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Overview of FC Internship program

Internships are full or part-time, credit or non-credit bearing, short term, supervised, practical work experiences. They can be established on or off campus and are typically not paid. The Internship Coordinator and the Faculty Supervisor collaborate with the Field Mentor on site to monitor the student’s progress and evaluate the final achievements. The experience will be judged as a quality activity if it is successfully determined that the student has learned from the internship.

The internship is a time when the student is able to demonstrate his/her ability to perform duties and tasks assigned. More importantly, an effective intern experience should be time when the student identifies his/her strengths and limitations so that s/he may in turn, fine tune the professional skills needed in a real life setting.

Internships provide the opportunity for a student to integrate work and formal education with experts in his/her major field of study, to test a chosen career path, and to be involved in activities like those of full-time employees. The final outcome of an internship centers on the fact that the experience is likely to serve as a way to have LEARNED about the field.

Franklin University expects that the objectives of an internship be content based, skill related, academically substantive, and integral to the student’s academic and career path. Credit bearing internships will have a more traditional component that will be determined by the Faculty Supervisor. Non-credit bearing internships are also possible and can be registered in the intern’s Career Development Record with a Franklin Career Counselor.

For the student seeking an internship

The Intern as Learner

During your internship, you must commit yourself to being a willing learner. This means going to work as required with an inquisitive mind. You must seek to gain a total understanding of the intellectual challenges that you will be confronted with at the internship site. You must put your position in the proper perspective. Recent university classrooms have provided only part of what you know in order to be an effective intern.

Your internship is an extraordinary opportunity for the student to test your classroom knowledge before you actually accept the responsibilities of a real job situation. This is a time for you to be open-minded. You should challenge yourself to explore and examine all phases of the job. You should be prepared to question the actions and behaviors of fellow office workers however; you must also question your own emerging professional behavior.

As a learner you must be willing to commit the time, effort, and energy it takes to become an effective professional. Some of you will have full-time internships while others will have part-time assignments. However, it does not matter what time configuration you must comply with, a meaningful internship is a time-consuming, labor intensive undertaking. This experience will challenge your ability to enhance and extend your leadership skills.
Finding an Internship
Research suggests that interns should also look for opportunities that go beyond the minimum requirements of the field experience. Students should actively seek out opportunities that will enable them to learn about practices in all departments within the company, to experience other styles of management and to familiarize themselves with many professional environments. Interns are always reviewed as potential resources for many pre-set projects. Balancing the student’s priorities and the desires of the Field Mentor is important. This will enhance the achievements of the intern’s goals yet gain a broad based experience.

Ten Tips for Finding An Internship

1. Plan Ahead!
Get a head start on your internship search. There are millions of college students out there fighting for the same good internships. Start looking in February for a summer internship, August for a fall internship and October for a winter semester internship. There is a lot to do to prepare for your internship search - so the earlier the better.

2. Write a Résumé and Cover Letter That Showcase Your Skills.
Internship coordinators and employers don’t expect you to have a lot of work experience. Hey, that is what an internship is for anyway. But, you should use your résumé to highlight your talents, skills and extracurricular activities and sports. Show employers what you have accomplished, whether it was in another job or through sports or school activities. Be ready to tailor your résumé for each internship to which you are applying. If you are want to work as a programmer highlight your computer skills. If you want work with people emphasize volunteer work, your gig as a school DJ, or student government experience. Emphasize skills you have that will help the bottom line of the company and articulate how you will be a producer. Show that you are a self-starter who is willing to work hard and learn on the job.

When applying for an internship you should be familiar with the company you are applying to and the industry in which the company participates. If you express an understanding of a company's products, services, key personnel and recent news in your cover letter or interview you will impress the employer. Research the company through their Web site, a search of news stories on news sites (www.news.com, www.businesswire.com) or through career sites like the Vault (www.vault.com).

4. Use Correct Spelling and Grammar.
Sounds obvious, but incorrect spelling or grammar will instantly put your cover letter and résumé at the bottom of the pile, if not directly in the trash. You should use your word processor's spelling and grammar tools and then you should have at least two other qualified people review your work. Don’t risk rejection because of something as simple and obvious as spelling and grammar.

