

A) STUDENT BIOGRAPHY INFORMATION

Name _____ Year @ TCU: Fr ___ So ___ Jr ___ Sr ___

Address _____

Street City State Zip

Phone _____ Email _____

Secondary Contact _____ Relation _____ Phone _____

Major (if applicable) _____ Minor _____

Faculty Advisor _____ Email _____

Desired Internship Opportunities and/or Concentrated Areas of Learning:

1. _____

2. _____

3. _____

Semester: Fall 20__ Spring 20__ Summer 20__ (please block out available hours below)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8AM	9AM	10AM	11AM	12PM	1PM
2PM	3PM	4PM	5PM	6PM	

For Office Use Only

Internship Location _____ Phone _____
Address _____

Street City State Zip

Supervisor _____ Email _____

Work Schedule _____ Dates _____

B) INDIVIDUALIZED STUDENT LEARNING CONTRACT (ISLC)

Student Name _____ Student ID# _____

Mailing Address _____

Email _____ Phone # _____

Host Organization _____ Phone # _____

Address _____

Supervisor _____ Email _____

Work Schedule _____ Dates _____ to _____

Total # Hours ____ (hours) X ____ (weeks) = ____ (total hours) Compensation \$ ____ per _____

Job Description: Describe in as much detail as possible your role and responsibilities as an intern (duties and projects):

Learning Objective 1: To learn _____

Learning Activities: Describe how you will gain and demonstrate this knowledge.

1. _____

2. _____

3. _____

Learning Objective 2: To learn _____

Learning Activities: Describe how you will gain and demonstrate this knowledge.

1. _____

2. _____

3. _____

To be completed by Site Supervisor

Describe in detail the supervision to be provided, including frequency of meetings, method of instruction, etc.

Agreement: This contract may be amended or terminated by the student, Site Supervisor, or Faculty Advisor at any time with written notice that is received and agreed to by the other two parties.

Student Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

Site Supervisor Signature _____ Date _____

C) BEHAVIOR GUIDELINES

As a TCU student your actions are reflected upon the entire academic community – administration, faculty, staff, and students. It is important to realize that you are a learning ambassador for this institution and your actions during the internship will determine future opportunities at the location of your experience. Therefore, please respect the rules of the environment in which you are placed.

- Dress for success. During your initial internship search process, determine what is appropriate and inappropriate clothing for the job site you may be working within. If it is readily unapparent or there seems to be a wide array of options, do not hesitate to ask your supervisor. You do not want to be sent home the first day of your internship!
- Show up early. If you are to be at your internship site at 1:00, show up at 12:50. This will indicate an eagerness on your part to begin the learning process. It also allows for the usual delays: parking; slow traffic; a sudden heavy downpour. To be on time is to be late.
- Be prepared to work. Take the time to learn about the environment of which you are about to become a member. Ensuring you have a basic knowledge about the rules of the internship location, the “Dos” and “Don’ts,” and general guidelines of your role will enhance your experience.
- Ask questions if you want answers. The work place may be intimidating at first until you become comfortable within your surroundings. Because the work will be new to you and, possibly, trivial, and obvious to your mentor, it may not be explained as well as it should be. Therefore, the onus is often on the intern to ask questions. Understanding your role effectively in the beginning will allow you to be more productive during the internship, creating a better product, and, overall, developing a more enjoyable and enriching experience for everyone involved.
- Ask your supervisor for regular feedback. Though no one likes criticism, done properly, it can assist your development as a learner and help you meet the internship’s learning objectives more readily. Also, feedback from an individual involved in the career you may want to pursue can help with your decision making process. However, don’t overdue the feedback requests. Your supervisor has his or her own personal work to accomplish and will be willing to give feedback once a week perhaps, but not every day.
- Be realistic. You should be ready, and willing, to pitch in and help out your supervisor and the other employees with whatever is necessary. Showing them you are willing to be a team player may not have its instant rewards, but it may be favorable later on down the road.

Faculty Advisor Signature _____ Date _____

Student Signature _____ Date _____

D) EMPLOYER EVALUATION OF STUDENT INTERN

Please complete this evaluation to provide feedback for your student intern regarding job performance during the internship. Review and discuss the evaluation contents with your student, add the required signatures, and return to the address stated below at the conclusion of the internship. Thank you for serving as an intern supervisor!

