

# THE UNIVERSITY OF NORTH ALABAMA



## Department of Kinesiology

### MANUAL FOR HPE 498 and SRM 498 INTERNSHIP

Fall 2025 – Final Draft

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# **UNIVERSITY OF NORTH ALABAMA**

## **DEPARTMENT OF KINESIOLOGY**

### **UNDERGRADUATE INTERNSHIP MANUAL**

This manual is designed to meet the needs of the Department of Kinesiology (DoK) and serve as a guide for students, faculty, and agency partners regarding the department's established internship policies and requirements.

Internships should be student-centered. The following material reflects this approach, emphasizing the role of the student within a three-part partnership that includes the student intern, the agency (field) supervisor, and the department's undergraduate internship supervisor.

All student internship assignments are housed in CANVAS. Students are required to submit all assigned materials through CANVAS to fulfill the Department of Kinesiology's internship requirements.

#### **Liability Insurance and Background Check**

All students who wish to enroll in and complete an internship are required to provide proof of personal liability insurance prior to enrolling in the internship course(s). Additionally, any student whose internship placement requires a background check, drug screening, and/or TB skin test must comply with the agency's policies and complete all required screenings before beginning the internship.

#### **Removal from Internship**

Students may be placed on probation, suspended, or removed from a program by the departmental faculty for reasons including, but not limited to, grade point average deficiencies, inappropriate dispositions, academic dishonesty, or institutional sanctions. Additional grounds for removal from an internship may include, but are not limited to: violation of internship agency policies; failure to complete agency assignments in a timely manner; insubordination toward the agency supervisor and/or the University of North Alabama undergraduate departmental internship supervisor; excessive tardiness; or incompatibility with the internship agency.

If it becomes necessary for the undergraduate departmental internship supervisor to remove a student from the internship experience, the student may submit a written appeal to the same supervisor. The supervisor will then present the appeal to a review board consisting of three faculty members from the Department of Kinesiology.

The review board may respond to the student's appeal by taking one of the following actions:

1. Reinstate the student to the internship;
2. Reinstate the student with specific stipulations;

3. Uphold the decision to remove the student from the internship experience.

A student who has been removed from an internship may not enroll in another internship experience until they have completed a counseling session with both the departmental internship supervisor and the review board. Re-enrollment will not be permitted any sooner than the semester following the removal from the initial internship experience.

### **The Non-Teaching Undergraduate Curriculum**

All students in non-teaching majors are required to complete an internship experience consisting of either a minimum of 200 documented field hours (for the B.S. in Exercise Science and the B.S. in Health & Fitness) or 400 documented field hours (for the B.S. in Sport and Recreation Management).

### **Purpose of the Undergraduate Internship Program**

The primary purpose of the undergraduate internship program is to provide a structured transition from academic coursework to a professional career setting. During the internship, students apply theories learned in the classroom to real-world situations within an agency environment, under the guidance, observation, and supervision of both an agency professional and the departmental undergraduate internship supervisor. As part of this experience, both supervisors evaluate the student's application of knowledge and overall professional performance. Additionally, the student intern is expected to continuously assess their own knowledge, skills, accomplishments, and professional growth in preparation for entering the workforce after graduation.

### **Basic Objectives of the Undergraduate Internship Program**

1. To provide students with an opportunity to integrate theory and practice within their professional education, while encouraging the exchange of contemporary ideas and insights between the student intern and agency personnel.
2. To broaden students' understanding and philosophy of their chosen profession.
3. To help students gather information that can guide future decisions regarding career paths, areas of specialization, or continued education.
4. To assist students in identifying and understanding their own strengths and areas for growth.
5. To provide students with practical experience in leadership, supervision, and administrative functions within the internship agency.
6. To help students gain a deeper appreciation and understanding of the roles, duties, and responsibilities of full-time professionals in the field.

7. To develop students' skills across various program areas and expand their knowledge of organizational and administrative practices in professional settings.
8. To offer students experiences that promote the development of effective human relations skills.
9. To strengthen partnerships between internship agencies and the DoK at the University of North Alabama.