A good reference letter from a professor, advisor or employer can help you get an advantage over other candidates with similar qualifications. Most professors and school counselors or advisors are used to writing references and will be willing to help. You should obtain references as soon as possible and prepare them for distribution to potential employers. Employers will be impressed that you have references at all, and even more impressed that you have them ready for them to read upon request.
Your location is one of the very first things an employer will look at when considering you for an internship. If it isn’t obvious that your location matches the location of the internship the employer may not consider you for the position. If you are applying for an internship outside of the area in which you are attending school and/or reside, you must let the employer know that you will be relocating to their area for the internship period. Your cover letter should be very clear in expressing this. Also, unless you are a stellar candidate with special skills you should not expect a company to pay to relocate you for an internship.

7. Don’t Wait for the Internship to Come to You.
There are several on-line internship Web sites and internship books available. These are great resources, but bear in mind that there are hundreds of thousands of students using the same set of resources. Don't wait for an internship to be announced. Be proactive and search out companies that interest you and then approach them directly. Make contact with their human resources department or hiring manager to find out what internships might be available. Get the inside scoop before information about internship openings are made available to everyone else and, while you are gathering information you can also start the job of selling yourself as the right person for the internship.

8. Network!
While you can certainly find great internships on-line and through your school career center and print resources, nothing beats good old-fashioned networking. Use your network of family, friends, friends' family, school and work contacts to find out about possible internships. If your friends and acquaintances know you are looking for an internship they will be likely to let you know when they hear about one. Also, attend industry events in your area. In most major cities there are interest groups, clubs, professional associations and large conferences related to specific industries. Identify these groups and events and try to participate. You can attend huge conferences like Internet World, complete with its .com career fair and access to hundreds of presenting companies, for free.

9. Get the Right Contact Information.
Know who is responsible for hiring and initiating intern candidates at the companies you are interested in. You will be able to find some of this information on-line and through books, but you should also make inquisitive phone calls to companies of interest to make sure your resume ends up on the desk of exactly the right person. If you don't direct your effort to the right person then you will be wasting your time.

10. Pave the Way for Your Career.
If you are lucky enough to find your dream internship you should use the experience to build the foundation for another future internship or post-graduate job offer. Offer constructive feedback throughout your stay, take advantage of every opportunity to learn, and be willing to assist the company with future internship recruiting. Most importantly, lay the foundation for a future internship for yourself or full time employment by showing your employer that you are a talented person who is willing to work hard. Employers invest a lot of time and money in individuals they hire so interns with a proven track record and history with the company have a distinct advantage over everyone else. Even if you don't end up with a post-graduate job offer from your internship you can earn a good professional reference and you can build future business and personal contacts.

Source: www.internJobs.com
FC Majors with internship options

The following Franklin University Departments offer credit for an internship that relates to a particular department.

Art History                                               AHT 498  
Communications & Media Studies         COM 498  
Environmental Studies                           ENV 498  
International Banking & Finance              ECN 494  
International Economics                        ECN 492  
International Management                       BUS 498  
Visual & Comm Arts                               VCA 498

Internship Credit not related to a department

If a student has a particular internship that may not relate to a department or major, yet is still a valid learning opportunity, the student may request credit under the course registration INT 498.

Eligibility

The following represents the minimum standards required by Franklin University. Individual academic areas may set additional or higher standards.

To be eligible for a credit bearing internship, the student must meet all of the following requirements:

1. The student must have earned at least 60 semester hours of college credit and have fulfilled any internship prerequisites identified by the academic area awarding the credit or the Internship Coordinator in the case of an INT 498 course.

2. For internships registered under a specific department, the student must have completed 18 semester hours (6 courses) within the major with a grade of C or above in each of these courses.

3. The student must have earned at least a 2.0 overall GPA (grade point average) in course work at Franklin University.

Transfer students are eligible for an internship if they have met the criteria in points 1-3 above.