Student Name _____ Internship Title _____

Supervisor Name & Title _____ Host Organization _____

Dates _____ Total hours _____

I. Using the scale below, rate the student's performance on the items listed by writing a number in each blank. For any items with a rating of "1" or "2" please provide an explanation in the space provided. Comments on the other items would be helpful for the student as well. Use "N/A" if there has been no opportunity for you to observe the skill or if it is not relevant to the work setting.

Below Expectation	Satisfactory	Beyond Expectation
1 or 2	3 or 4	5

A. RELATIONS WITH OTHERS

Ability to communicate with clients and staff _____

Ability to adapt to work setting _____

Rating Comments: _____

B. SUPERVISION

Ability to seek and use help _____

Openness to constructive criticism _____

Ability to work independently _____

Rating Comments: _____

C. PERSONAL QUALITIES (including, but not limited to initiative, creativity, dependability, punctuality, personal appearance, ability and willingness to learn, adaptability, adherence to organization policies, trust and confidentiality) _____

Rating Comments: _____

D. SKILLS

Verbal communication in Spanish _____

Written communication in Spanish _____

Analyzing problems _____

Organizing and completing assignments _____

Making and meeting deadlines _____

Rating Comments: _____

II. Please provide a brief assessment of the student's overall progress since the beginning of the internship. Include comments about the student's progress toward the learning objectives stated on the Learning Contract.

III. Identify the areas of professional growth that you have noticed in the student over the course of the internship.

IV. Discuss areas of improvement in job performance or skill building that the student should address.

V. What suggestions do you have for the student regarding further study or skill development which would be helpful for a future job placement or career in this field?

VI. Would you be willing to provide internship opportunity for TCU students of Spanish and Hispanic Studies in the future? _____

Site Supervisor's Signature _____ Date _____

Please return this form promptly to:

The Chair, Department of Spanish & Hispanic Studies, TCU Box 297220, Fort Worth, TX 76137

(Tel) 1-817-2577366 (Fax) 1-817-257-5828

E) STUDENT INTERN EVALUATION OF SITE AND EMPLOYER

The purpose of this evaluation is to assist you in reflecting on your internship experiences and identifying areas of personal, professional, and academic growth. Your responses will be helpful not only to yourself but also to students considering this internship site in the future and to your supervisor at the organization. This evaluation will be shared with your former supervisor, but only AFTER you have exited the internship site. Please respond honestly to the questions. Your responses can in no way jeopardize your internship placement.

Student Name _____ Intern's Title _____

Supervisor Name: _____ Supervisor Title _____

Internship Site Dates _____ Total Hours _____

Place in your portfolio for your faculty advisor to view.

I. List the most important tasks you were responsible for in your internship. Then, using the scale below, rate the relevance of the task to your responsibilities as an intern.

Below Expectation	Satisfactory	Beyond Expectation
1 or 2	3 or 4	5

Task-rating comments: _____

II. What type of training did your employer provide?

III. What type of supervision did your employer provide?

IV. What were the best features of the job?

V. What did you like least about the job?

**VI. Has this experience confirmed or changed your educational or career plans?
Please circle one option and explain below: Confirmed / Changed**

VII. What is your overall evaluation of your employer and internship experience?

VIII. Would you recommend this internship to another student? Please explain.

F) STUDENT SELF-ANALYSIS OF INTERNSHIP EXPERIENCE

Name _____ Year @ TCU: Fr ___ So ___ Jr ___ Sr ___

Address _____

Street City State Zip

Phone _____ Email _____

Secondary Contact _____ Relation _____ Phone _____

Major (if applicable) _____ Minor _____

Faculty Advisor _____ Email _____

Place in your portfolio for your faculty advisor to view.

1. Describe the learning objectives for your internship.

2. Explain how you achieved each learning objective and how each one is significant to your development as a learner.

3. Explain what skills you developed and utilized during your internship.

4. Discuss areas of personal skill development that would benefit your future learning experiences.

5. Discuss what additional coursework and work experiences would be beneficial to your future in this work environment.

6. Reflecting back upon what you have experienced during this recent internship, how can this time spent be beneficial to you as a student, a scholar, and a person?
