

Appalachian State University

Department of Applied Design

Internship Program Guide for Applied Design Majors

Department of Applied Design
Appalachian State University
Boone, North Carolina
design.appstate.edu

Student Information for ADM/IND/INT 4900

Benefits of an Internship

The general purpose of an undergraduate internship is to give you practical experience applying the theory and content of course work in your field.

Intern Compensation

Although no monetary value can be placed on the value of the education and experience afforded by the employer, most interns are paid during their internship. The intern's salary is a personal matter between the student and employer.

Academic Credit

Students receive 3 to 12 hours credit for an internship, depending on their concentration. The grade received will be S/U (Satisfactory/Unsatisfactory). Be certain you and your employer reach an understanding concerning your time commitment. Generally speaking, Interns may receive a maximum of 1 hour credit for each 40 hour work week.

Steps in enrolling for an internship

1. Identify an employer.
2. Submit a typed copy of an *Internship Proposal*, including:
 - a. A title page
 - b. The Internship summary form, (signed by the employer)
 - c. A description of your objectives, position, and employment conditions
 - d. Number of credit hours desired
 - e. A detailed map of directions to your internship site
3. If the proposal is approved, you will be registered for ADM/IND/INT-4900.
4. You must register for IND/ADM 4900 prior to starting the internship.
5. Students must personally submit their proposal to the Internship Coordinator.
6. The deadline for enrolling in 4900 is the last drop date of the semester or summer session.

To receive academic credit, interns must:

1. Keep a daily log of internship activities, problems and solutions.
2. Summarize the log every two weeks.
3. Submit a typed, final report to your instructor of record, including:
 - a. Your assessment of the degree to which you met your objectives,
 - b. Biweekly log summaries,
 - c. Your opinion on the appropriateness of this company for internships.

Department of Applied Design Student Internship Form

Instructions: This form should be submitted as Page 1 of the Internship Proposal. Your employer must sign this form. Upon approval of your proposal, you will receive permission to register for IND/ADM/INT 4900.

Student's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Email: _____ GPA: _____

Academic concentration: _____ Minor: _____

Status (Circle One): Jr. Sr.

Start Date: _____ Finish Date: _____ # Hours Credit Sought _____

Name of Employing Firm: _____

Complete Mailing Address: _____

Employer's Name: _____

Employer's Title: _____

Employer's Phone: () _____ Fax: () _____

Employer's e-mail _____ Web address: _____

Employer Approval of Internship

I have read the attached internship proposal, and I approve of the internship objectives, position description, and employment conditions as stated for the above intern for the period of ___/___/___ until

___/___/____. Mr. / Ms. _____ will be considered a (circle one)

full-time / part-time employee, responsible for company procedures, rules and regulations.

Employer: _____

Signature

Date: _____

Intern: _____

Signature

Date: _____

Program Coordinator: _____

Signature

Date: _____

For Official Use Only

Placement Approved: _____ Application Complete: _____ Final Report: _____

Student Permitted _____ Site Visit: _____ Final Grade Submission: _____

Section Assignment: _____ Summaries: _____ Instructor of Record: _____

Department of Applied Design

Internship Program Guide for Employers

Thank you for considering hiring an intern from Appalachian State University's Department of Technology. The Internship is a program that provides qualified university students with supervised experience in production, management, research, studio and design activities of modern businesses and industries.

Objectives of the Internship

1. Provide the intern with a relevant, practical educational experience.
2. Provide business or industry with qualified and experienced graduates.
3. Acquaint the intern with the physical, academic, and environmental requirements of his or her chosen field.
4. Develop the intern's ability to search for and find employment in the industry.

Intern Compensation

Students are required to pay tuition for 3-12 credit hours to enroll in the internship and have approximately 3 years preparation in their chosen field. Therefore we expect interns to be paid during their internship. At the same time, we recognize the internship as an educational experience afforded by an employer. The intern's salary is a personal matter between the student and his or her employer.

Work Period

During most internships, the student is required to remain full-time employed with one firm for a period of six to twelve weeks. The requirement is to work a minimum of 40 hours for each credit hour earned. Students who participate in the Internship Program are under no obligation to accept permanent employment with the sponsoring firm or agency. Likewise, the sponsoring firm is not obligated to offer full-time employment to the intern beyond the internship period.

The intern/employer Relationship

In all cases, the intern is considered to be an employee and should be held responsible for performing the assigned duties in a satisfactory manner. All company regulations, conditions of health and safety, and legal requirements apply, and any company violations should be handled in the usual manner. Accordingly, the remuneration should be comparable to other employees of similar experience and seniority doing similar work.

While interning, the student is classified as a student of Appalachian State University and is subject to all applicable University regulations. Thus, there is a student-teacher relationship with the university, as well as an employer-employee relationship with the company.

The greater the variety of work experiences afforded the intern, the greater the opportunity for learning. Scheduled job rotations and involvement in special projects are a means for exposing the intern to various experiences during limited employment. An intern can gain much by conferring with persons responsible for some of the major functions of the company, thereby increasing their understanding of "the bigger picture" in their desired profession.

Summary Form

The student intern will request the signature of the employer on an Internship Summary Form. The form is used only by the student and their Faculty Supervisor as a "contract" for academic credit. It is necessary to request a copy of the student's Internship Proposal prior to signing the summary form.