Length

All internships at Franklin University carry three academic credits. The intern must meet the minimum requirement of 60 clock hours at the work site, in addition to time spent summarizing and writing the final internship report (if required by the academic area).
Policies and Procedures for Credit Bearing Internships

The organizational structure of the internship should be a partnership among the student, field mentor and university supervisor. This partnership should be founded on a vision and a set of goals that describe what you must accomplish by the end of your experience. Before the experience begins, a mutually developed, understanding of the exact parameters that will shape the experience should exist. This agreement will help ensure the success of your internship. Each Department has its own course requirements and the intern should be aware of the expected work load for credit. In the case of INT 498, the Internship Learning Agreement and Plan should be completed with the Internship Coordinator. (See Appendix on page 15)

Policies:

1. Regular tuition for the academic term for which the intern is registered will be charged for any internship experience.
2. Internships are graded using the standard grading scale per the Franklin University Switzerland Academic Catalog.
3. It is the student’s responsibility to secure an internship opportunity. The Faculty Supervisor and the Dean of Academic Affairs approve the internship. In the case of INT 498 the Internship Coordinator will approve the internship.
4. All internships MUST be approved BEFORE the experience officially begins.

Procedures:

1. The student must first secure an internship opportunity. The Dean for the Center for Intercultural Education and Learning Opportunities (CIELO) along with the University’s Career Counselors and Director of Alumni Affairs may be able to provide some support and direction in seeking out an internship opportunity.
2. The student must complete the Internship Application form, which is contained in this Handbook.
3. The student must receive approval for the internship from a Faculty Supervisor and the Dean of Academic Affairs and obtain their signatures on the Internship Application Form. In the case of INT 498, the student must have approval from the Internship Coordinator.
4. The student returns the completed Internship Application to the Registrar’s office along with a Course Change form. In order to register for the internship and to ensure that the student does not miss out on any opportunities, it is important that the forms be submitted early and preferably no later than the first Friday in November for spring internships or the first Friday in April for summer and fall internships.
5. Once the application has been approved (before the internship begins), the student may earn three credits for the internship experience. Six credits can be earned under the INT 498 course with pre-approval from the Internship Coordinator.
Grading

Internships are graded using the standard grading scale per the Franklin University Switzerland Academic Catalog.

Dropping

A student may drop the internship only in the case of a medical withdrawal. Proper documentation will be needed for the 'W' to be posted on the transcript.
Responsibilities of the Intern

1. Plan early. When you are pursuing the option of academic credit for your internship, keep in mind that registration and other arrangements must be completed in advance of participating in the internship experience. Know deadline dates and procedures.
2. Follow policies, procedures and duties of the Field Mentor, meeting all scheduled deadlines and responsibilities.
3. Fulfill your 60 hour obligation (or whatever the agreement defines) with your Field Mentor in the agreed upon time frame.
4. Maintain an ethical and professional attitude toward the employer and fellow employees.
5. Maintain confidentiality in the use of the company’s information.
6. Accomplish, to the best of your ability, the duties and responsibilities outlined by the Department or the Internship Coordinator.
7. Communicate with the Field Mentor and the Faculty Supervisor or Internship Coordinator for evaluation of progress, to address any concerns, and to receive constructive feedback.
8. Prepare a research paper or project per the requirements of the Faculty Supervisor or Internship Coordinator.
9. Failure to comply with your responsibilities could result in termination of the internship. A grade of ‘F’ may be issued in the case of termination before the end of the contracted time.

Responsibilities of the Internship Coordinator (for INT498)

1. Sign the student’s Internship Application agreeing to be the Internship Coordinator. Please refer the student to the Dean of Academic Affairs for signature approval of the internship opportunity.
2. Review with the student the Internship eligibility requirements (listed above) and the “credit-worthiness” of the Internship opportunity s/he is planning to pursue.
3. Develop, in collaboration with the student, a description of the goals and objectives using the Academic Internship Learning Agreement and Plan.
4. Determine the schedule for the final Internship Closing Activity which can be a final project, integrated paper, portfolio, seminar presentation.
5. Review all data and assignments, including post internship reflection journal/paper and assign a grade. The grade should reflect mastery or accomplishment of the learning goals as outlined in the Academic Learning Agreement Plan. Submit the grade to the Registrar’s office, adhering to all deadlines established by the Office of the Registrar.
Responsibilities of the Faculty Supervisor

