OEST 395V – Undergraduate Internship

Fall 2010
August 23 – December 9

Objectives:
The purpose of this course is to give you an opportunity to build and gain practical work experience in your area of interest, demonstrate your abilities while exploring potential fields of employment, learn about employers, and have them get to know you as a future job prospect.

Academic Credit:
- OEST 395V may not be counted as a major elective, however, it may be used as part of the required 60 credits of non-introductory credits.
- 1-3 credits

Exams: None

Required Work:
- Over the semester, you will need to complete 150 hours of work for your host employer. This is approximately equivalent to 10 hours per week during the spring and fall terms and approximately 13 hours per week for the summer terms.

- Keep a weekly journal of your internship activities as a resource for use in writing your final paper.

- Complete a one-page paper, due before August 23 to be emailed to leonaa@hawaii.edu or submitted to HIG 135. This paper should be written in a professional manner and provide the following details:
  - Student’s full name and major
  - Number of credits
  - Semester and year
  - Employer (Company Name)
  - Intern supervisor’s name, title, and contact information (address, phone, fax and email)
  - Days and hours of work
  - Internship job title and description
  - Pay scale, if appropriate
  - Three educational goals for your internship

- Complete a five-page paper due on December 9 to be emailed to leonaa@hawaii.edu or submitted to HIG 135. This paper is also to be written in a professional manner. The paper should include the following three components:
  - An overview of what you accomplished during your internship.
  - What you learned in your internship; did you achieve your goals?
  - How your classes prepared you for this professional experience?
Grading:
- Grading will be based on the two required papers and your evaluation by the host employer.
- CR/NC option only

Expectations:
You may be required to interview with the host company. You should prepare a resume and be ready for an interview. If accepted into the host company, remember that you are a guest in their organization, and a representative of the School of Ocean and Earth Science and Technology. It is your job to blend into their organization to the greatest extent possible. Please adhere to work schedules you establish with your host employer; vacations and sick days should be approved in advance by your internship supervisor. As an intern, you are expected to maintain a professional manner at all times. That includes all written, telephone, and email correspondence. It also includes appropriate use of the organization’s equipment and supplies.

Responsibilities:
As an intern, it is important to present yourself professionally and to uphold the following internship guidelines:
- Maintain enrollment in the School of Ocean and Earth Science and Technology and be in good academic standing
- Discuss the nature and scope of the intern position and maintain communication with the SOEST internship director and your employer
- Maintain your agreed-upon work schedule and hours
- Satisfactorily perform all assigned duties and tasks as required of the internship
- Notify the internship director of any concerns or difficulties experienced either on the job or in your coursework

Important Dates:
- Monday, August 23: Official start-date of internship
  One-page professionally written paper due before 4:00 pm.
- Thursday, December 9: Official end-date of internship
  Final five-page professionally written paper due before 4:00 pm.

Attachments:
- Copy of guideline for host employer
- Copy of evaluation sheet for host employer

Contact Information:
Leona Anthony, Internship Director
HIG 135
808-956-8763 (phone)
808-956-9987 (fax)
leonaa@hawaii.edu
Company: ________________________________________________________________

Internship Evaluation of: ____________________________________________________________________________

Instructions
Please complete and submit (by fax or mail) this form so that we may receive it by December 9, 2010. Credit for the intern will be submitted only if the student receives an Overall Performance rating of 2 or better. Please base your ratings on the criteria listed below.

<table>
<thead>
<tr>
<th>5 - Exceptional</th>
<th>4 - Very Good</th>
<th>3 - Satisfactory</th>
<th>2 - Fair</th>
<th>1 - Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistently exceeds in achieving goals and objectives far above the established standards.</td>
<td>Generally exceeds the established performance standards.</td>
<td>Meets the established performance standards expected for interns.</td>
<td>Meets some but not all of the performance standards required for interns.</td>
<td>Generally fails to meet the established performance standards and improvements are required for continuance as an intern.</td>
</tr>
</tbody>
</table>

Performance Elements

**JOB KNOWLEDGE:** The intern’s knowledge of his/her work assignments, including an understanding of the office’s organization, administrative, and technical roles, and the intern’s own role in the office is clearly demonstrated. _______

**WORK ACCOMPLISHMENT:** The intern’s productivity relative to what can be reasonably expected of an inexperienced individual having the potential to become professionally competent. _______

**INITIATIVE:** The intern sees beyond the immediate job assignment and applies new ideas, methods and techniques to improve work quality or to initiate other projects or activities when necessary. _______

**ORGANIZATIONAL SKILLS:** The intern organizes work tasks to maximize the use of time and energy. _______

**COMMUNICATION SKILLS:** The intern demonstrates verbal and written communication skills that reflect the ability to research, analyze, and communicate ideas pertaining to work assignments. _______

**WORK QUALITY:** The intern demonstrates those personal characteristics (enthusiasm, interest, motivation, reliability, cooperation, dependability) that facilitate working independently and/or cooperatively as a member of a team or office group. _______

**ABILITY FOR SELF-APPRAISAL:** The intern shows the ability to analyze his/her performance and to make constructive efforts to improve. _______

**TIME & ATTENDANCE:** Intern maintained agreed-upon work hours and schedule. _______
Overall Performance

1. Given the specific tasks/project(s) assigned to the intern, what are the intern’s strengths as a potential professional:

2. In what areas of professional development should the intern work to improve?

3. Was the intern able to utilize course preparations toward his/her performance?

4. What other factors relevant to evaluating the intern’s performance would you like to bring to our attention?

5. What letter grade would you give the intern? Justify this grade per specific accomplishments and/or achievements by the intern.

6. Other comments.

7. Would you be willing to host another intern in the future? YES_____ NO _____

NAME AND TITLE OF PERSON COMPLETING THIS FORM:

<table>
<thead>
<tr>
<th>Name (Please Print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Internship Guidelines for Sponsoring Agencies/Hosts Employers

As an internship sponsor, your organization will provide direct, on-the-job supervision of the student intern. The following guidelines may be helpful in structuring a positive internship experience for you and the student:

- Orienting the student intern to your company’s structure and operations
- Orienting the student intern to policies and procedures regarding appropriate dress, office hours, applicable leave policies, etc.
- Introducing the student intern to professional and clerical staff
- Providing the student with explicit expectations and resources necessary to accomplish assignment objectives
- Affording the student intern with opportunity to identify with the supervisor as a professional staff person by jointly participating in appropriate field experiences, meetings, projects, and area functions
- Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern’s role in the company and ensure appropriate learning experiences
- Consulting with the Internship Director in the event that the supervisor becomes aware of personal communication or other problems that hinder the student intern’s learning and performance
- Provide scheduled conferences with the student intern
- Submitting an evaluation on the student intern’s job performance on the last day of the scheduled internship to ensure proper credit of grades in a timely manner