## **Student Intern Learning Outcomes**

1. Gain firsthand experience in a professional sport or recreation management setting.
2. Receive guidance and evaluation from a qualified faculty member in the Department of Kinesiology.
3. Be directly supervised by an on-site professional in sport or recreation management.
4. Complete a minimum of 200 clock hours of work for all the students earning a B.S. in Exercise Science and a B.S. in Health & Fitness. For the SRM students, SRM498 and HPE 498 are required for a total of 400 clock hours of field experience per semester
5. Apply knowledge gained during academic coursework in practical, real-world situations.
6. Develop professional contacts during the internship that may support future career opportunities.
7. Use integrative thinking and reflection to demonstrate the ability to connect learning across multiple contexts and educational experiences.

## **Basic Criteria for Selection of the Agency Supervisor**

1. The agency supervisor must hold a high level of professional status, including a degree in a field appropriate to the internship setting.
2. The departmental undergraduate internship supervisor and the student must jointly select an agency placement, based on the student's needs, interests, and career goals.
3. The agency supervisor must agree to accept the student as an intern and meet with the departmental undergraduate internship supervisor as needed. These meetings will typically occur no more than four times during the internship experience.
4. The agency supervisor is expected to cooperate fully with the departmental undergraduate internship supervisor in implementing the practices, policies, and procedures established by the University of North Alabama's DoK.
5. The agency and agency supervisor are responsible for assisting the student in developing the following competencies:
  - o A clear understanding of the agency's mission, goals, and objectives.
  - o Knowledge of how to interact with advisory boards, commissions, governing bodies, and other administrative groups.
  - o Practical experience in budgeting and financial planning for programs.
  - o Familiarity with purchasing procedures and the care of equipment and facilities.
  - o Program planning skills and leadership development.
  - o Supervisory and management experience.
  - o Additional leadership experiences relevant to the agency that will benefit the student's professional development.

## **Eligibility for Internship Experience**

1. **Senior Standing** – Students must have senior standing and have completed all other course work within the program of study. Exceptions may be made to allow enrollment in up to 15 credit hours during the internship, if necessary. This exception must be approved by the majority of Sport and Recreation Management faculty members.
2. **Minimum GPA** – Students must maintain a minimum grade point average of 2.0.
3. **Enrollment in Internship Course** – Students must be enrolled in **HPE 498** or **HPE 498/ SRM 498 (Internship)** and **HPE 000** during the semester in which they intend to complete the internship in order to receive academic credit.
4. **Internship Application (Online – DoK Webpage)** – Students must submit a completed **Application for Internship** by the following deadlines.
  - For fall internships, applications are due by **June 15**.
  - For spring internships, applications are due by **October 15**.
  - For summer internships, applications are due by **March 15**.
5. **Pre-Internship Process** – Students must maintain ongoing communication and cooperation with the departmental undergraduate internship supervisor throughout the pre-internship application and qualification process.
6. **Liability Insurance** – Students must provide proof of personal professional liability insurance coverage after approved placement and prior to being able to enroll.
7. **Compliance with Agency Requirements** – If the internship agency requires a background check, drug screening, and/or TB skin test prior to accepting an intern, the student must comply with all such requirements before being assigned to the internship site.

## **General Procedures for Internship**

1. **Internship Application:** Students must apply for internship placement by deadline.
2. **Internship Approval:** All internship placements must be approved by the departmental undergraduate internship supervisor.
3. **Orientation Sessions:** Students are required to attend internship two orientation sessions prior to beginning the experience. Dates and times will be arranged by the department.
4. **Final Presentation:** Each student is required to deliver an **oral presentation**, supported by **PowerPoint**, to departmental faculty and fellow majors. The presentation must detail the internship experience, highlight significant learning outcomes, and focus on the agency-assigned project(s) completed during the internship.
5. **Site Visits:** The departmental undergraduate internship supervisor may visit student interns during their placement as needed. The frequency of visits will be determined by the needs of the student and the internship agency.
6. **Evaluation Submissions:** All assignments and evaluations must be submitted via **CANVAS** by the student intern and by the departmental undergraduate internship supervisor. The performance evaluations by the agency supervisor will be reviewed by the departmental undergraduate internship supervisor and used in determining the intern's final course grade.



## **Responsibilities of the Student**

### **a. To the Agency:**

1. Maintain internship status while accepting and assuming responsibilities consistent with those of a full-time agency employee or volunteer.
2. Recognize that the agency is providing a cooperative service for the benefit of the intern.
3. Accept responsibility for completing a minimum of **200 hours** for **HPE 498** or **400 hours** for **HPE 498/SRM 498**, as arranged with the agency supervisor.
4. In coordination with the agency supervisor, develop and submit specific goals and objectives to be achieved during the internship.
5. Make all necessary transportation and living arrangements related to the internship placement.