1. Sign the student's Internship Application agreeing to be the Faculty Supervisor. Please refer the student to the Dean of Academic Affairs for signature approval of the internship opportunity.
2. Review with the student the Internship eligibility requirements (listed above) and the "credit-worthiness" of the Internship opportunity s/he is planning to pursue.
3. Develop, in collaboration with the student, a description of the goals and objectives. Departments may choose to use the Academic Learning Agreement and Plan, or another similar document more suited to Departmental needs.
4. Determine the schedule for the final Internship Closing Activity which can be a final project, integrated paper, portfolio, seminar presentation.
5. Review all data and assignments, including post internship reflection journal/paper and assign a grade. The grade should reflect mastery or accomplishment of the learning goals as outlined previously. Submit the grade to the Registrar's office, adhering to all deadlines established by the Office of the Registrar.

Expectations and Responsibilities of the Field Mentor

The following is a list of tips for successful field mentoring:

- Exemplify positive leadership skills
- Be able to ask questions of the intern not just provide the answers
- Accept that a beginner (intern) may be doing things in a different way from what the Field Mentor is used to
- Model principles of continuous learning and reflection
- Express a desire to see interns go beyond their present level of performance
- Be willing to invest time and energy in the professional development of the intern
- Allow time for the intern to learn and comprehend the nature of the tasks assigned.
- Involve the intern as part of the team.
- Allow interns to see the 'real' world of the organization.
- Create the conditions in which the intern is able to become the source of his/her own learning.
- Assess performance with honest feedback.

The following is a list of expectations/responsibilities of the Field Mentors:

- Provide the intern with an orientation to and overview of the organization.
- Provide the intern with an overview of your expectations of their performance during the internship.
- Provide a meaningful work experience for which students can apply their knowledge and further develop skills.
- Complete an evaluation of the intern and return it to the Faculty Supervisor (see Field Mentor Evaluation of Intern Form).
Evaluation

- Internship work log submitted on a periodic basis pre-determined by the Faculty Supervisor or Internship Coordinator.
- Closing/Capstone Activity: Paper, Portfolio, Project, Seminar Presentation
- Post Internship Reflection journal/paper
- Any additional assignments required by the Faculty Supervisor or Internship Coordinator.
- Field Mentor Evaluation
- A grade will be assigned by the Faculty Supervisor or the Internship Coordinator who may consult with the Field Mentor.

Non-Credit Bearing Internships

Students are encouraged to seek work experience that reaches beyond the classroom and provides practical, hands-on learning during their university career. Internships can build skills in a particular field and provide work experience that will help develop their resume and/or CV. Students may obtain a non-credit internship at any time with their own resources or by utilizing the Career Services Office. The Career Services Office can provide assistance with learning research skills and or by serving as a potential link with alumni and friends of Franklin University in a particular field of interest.

Responsibilities of the Intern:

While students are not required to meet specific eligibility requirements, or pay tuition for a non-credit internship, there are still general responsibilities that must be followed:

1. A student is required to complete the attached Internship Application form and submit it to the Center for Intercultural Education and Learning Opportunities (CIELO).
2. A student should plan early if they intend to pursue an internship. Arrangements with the employer are encouraged to be done in advance. If a student is making arrangements through a connection with the Career Services Office, Office of Alumni Affairs, a meeting prior to the start of the internship is required.
3. Follow policies, procedures and duties of the employers, meeting all scheduled arrangements.
4. Maintain an ethical and professional attitude toward the employer and employees.
5. Maintain confidentiality in use of the company’s information.
Appendices
FRANKLIN UNIVERSITY
Internship Application (Credit Bearing)

Student Information:

Last Name: _________________________ First Name: ___________________

Cell Phone: ______________________

Residence/Address: ________________________________________________

Major(s): ______________________________ Minor: ________________

Entry Date: ________________ Total Credit Hours Completed: _____________

Cumulative GPA: ___________ Graduation Date: ________________________

Internship for:    Fall 20______      Spring 20_______    Summer 20__________

Address during Internship: (street, city, post code, country)
________________________________________________________________
________________________________________________________________

Phone during internship: ________________    email: _____________________

Organization Information:

