFLECTION QUESTIONS ARE TO BE ANSWERED BY THE STUDENT:
• Which qualifications or job requirements have you met, or will have met upon graduation from NDC?
• Which personal characteristics do you identify with regarding the career?
• What do you like or dislike about the job?
• Would you be comfortable and happy in this work environment?
• Are you still interested in this career? Why?
• What are your career goals and your next steps towards achieving them?
Final Reflection Paper Instructions

Just like many of your classes, you must complete a satisfactory final paper in order to “pass” and receive academic credit for your internship. Your final paper should synthesize your internship from beginning to end. This is where your internship log or journal comes in handy; use it to analyze your work experience in light of the learning goals you established before you began working. Please do not “stretch” your paper by adding a large, double-spaced header, increasing your font or margins. Keep in mind, this is your reflection and not a research paper. No citation is required, but creativity in your reflection is mandatory!

Your paper must:

- be at least five to six pages long in content. The header should only contain your name and date.
- be typed and double-spaced with one-inch margins on all sides
- be proofread by someone else
- be free of grammatical and spelling errors
- contain an introduction, body, and conclusion

Please follow this format:

I) Introduction
   a. Description of your position, department, work site, culture of the organization
   b. Your 3 original learning goals

II) Body
   a. How and why did you achieve each learning goal? If you feel you did not achieve them, why not? It’s alright if you didn’t, just explain why.
   b. How specifically did you apply theories, research, and/or concepts learned in courses at NDC during your internship?
   c. What new skills did you learn from your experience (include mistakes)?
   d. How can you apply your new knowledge in the future (in school, work, or your personal life, for example)?
   e. What have you learned about yourself, your knowledge, skills, attitudes, and values?

III) Conclusion
   a. How effective was your Internship experience? What did you enjoy? What did you dislike? Why?
   b. How has it impacted your feeling about your career choice?
Final Reflection Paper Rubric

Student Name: ___________________________________________________________

This form is a tool for both you and the Internship Coordinator, who will use it to grade your paper. You should use it to make certain you’ve met all the requirements which ensure you a passing grade. If any category is found to be “Unsatisfactory,” you will be asked to revise your paper.

<table>
<thead>
<tr>
<th></th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction provides necessary background information and descriptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body analyzes the learning experience with regard to original learning goals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body provides sufficient details, specific examples and reflection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclusion provides new insight and closure</td>
<td></td>
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</tr>
<tr>
<td>Is organized well, and is focused on the topic</td>
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<td></td>
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<tr>
<td>Meets or exceeds page requirements</td>
<td></td>
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</tr>
<tr>
<td>Has been proofread well, and is free of grammatical, mechanical, or usage errors</td>
<td></td>
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</tbody>
</table>

PASS / FAIL / REQUIRES EDITS

See Moodle for Comments: _______

Additional Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Internship Coordinator  Date
Student Evaluation Form

Student Name: ______________________ Faculty Advisor:_________________

Internship Site: _____________________________ Major: ________________

Please take this evaluation seriously; it is an assessment of not only your performance, but also your work site. It will be used to determine the value of your work experience for future internship students. Check the box which best describes your experience. Upload this document to Moodle.

<table>
<thead>
<tr>
<th>Never</th>
<th>Rarely</th>
<th>Sometimes</th>
<th>Usually</th>
<th>Always</th>
</tr>
</thead>
</table>

Self Evaluation

I was dependable and reliable at work
I arrived at work on time
I was receptive to learning new things
I was accepting and responsive to feedback
I conducted myself in a professional manner
I worked to my highest potential
I displayed a positive attitude
I took initiative in my work
I was friendly and courteous with others
I contributed to the team effort (when possible)

Evaluation of Work Site

My supervisor was available to me
My co-workers were helpful and supportive
I felt prepared for this position
My duties here increased my knowledge
My duties here were relevant to my major
My duties matched the original job description

Do you agree with your supervisor’s evaluation of you?
Strongly Agree Agree Disagree Strongly Disagree

Would you recommend this work site to another student? ___________
Were you offered continued employment at your site? Explain why or why not:

Comments:_______________________________________________________

Student Signature: ______________________________Date: _______________

Notre Dame College
Revised 3.2015
Faculty Advisor Evaluation Form

Student Name: ______________________ Faculty Advisor:__________________

Organization/Company: ____________________ Total Hours Worked: _________

Academic Department: ______________________ Credit Hours Earned: _______

Student: Write your original learning goals in the space provided or attach them to this evaluation. Faculty Advisor: Indicate whether or not you believe each learning goal was met by the student. If a goal was not met, please explain the reason in the “Comments” section at the bottom.

<table>
<thead>
<tr>
<th>Learning Goals</th>
<th>Met</th>
<th>Did Not Meet</th>
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<tbody>
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<td>2. ________________</td>
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<td>3. ________________</td>
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<td>4. ________________</td>
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<td>5. ________________</td>
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</tbody>
</table>

Comments:_______________________________________________________
________________________________________________________________

Faculty Advisor Signature: ________________________  Date:_______________
Supervisor Evaluation Form

Be sure to provide your supervisor with this form at least two weeks prior to the completion of your internship.

Student Name: ________________________________ Total Hours Worked: __________

Supervisor: ________________________________ Organization/Company: ________________________________

This evaluation is an assessment of the student’s performance, professionalism, and development of knowledge and skills during the Internship. We hope that you share your feedback with the student. The student needs to upload this completed form to Moodle. Thank you!

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
</table>

### Personal/Professional Development

- **Dependability**
- **Attendance/Punctuality**
- **Reception to Learning**
- **Reception to Supervision**
- **Level of Professionalism**
- **Quality of Work**
- **Quantity of Work**
- **Work Ethic**
- **Attitude**
- **Cooperation with Other Staff**

### Skill Development

- **Writing**
- **Communication**
- **Social Interaction**
- **Research/Information Retrieval**
- **Computer Skills**
- **Problem Solving/Critical Thinking**

---

Comments:
____________________________________________________________
_________________________________________________________________
_________________________________________________________________

Would you be willing supervise another NDC intern in the future? ________________

Supervisor Signature: ________________________________ Date: __________