### **b. To the University of North Alabama:**

1. Abide by all University of North Alabama policies as a full-time student.
2. View the internship as a cooperative agreement between the **Department of Kinesiology (DoK)**, the **University of North Alabama**, and the **internship agency**.
3. Submit all required forms and assignments via **CANVAS** to meet the academic requirements of the internship course.
4. Complete the **final internship oral presentation**, including a supporting PowerPoint, as part of the course requirements.

## **Responsibilities of the Agency Supervisor**

### **a. To the Student:**

1. Provide professional guidance and direction relevant to the functions of the agency's programs.
2. Assign a major project to the student to be completed by the end of the internship.
3. Gradually lead the student into assuming increasing responsibilities as a student-professional leader.
4. Though maintaining internship status, the student should be treated as a full-time employee or volunteer in terms of expectations and responsibilities.
5. Assist the student in completing the required number of hours and in achieving the stated goals and objectives of the internship.
6. Provide the student with a written set of guidelines outlining expectations and duties for the internship.
7. Review and sign all required forms and reports submitted by intern to DoK supervisor.
8. Complete and submit via email a midterm and a final performance evaluation of the intern to the DoK supervisor.

**b. To the University of North Alabama:**

1. Ensure that the student receives maximum opportunity, direction, and guidance during the internship.
2. Cooperate fully with the University of North Alabama Department of Kinesiology (DoK) undergraduate internship supervisor on all matters related to the student's internship.
3. Assign a qualified professional with appropriate educational and practical experience to supervise the student intern.
4. Maintain contact with the departmental undergraduate internship supervisor, as needed.
5. Notify the departmental undergraduate internship supervisor immediately if any problems arise during the internship.
6. Collaborate with the departmental undergraduate internship supervisor in the final evaluation of the student's performance and determination of the final course grade.

**Responsibilities of the DoK Internship Supervisor**

**a. To the Student:**

1. Provide direction and guidance to support the success of the internship experience.
2. Assist the student with internship placement, as needed.
3. Conduct systematic evaluations of the student's performance, consistent with the goals and objectives of the internship.
4. Assist the student in setting realistic goals and objectives for the internship.
5. Maintain consistent communication with the student throughout the internship experience.

**b. To the Agency Supervisor:**

1. Initiate contact to confirm the agency's willingness to participate in the internship program.
2. Submit supporting materials outlining the purpose and objectives of the internship program.
3. Share relevant background information regarding the student's professional abilities and goals.
4. Provide the agency and agency supervisor with all necessary internship materials.
5. Supply the agency supervisor with copies of all appraisal and evaluation forms.

## **Internship Requirements and Deliverables**

### **Application for Internship**

The student must complete the online internship application by the established deadline. Once submitted, the application will be evaluated, and a determination will be made regarding the student's eligibility to enroll in the internship course(s) at the requested agency. If the indicated agency of choice is not deemed acceptable, the departmental undergraduate internship supervisor will meet with the student to assist in identifying an appropriate internship site. **All internship placements must be approved** by the departmental undergraduate internship supervisor prior to course enrollment.

### **Initial Internship Report (Form: INTS 2-25)**

This report must be reviewed by the agency supervisor. The student is responsible for submitting the completed report to the departmental undergraduate internship supervisor during the first week of the internship.

### **Written Goals and Objectives (Form: INTS 3-25)**

In collaboration with the agency supervisor, the intern is expected to develop clearly defined goals and objectives for the internship experience.

### **Quarterly Reports**

The intern must submit a narrative report after each quarter of the internship experience. The report should include the following information:

1. **Description of Work Completed:** A summary of all tasks, projects, and responsibilities undertaken during the reporting period.
2. **Knowledge and Skills Gained:** Specific competencies, insights, and professional growth achieved as a result of the work experience.
3. **Challenges Encountered and Resolutions:** Discussion of any obstacles faced during the reporting period and the strategies used to overcome them.
4. **Evaluations, Accomplishments, Reflections, and Recommendations:** Self-assessment of performance, achievements, lessons learned, and suggested improvements for future practice.
5. **Application of Coursework:** Examples of how academic knowledge and classroom experiences were applied to real-world situations in the workplace.
6. **Hours Completed During the Reporting Period:** A record of the number of internship hours completed during the specific reporting period.
7. **Cumulative Hours Completed to Date:** Total internship hours accumulated from the start of the internship through the end of the current reporting period.