Evaluations

The evaluation of the intern on the job must be made if the program is to be meaningful. Therefore, the supervisor is asked to submit two evaluations of the intern, one at the midterm and one at the end of the internship. The evaluation forms are included in this document and are to be returned to the instructor of record.

Visitations

Whenever possible, the Faculty Supervisor or other university representative will, at the employer's convenience, arrange for a visit to the intern's work site. When visits are not possible, the Faculty Supervisor will be in communication with both the intern and the employer via phone and/or email.

Professional Liability Insurance for Students Enrolled in Internship Courses

Appalachian State University participates in a student insurance program with other constituent institutions of the University of North Carolina. Most, if not all, internship hosts require professional liability insurance prior to a student's participation in an internship or practicum.

Appalachian State University requires coverage for all students enrolled in internship or practicum courses, except student teaching. The insurance policy is issued by General Star Indemnity Company and provides the following coverage limits:

- \$1,000,000 each occurrence for Bodily Injury and Property Damage Claims
- \$3,000,000 aggregate limit for all Bodily Injury and Property Damage Claims
- \$50,000 Fire Damage Liability
- \$1,000,000 each claim limit for Professional Liability
- \$3,000,000 aggregated limit for all Professional Liability Claims
- \$10,000 for covered medical expenses, accidental death or dismemberment

Major exclusions include intentional acts; liquor liability; pollution liability, automobile liability; the insured student's property or property of others in the student's care, custody or control; employment practice liability; abuse or molestation; products/completed operations liability; health care or mental health services; unauthorized hardware or software tampering, viruses, or use; fiduciary liability; and intellectual property liability. The premium for this coverage (\$20 per semester or summer session) is charged to each student's account along with other registration fees. A certificate of insurance will be furnished to each student or internship host upon request.

Further information can be obtained by going to the Appalachian State University website at the following address: <http://www.registrar.appstate.edu/internship/internship.html> The site has the above information plus specific links to Certificate/Policy Information, General Information and Claim Information.

Internship Evaluation for Midterm

Please return by _____

Student Name: _____ Job Title: _____

Employing Agency: _____

Employer Supervisor: _____ Job Title: _____

Employer Signature: _____ Date _____

I. Please evaluate the student on the following scales in comparison to other similarly assigned students or personnel, or with respect to achievement of objectives. Respond by circling the number of the response that most accurately describes the intern.

	POOR	MARGINAL	AVERAGE	GOOD	EXCELLENT
Interpersonal skills/ Teamwork	1 Not well accepted	2	3	4	5 Highly cooperative
Kept agreements	1 Slow	2	3	4	5 Very timely
Judgment	1 Poor	2	3	4	5 Mature
Dependability/Reliability	1 Careless	2	3	4	5 Highly reliable
Learning ability	1 Slow	2	3	4	5 Rapid
Quality of work	1 Poor	2	3	4	5 Excellent
Integrity	1 Untrustworthy	2	3	4	5 Highly Trustworthy
Knowledge of Discipline	1 Not competent	2	3	4	5 Very Competent
Appearance / Dress	1 Inappropriate	2	3	4	5 Appropriate
Punctuality	1 Irregular	2	3	4	5 Regular
Acceptance of Responsibility	1 Takes no responsibility	2	3	4	5 Take responsibility for assignments
Accuracy/Attention to detail	1 Careless	2	3	4	5 Meticulous
Communications Skills	1 Not effective	2	3	4	5 Effective
Initiative	1 Poor	2	3	4	5 Excellent
Time Management	1 Always late with assignments	2	3	4	5 All assignments completed on time
Ability to teach others:	1 Poor	2	3	4	5 Excellent
_____	1	2	3	4	5
Your Assessment of the Intern's Overall performance:	Unsatisfactory 1	Marginal 2	Average 3	Good 4	Outstanding 5

II. Briefly relate this student's strong and/or weak work habits. (Attach additional sheets if necessary)

III. Would you recommend that this student pursue a career related to this experience, and, if so what additional recommendations would your make to better prepare the student for such a career? (Attach additional sheets if necessary)

IV. What special problems affected this student's performance of objectives, such as inappropriate timing of the experience, deficiencies in the student's training, interaction with the university, etc.? (Attach additional sheets if necessary)

V. Additional Comments. (attach additional sheets if necessary)

Has this evaluation been discussed with the student? Yes _____ No _____

PLEASE RETURN TO:
Appalachian State University
Department of Technology
Kerr-Scott Hall, Boone, NC 28608
FAX: 828 265 8696

Final Internship Evaluation

Please return by _____

Intern's Name: _____

Employment Supervisor's Signature: _____ Date: _____

Please comment on the student's strengths (add sheets if necessary): _____

Please Identify personal or professional areas this student needs to improve (add sheets if necessary):

Overall Assessment of Student Performance:

- Outstanding
- Better than Average
- Average
- Below Average
- The Student Gained Nothing From the Experience.

For our information and follow-up, please check all that apply:

- I would like to employ more interns from the Department of Technology.
- I could employ _____ interns per (circle your preference(s)) Year Semester Summer
- I cannot hire more interns because _____
- I would like to interview Technology students for a permanent position with my company.

Return completed form to:
Appalachian State University
Department of Applied Design
ASU Box 32185
Boone, NC 28608
www.design.appstate.edu
Guide
(828) 262-7333



Internship Program

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