Organization/Company: _____________________________________________

Field Mentor’s Name: ______________________________________________

Field Mentor’s Title: ________________________________________________

Street Address: ___________________________________________________

City, Postal Code, Country: ___________________________________________

Phone: __________________________   email: ____________________________

Franklin University Alumni?       Yes ___________   No ______________

Internship Position/Title: ____________________________________________
(please attach a one paragraph job description)

Date Internship begins: ________________  Date Ends: _________________

Please check all that apply:   Unpaid_____   Stipend _______ Hourly wage _______
Academic Information: (to be completed with the Faculty Supervisor or Internship Coordinator)

Faculty Supervisor: _____________________________________________

Academic Area: ________________________________________________

OR

Internship Coordinator: ___________________________________________

Upon successful completion of this internship Three or Six (circle one) credits will be awarded for: ______________________________________________________ (course name and number e.g., COM 498 Internship in Communications and Media Studies)

For Faculty Supervisor/Internship Coordinator only:

Describe how the intern’s progress regarding the learning objectives will be measured by indicating what you require for ongoing evaluation:

_____ Daily Journal    _____ Paper
_____ Readings    _____ Reflection on Learning Plan
_____ Other please describe:________________________

Indicate the intern’s required Closing Activity:

_____ Paper    _____ Portfolio
_____ Project    _____ Seminar Presentation
_____ Other please describe: ________________________

Due date of Closing Activity __________________________

(N.B. Must be submitted well in advance of the date grades are due to the Registrar’s Office)

Additional Information:
Please use the space below to describe your reasons for the specified Closing Activity. Also indicate how often you will be corresponding with the student intern, how you plan on receiving completed work, if you conduct a site visit, etc.
Required Signatures:

The signatures of the undersigned indicate that the above agreements have been reviewed and approved.

Intern: _______________________________  Date: __________
I assume personal responsibility for the internship commitment and agree to complete assignments, meet deadlines and perform the internship duties in a professional and ethical manner. I will initiate regular contact with my supervisors and adhere to all organizational arrangements and procedures.

Field Mentor: ___________________________  Date: __________
I have discussed the internship with the student and agree to provide assistance and necessary training and consultation to help the intern complete the Learning Plan. I further agree to provide the intern with an orientation concerning relevant organizational policies, procedures and functions and to meet with the intern regularly. I will also be available to counsel, mentor and advise for the duration of the internship. I agree to conduct a final evaluation of the intern.

Faculty Supervisor: ________________________ Date: __________
I have discussed, reviewed and approved the student’s Learning Plan and job description. These statements constitute a valid learning experience worthy of academic credit. I agree to be in regular contact with the student as outlined in the Learning Plan, evaluating the Closing/Capstone Activity, contacting the Field Mentor if necessary and submitting a grade by the date due.

OR

Internship Coordinator: ___________________________  Date: __________
I have discussed, reviewed and approved the student’s Learning Plan and job description. These statements constitute a valid learning experience worthy of academic credit. I agree to be in regular contact with the student as outlined in the Learning Plan, evaluating the Closing/Capstone Activity, contacting the Field Mentor if necessary and submitting a grade by the date due.

Dean of Academic Affairs: ________________________ Date: __________
I have discussed, reviewed and approved the student’s Learning Plan and job description. These statements constitute a valid learning experience worthy of academic credit.

Once this application is complete, please submit directly to the Registrar’s Office.

Received by the Registrar’s Office: ____________________  Date: __________
Academic Internship Learning Agreement and Plan

GETTING STARTED ON YOUR LEARNING PLAN

You need to begin filling out the learning plan. After you have a rough draft you, your Faculty Supervisor, Field Mentor and Internship Coordinator should work together to complete the Learning Plan. The purpose of the Learning Plan is to think through learning goals prior to beginning your internship experience; these goals will facilitate the learning process throughout the internship. Each goal should be complemented with a strategy – if applicable – showing how you will develop the stated goals. Following are guidelines of what each category is looking for in terms of content.

SKILL DEVELOPMENT: How the internship will impact your skill development in the following areas that are relevant to your internship.