8. **Agency Supervisor Signature:** A signature from the agency supervisor confirming review and approval of the report.

## **Midterm and Final Evaluations**

At both the midpoint and conclusion of the internship, the agency supervisor is required to submit formal evaluations of the intern's performance. These evaluations provide essential feedback for the departmental undergraduate internship supervisor and are factored into the intern's final course grade.

## **Major Internship Project**

Each intern is required to complete at least one major project assigned by the agency supervisor. This project must be related to the agency's operations and span the duration of the internship. The intern is responsible for preparing a detailed account of the project to be included in the final presentation. At minimum, the report should include:

1. The project's overview
2. Planning process
3. Resource requirements
4. Project components
5. Documentation of completion (e.g., documents, photos, videos, press releases, media coverage, evaluations)

## **Final Internship Presentation**

Upon completion of the internship and prior to the end of the semester, each student must deliver an **oral presentation** to departmental faculty and students. This presentation, scheduled by the departmental undergraduate internship supervisor, must be held on the **University of North Alabama campus** and supported with a PowerPoint. Required content is outlined in CANVAS.

**HPE 498 and SRM 498  
INTERNSHIP  
FORMS**

# **INTERNSHIP AGREEMENT CONTRACT**

## **FORM: INTS 1-25**

This is to certify that \_\_\_\_\_ has been assigned and  
Student Name  
accepted as a student intern with

for the dates of \_\_\_\_\_ to \_\_\_\_\_ Agency \_\_\_\_\_

The student is expected to work up to 40 hours per week during the internship semester (a minimum of 200 hours for HPE 498 and a minimum of 400 hours for HPE498/SRM 498). The student will receive either six (6) hours of academic credit (HPE 498) or twelve (12) hours of academic credit (HPE 498/SRM 498). The student is expected to adhere to the agency policies and calendar; therefore, only agency holidays are to be granted. The University of North Alabama does not conduct drug testing, background checks, etc. If the internship site requires additional screenings such as drug testing and background checks, it is the responsibility of the student, not the University.

**Internship Semester** \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

## Agency Internship Supervisor

Office Address:

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Phone:

E-mail:

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Agency Supervisor Signature

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Date

---

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## Intern

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**Date**

### Contact Information:

Departmental Undergraduate Internship Supervisor – Mark D Linder  
Department of Kinesiology  
UNA Box 5073  
Florence, AL 35632  
256-765-4561



# INITIAL INTERNSHIP REPORT FORM: INTS 2-25

**INSTRUCTIONS:** To be completed by the intern and returned to the **Departmental Internship Supervisor via CANVAS** immediately after meeting with the internship agency supervisor.

Date: \_\_\_\_\_

Student Intern: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Brief description of initial orientation to agency: \_\_\_\_\_

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**Duties assigned:**

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Agency Supervisor's Signature Date

Date

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**Student Intern's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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Date

# **INTERNSHIP GOALS AND OBJECTIVES FORM: INTS 3-25**

**INSTRUCTIONS:** Each student intern is expected to submit goals and objectives they are expected to achieve during the internship experience to the Departmental Internship

*Supervisor via CANVAS no later than the due date on CANVAS. The student intern should also provide a copy of these goals and objectives to the Agency Supervisor no later than the end of the first week of the internship experience. These goals and objectives should reflect in measurable terms what the student intern wishes to learn, experience and accomplish during the internship and should be reasonable within the scope of the internship assignment. Use **SMART** Objectives!*

### **GOAL I:**

**Objective I-A:** \_\_\_\_\_

**Objective I-B:** \_\_\_\_\_

**GOAL II:** \_\_\_\_\_

**Objective II-A:** \_\_\_\_\_

**Objective II-B:** \_\_\_\_\_

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**GOAL III:** \_\_\_\_\_

**Objective III-A:** \_\_\_\_\_

**Objective III-B:** \_\_\_\_\_

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Agency Supervisor's Signature Date

Date

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Student Intern's Signature Date

Date

## INTERNSHIP QUARTERLY REPORT

**INSTRUCTIONS:** *Each student intern is expected to submit a narrative description of his/her work assignments. This report should be submitted to the **Departmental Internship Supervisor via CANVAS** no later than the assigned due date per reporting period. Reports submitted after the scheduled deadline will result in appropriate reductions in the final grade. The reports should include the following information and data:*

1. **Description of Work Completed:** A summary of all tasks, projects, and responsibilities undertaken during the reporting period.
2. **Knowledge and Skills Gained:** Specific competencies, insights, and professional growth achieved as a result of the work experience.
3. **Challenges Encountered and Resolutions:** Discussion of any obstacles faced during the reporting period and the strategies used to overcome them.
4. **Evaluations, Accomplishments, Reflections, and Recommendations:** Self-assessment of performance, achievements, lessons learned, and suggested improvements for future practice.
5. **Application of Coursework:** Examples of how academic knowledge and classroom experiences were applied to real-world situations in the workplace.
6. **Hours Completed During the Reporting Period:** A record of the number of internship hours completed during the specific reporting period.
7. **Cumulative Hours Completed to Date:** Total internship hours accumulated from the start of the internship through the end of the current reporting period.
8. **Agency Supervisor Signature:** A signature from the agency supervisor confirming review and approval of the report.

# Midterm and Final Agency Performance Evaluations

To be completed by the agency supervisor, reviewed with the student-intern, and returned directly to the UNA Intern Supervisor of the Department of Kinesiology at the University of North Alabama via email attachment.

**INSTRUCTIONS:** Using the itemized rating scale below as a guide in completing the performance evaluation for the student, rate the student on each of the items that are applicable to your expectations of interns. Comments and suggestions are welcome and should be submitted in the space provided.

Circle the number that indicates your rating. Rating System is as follows:

- 5. Exceeds Expectations
- 4. Meets Expectations
- 3. Below Expectations
- 2. Does not Meet Expectations
- 1. No Observation

## **Attitudes Toward Work**

Willingness to work or perform duties as assigned	5 4 3 2 1
Willingness to accept responsibility	5 4 3 2 1
Shows enthusiasm for work	5 4 3 2 1
Shows desire to achieve	5 4 3 2 1
Accepts criticism in a mature manner	5 4 3 2 1
Does more than just enough to get by	5 4 3 2 1

## **Leadership and Performance Qualities**

Plans and organizes work in an orderly manner	5 4 3 2 1
Promptly carries out assigned tasks	5 4 3 2 1
Effectively communicates with supervisor	5 4 3 2 1
Functions on own initiative when necessary	5 4 3 2 1
Demonstrates effective leadership techniques	5 4 3 2 1
Observes rules and agency practice	5 4 3 2 1
Produces adequate quality of work on assigned projects	5 4 3 2 1
Demonstrates good judgement on work related decisions	5 4 3 2 1

## **Personal and Professional Qualities**

Communicates effectively with other staff members	5 4 3 2 1
Displays patience and self-control during work	5 4 3 2 1
Demonstrates a consideration for others' viewpoints	5 4 3 2 1
Demonstrates an ability to express himself/herself in writing	5 4 3 2 1
Demonstrates an ability to express himself/herself orally	5 4 3 2 1

## **Public Relations**

Demonstrates courtesy in working with the public	5 4 3 2 1
Shows respect for others in relationships with public	5 4 3 2 1
Demonstrates tact in working with the public	5 4 3 2 1
Makes adequate use of available media in promoting agency programs	5 4 3 2 1

Due Date: \_\_\_\_\_ Final Report (200/400 HRS completed?): Y or N

Name of Agency Supervisor: \_\_\_\_\_

Name of Intern: \_\_\_\_\_

**Overall Rating (Please mark ONE rating below to provide final evaluation of intern):**

\_\_\_\_\_ **Exceptional:** This rating is for the student who exceeds expectations on a regular basis. The student is a consistent model of excellence, a regular self-starter, a critical thinker, and a superb communicator. Please select one of the sub-ratings:

\_\_\_\_\_ If a position were available at the agency, the student would be an extremely strong candidate and hired for employment.  
(350/350 points: 100%)

\_\_\_\_\_ If a position were available at the agency, the student would be a strong candidate and strongly considered for employment. (315 points: 90%)

\_\_\_\_\_ **Commendable:** This rating is for the student who consistently meets and at times exceeds expectations. The student provides self-guidance after receiving instructions, accomplishes and finishes assigned tasks well, and works well unsupervised. The student regularly identifies tasks that need to be performed before instructed and voluntarily performs those tasks. They communicate effectively with supervisor, associates and clients. If a position were available at the agency, the student would be a competitive candidate and considered for employment. (280/350 points: 80%)