Critical Thinking
1. Synthesize and evaluate information from various sources
2. Formulate questions and analyze problems with a view towards confirming, validating and/or processing solutions
3. Apply discipline based knowledge in experiential learning contexts
4. Understand and adapt accepted concepts and behaviors to existing and changing conventions and norms

Interpersonal Communication
1. Apply active listening and demonstrate effective personal interactions one-to-one and within groups
2. Demonstrate communication confidence utilizing a variety of skills to convey concepts
3. Evaluate the impact of communication in terms of achievement of goals and its effect on others
4. Integrate effective communication via oral, written and/or electronic formats to a variety of audiences and in different organizational settings

Information Literacy
1. Access general discipline-specific print, media and online resources utilizing existing and emerging technologies
2. Determine the appropriateness of information resources
3. Integrate information into one’s own knowledge base
4. Apply appropriate information resources to advance your experiential learning and vocational goals

Leadership
1. Work collaboratively with individuals and groups of different backgrounds to achieve common goals.
2. Demonstrate a capacity for personal change and growth in the process serving as a role model for similar transformation in others
3. Motivate, empower and engage others throughout the organization
4. Understand that opportunities exist to demonstrate leadership through committed service
ACADEMIC LEARNING/APPLICATION: Ideas/concepts/theories related to your major(s)/concentration and/or the liberal arts that apply to your career goals.

CAREER AWARENESS: Specific career positions and occupations, training required, professional development opportunities. Short and long-term career goals.

ORGANIZATIONAL OPERATION: Understanding of the workplace, operational procedures, organizational structure, gaining a sense of the overall environment.

PERSONAL DEVELOPMENT: How the internship will impact the person you are and hope to become in the following areas:

Diverse Perspectives

1. Seek opportunities to assimilate new understanding through immersion in a variety of settings
2. Recognize and understand the implications of diverse cultural backgrounds, value systems and various social structures for social and work related interactions
3. Seek out, respect and value diverse perspectives and opinions for understanding the complexity of social and work related issues
4. Incorporate domestic and international cultural experiences in deeper understandings that allow effective collaborations with individuals and groups from diverse social, cultural, and socioeconomic background
5. Integrate values based reflection and evaluation in an ongoing intentional process for personal and professional growth

Engaged Citizenship

1. Seek opportunities to serve the organization/company and surrounding community
2. Utilize insights developed through a variety of opportunities to refine and clarify one’s own value system
3. Demonstrate openness/sensitivity to alternative views and continuing dialogues based on an understanding of one’s personal values and how they effect society
4. Question existing beliefs and conditions and contemplate appropriate actions that might initiate change
5. Integrate values based reflection and evaluation in an ongoing intentional process for personal and professional growth

Sense of Vocation

1. Demonstrate self-awareness by assessing values, interests, skills and abilities
2. Identify potential career options and lifestyle choices
3. Apply effective decision making skills by setting long-range personal and career goals and identifying appropriate action steps, including a variety of experiential learning activities
4. Articulate a passion/vocation/calling understanding that one’s gifts and values expressed through personal and professional choices impact society in a unique way
5. Integrate values based reflection and evaluation in an ongoing intentional process for personal and professional growth
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<th>LEARNING PLAN</th>
<th>Learning Goals</th>
<th>Learning Strategy</th>
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<tr>
<td><strong>SKILL DEVELOPMENT</strong></td>
<td>Think about and document how the internship will enhance your skills in the following areas: critical thinking, information literacy, interpersonal communication and leadership.</td>
<td></td>
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<tr>
<td><strong>ACADEMIC LEARNING &amp; APPLICATION</strong></td>
<td>Illustrate how you intend to apply your academic coursework to your chosen internship.</td>
<td></td>
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<tr>
<td><strong>CAREER AWARENESS</strong></td>
<td>Project how you see this internship impacting your short- and long-term career plans. Think about your specific position in relation to the education needs and professional development required for a career in this field.</td>
<td></td>
</tr>
<tr>
<td><strong>ORGANIZATIONAL OPERATION</strong></td>
<td>Summarize what you hope to learn about the internship environment, the required operational procedures, relevant organizational structure and culture, etc.</td>
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<tr>
<td><strong>PERSONAL/PROFESSIONAL DEVELOPMENT</strong></td>
<td>Explain how you will use the internship to develop and/or deepen your sense of vocation, understanding of diverse and cross-cultural perspectives and engagement as a citizen.</td>
<td></td>
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Post Internship Reflection: Upon completion of the internship, reflect on your learning goals and strategies in each of the areas specified above through a journal and reflective paper.
Near the end of the internship, this form should be filled out during a final assessment interview with the student to enable both sides to review the complete training period, analyze strengths and weaknesses and hopefully identify areas where there has been improvements.