\_\_\_\_\_ **Adequate:** This rating is for the student who meets expectations. They achieve results and contribute to successful agency outcomes. They are willing to assist associates and clients as requested. They require intermittent supervision and performs tasks as instructed. This student has an above average attitude and work-ethic, but needs to develop their basic industry skill set. If a position were available at the agency, the student would meet the requirements to be considered as candidate for employment and may be considered. (245/350 points: 70%)

\_\_\_\_\_ **Needs Improvement:** This rating is for the student who does not consistently meet expectations. They require continued guidance or supervision to meet job duties, behaviors and results. They need to commit to improving performance due to performing below their perceived capabilities. If a position were available at the agency, the student would not be considered for employment at this time. (210/350 points: 60%)

**Unacceptable:** Not meeting acceptable standards of performance. This student displays a poor attitude and below average skill set to be employed by the agency. This student would not be considered for employment by the agency. (140/350 points: 40%)

Please provide any specific comments regarding the intern's performance (use additional pages, if needed):

Agency Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT EVALUATION OF AGENCY SUPERVISOR**  
**FORM: INTS 6-25**

***INSTRUCTIONS: To be completed by the intern and returned to the **Departmental Internship Supervisor via CANVAS** at the end of the internship experience.***

5 = Excellent  
4 = More than adequate  
3 = Adequate  
2 = Fair  
1 = Poor

- 1. Interest in you as a person and as a student.
- 2. Willingness to discuss the full range of your activities at the site.
- 3. Ability to respond to your problems and to help you work toward solutions.
- 4. Quality of conference with the agency supervisor.
- 5. Adequacy of arrangements made to orient you to the agency and the site.
- 6. Sensitivity to your needs in accomplishing your objectives.
- 7. Expression of encouragement and sincerity.
- 8. Understanding of philosophy and practices in the profession.
- 9. Flexibility in arranging for your tasks in light of changing situations within the agency and within you.
- 10. Openness to change, innovation, and new techniques.
- 11. General quality of the overall supervision you received during the internship.

**Additional Comments:**

**STUDENT EVALUATION OF THE INTERNSHIP SITE**  
**FORM: INTS 7-25**

***INSTRUCTIONS: To be completed by the intern and returned to the **Departmental Internship Supervisor** via **CANVAS** at the end of the internship experience.***

5 = Excellent  
4 = More than adequate  
3 = Adequate  
2 = Fair  
1 = Poor

- 1. Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs, and projects.
- 2. Provision of relevant experiences in administration, supervision, and leadership.
- 3. Cooperation of agency staff in providing professional growth experiences through training programs, seminars, and similar activities.
- 4. Provision of assistance in helping you achieve your personal and professional goals and objectives.
- 5. Availability of resources, equipment, and supplies essential to the preparation of professionals.
- 6. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.
- 7. Adequate scheduling of conferences with you and ongoing evaluation of your performance.
- 8. Allowance for relating classroom theory to practical situations.
- 9. Willingness to listen to whatever suggestions or recommendations you might offer, and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.
- 10. General suitability of the agency for meeting your needs as an intern.

**STUDENT EVALUATION OF THE INTERNSHIP PROGRAM**  
**FORM: INTS 8-25**

***INSTRUCTIONS:*** *This evaluation of the internship program must be submitted to the Departmental Undergraduate Internship Supervisor via CANVAS one week before final exams (during the internship evaluation seminar). Other pertinent comments may be included.*

1. Were the objectives of the internship that were initially discussed with the agency supervisor achieved? Provide an explanation as to why certain objectives were not achieved.
2. Provide a brief description of the agency with particular emphasis on the specific unit, department, or program to which you were assigned or to which most of your hours were spent.
3. Describe any significant contributions you made during your internship (e.g., programs developed, materials written or designed, job analysis, etc.).
4. Give a general overview of the types of tasks you performed and the opportunities you had for administrative, supervisory, and leadership involvement.
5. Discuss problems or difficulties (personal and otherwise) that you encountered. Describe the approach(es) you used to alleviate adverse or problematic situations.
6. Provide a self-analysis in terms of professional growth, increased/decreased confidence and assertiveness, satisfaction/dissatisfaction with career choice, etc.
7. List any recommendations and suggestions for improving the Internship Program.