Intern’s name: _______________________ Date of final interview: _______

Organization/Company: _____________________________________________

Field Mentor’s Name: _____________________________________________

Field Mentor’s Title: _____________________________________________

Street Address: ______________________________________________

City, Postal Code, Country: ___________________________________________

Phone: __________________________   email: ____________________________

Franklin University Alumni?       Yes ___________   No ______________

Internship Position/Title: _______________________________________________

Date Internship begins: _______________  Date Ends: _______________

Please check all that apply:   Unpaid_____   Stipend _______ Hourly wage _______

Did the intern fulfill the 60 hour minimum requirement? ______Yes  _____No

Was the intern’s performance generally satisfactory? _____Yes  _____No

What do you consider the intern’s most significant strengths professionally?
Field Mentor Final Evaluation

What might the intern do to improve professionally or expand his/her area of expertise?

Hypothetically, if your organization had an opening for a person with the background of this intern, would you hire him/her? Why or why not?

Would you or your organization be interested in having another student from Franklin University Switzerland taking part in an internship in the future?

If yes, please indicate briefly the proposed responsibilities for that position and when it might be made available.
Please rate the intern on the following characteristics. A formal letter, although not required, is also welcome as an attachment. **Please note that all information noted on this form will be shared with the intern at the end of the placement.**

<table>
<thead>
<tr>
<th>CHARACTERISTICS</th>
<th>Superior</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Promptness</td>
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<tr>
<td>Resourcefulness</td>
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<td>Maturity</td>
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<tr>
<td>Interest in Placement Experience</td>
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<td>Learning Ability</td>
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<td>Communication Skills</td>
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<td>Organizational Skills</td>
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<td>Ability to work with others</td>
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<td>Ability to work independently</td>
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<td>Ability to meet required deadlines</td>
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<td>Contributions to the organization</td>
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<td>Understanding of organizational procedures</td>
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<td>Acceptance of constructive criticism</td>
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<td>Promise of success in the profession</td>
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</tbody>
</table>

Additional relevant comments on how the intern has fulfilled specific assignments and responsibilities.

Field Mentor’s Signature: __________________________________________________________

**Thank you for your support of the professional development of the student who has participated in the placement experience with your company/organization.**

Please return to the Faculty Supervisor or Internship Coordinator at Franklin University Switzerland, Via Ponte Tresa 29, 6924 Sorengo, Switzerland
FRANKLIN UNIVERSITY
Internship Application (NON Credit Bearing)

Student Information:
Last Name: _________________________  First Name: ___________________
Cell Phone: _________________________
Residence/Address: ________________________________________________
Major(s):_____________________________  Minor: ___________________
Entry Date: ________________  Total Credit Hours Completed: _____________
Cumulative GPA: ___________  Graduation Date: ________________________
Internship for:  Fall 20______  Spring 20_______  Summer __________
Address during Internship: (street, city, post code, country)
________________________________________________________________
________________________________________________________________
Phone during internship: ________________  email: _____________________

Organization Information:
Organization/Company: _____________________________________________
Field Mentor’s Name: ______________________________________________
Field Mentor’s Title: ________________________________________________
Street Address: ______________________________________________
City, Postal Code, Country: ___________________________________________
Phone: __________________________  email: ____________________________
Franklin University Alumni?  Yes ___________  No _______________
Internship Position/Title: _____________________________________________
(please attach a one paragraph job description)
Date Internship begins: __________________  Date Ends: _________________
Please check all that apply:  Unpaid _____  Stipend _____  Hourly wage _____
Please return to the Center for Intercultural Engagement and Learning Opportunities (CIELO), ground floor
– NC Academic Building