

Florida A&M University

Department of History & Political Science



Internship Packet

Revised: Fall 2007

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GENERAL INTERNSHIP INSTRUCTIONS

Internship Requirements

1. To be considered for internship placement, undergraduate students must have earned a minimum of 60 semester hours with a cumulative GPA of 2.5 or better. Graduate students must have earned a minimum of 24 semester hours with a cumulative GPA of 3.0.
2. Each student must submit a completed Internship Placement Form to the internship coordinator before the designated application deadline.
3. Upon placement with an agency the student must comply with all agency policies and guidelines.
4. To obtain three (3) semester hours, undergraduate interns must complete their work hours as follows:
 - a. Spring Semester—14 weeks at 20 hours per week
 - b. Summer Semester—6 weeks at 40 hours per week or 20 hours at 13 weeks
 - c. Fall Semester—14 weeks at 20 hours per week
5. To obtain six (6) semester hours, graduate students must intern 13 weeks at 40 hours per week for any chosen semester. Only graduate students are permitted to earn six semester credit hours for an approved internship
6. Holiday schedules for students completing internships will be in accordance with the internship calendar of the agency housing the internship.

Penalties

1. Failure to comply with all requested requirements for completing an internship will result in a failing grade.
2. One letter grade will be dropped from your final internship grade for each day that your internship paper is late.
3. Justifiable complaints on poor performance during the internship will lead to withdrawal from internship workplace and an unsatisfactory grade or an “F” for course.

Letter from Internship Supervisor must state:

1. Confirmation of internship placement.
2. Starting date and ending date of internship.
3. Number of hours per week/ minimum hours 18 – 20 (undergraduate) and 35 – 40 hours per week graduate students.
4. Contact person at agency.

Suggested Assignments for FAMU Interns

Assignments may include one or a combination of the following:

1. assist with research, data collection on topics relevant to agency objectives;
2. developing and improving methods and procedures intended to accomplish agency goals;
3. participation in and presentation of research findings; recommending alternative courses of action;
4. preparation of monthly reports;
5. conducting surveys;
6. attendance and note taking at committee/agency meetings;
7. preparation of relevant forms;
8. maintenance and updating of files;
9. inventory control;
10. participation in activities requiring skills in word processing, accounting, spreadsheets, etc.;
11. provide routine office assistance; and
12. working closely with agency personnel on assignments which would expose students to normal administrative activities.

INTERNSHIP PORTFOLIO REQUIREMENTS

1. Cover Page:

Your cover page should include the following information: your name, home address, e-mail address, phone number, semester enrolled, instructor's name, and place of internship.

2. Table of Contents:

The table of contents should include all of the sections on the Internship Portfolio Checklist.

3. Internship Portfolio Checklist:

Include a copy of the Internship Portfolio Checklist.

4. Description of Agency/Mission:

Describe the mission and purpose of the firm/agency/organization for which you work. Be sure to include an organizational chart:

1. Size
2. Location
3. Unit Goals

5. Informational Interview:

Include both an initial and final interview.

- a. Initial Interview:** All students must conduct an informational interview prior to or early on in the internship. The purpose of the interview is to establish a clear understanding of job related duties, supervisor expectations and goals. To best assist your supervisor you need to know what is important to them. How do they expect you to assist them in achieving their unit goals? To whom will you report? What known challenges and/or opportunities will you have to address in the workplace?
- b. Final Interview:** All students are to conduct an interview with their workplace supervisor at the conclusion of their internship. It is important to a successful internship that you talk to your supervisor to understand their mission and unit goals. Get a clear sense of their expectations of you. How do they feel you can help them achieve their goals? You may write this section as a narrative or in the question and answer format.

6. Job Description:

Include a description of the job you performed during your internship.

7. Journal Entries:

Your final report or paper will be based on you internship experience. Students are required to write journal entries at least twice a week.

a. Purpose:

1. Journals help students organize thoughts about experiences, events, problems, and opportunities.
2. Journals help to raise student awareness about what they are learning and observing
3. Journals contain reactions to events and observations and their relationship to

academic instruction and professional principles and thought. They are part of the intellectual inquiry.

4. Journal entries can be used as a record of activities.

b. What to Write:

1. *Reference*—Place the date and time on each entry
2. *Observation*—Write informally about whatever you have observed for the day/week. Describe experiences in detail and include facts.
3. *Speculation*—Write speculative thoughts about something that has occurred or exists.
4. *Questions*—Pose questions about why something exists or doubts about reasons given.
5. *Conclusions*—Draw conclusions about experiences and observations.
6. *Synthesis*—Put together what has been learned in your coursework, what you have experienced on the job, and how they relate.
7. Avoid rambling aimlessly about feelings and events. Make a point.
8. Do not write your entry in a “Dear Diary” form.

8. Internship Paper:

Students are to write an eight to ten page paper discussing their internship experience. Generally describe daily/weekly experiences.

1. Describe your work experience as it related to the knowledge acquired in the classroom.
2. Explain and describe how you were able to contribute to the agency’s mission.
3. Be sure to discuss various challenges and opportunities and how you dealt with them.

9. Resume:

All students are required to include a resume. Please check with the University’s Career Placement Center for sample copies and assistance. The C.C. Cunningham Career Placement Center is located in Room 100 of the Student Union Plaza. The contact number for the Center is 599-3700.

10. Biographical Essay:

Students must write a brief autobiographical essay. The essay should describe and highlight personal, civic, educational, and professional achievements and interests. Describe your strengths and how you have overcome any weaknesses. The essay should be no longer than 1 and 1/2 pages in length. Here are a few pointers:

1. Use a topic or sentence outline to structure your essay.
2. The essay should focus on a concise characterization of your credentials, supported by examples that maximize your strengths and minimize your academic, professional, or personal liabilities.
3. The essay should have an introduction, body and conclusion. Emphasize your problem solving, writing, research, and administrative, and technical skills. Be truthful.
4. Use concise examples of your accomplishments and how you have overcome obstacles
5. Revise your essay often to fit specific requirements to fit goals of specific grants,

scholarships, and jobs.

11. Work and Management Philosophy:

Get attention. Get your message across about your work ethic and management philosophy. State how you feel about specific topics such as multiculturalism (diversity), values, professionalism, and problem-solving. No more than one page in length.

12. Relevant Course Work:

Develop a course listing by subfield (major, minor, or special interest). List all relevant coursework. Be sure to identify courses that required computer and related technology skills (word-processing, spreadsheet, presentations, etc.). Be sure to include any courses from other institutions that you may have attended. Be sure to include representative copies of written coursework and/or essay exams.

13. Information on Potential Employers and Graduate Schools:

All students should develop a list of potential employers and or graduate schools. Contact the University Placement Office for assistance. The Career Placement Center is located in Room 100 of the Student Union Plaza. The contact number for the Center is 599-3700. Be sure to include the following:

Information for Potential Employers (A minimum of three)

1. Job title
2. Name of an employer
3. Location
4. Average pay
5. Basic responsibilities and duties

Information for Graduate Programs (A minimum of three programs)

1. Entrance Requirements
2. Application Deadlines
3. Brief Description of Academic Programs of Interest
4. Program (completion) Requirements
5. Tuition and Fees / Scholarships, fellowships, and assistantships

14. Performance Appraisals:

Include your performance appraisals.

15. References:

1. You need to develop a list of persons willing to write a letter on your behalf. You are required to identify at least three persons for this section of the portfolio. Provide their names, addresses, telephone/fax/e-mail in case someone wants to contact them.
2. Ask for a letter of reference shortly before you finish leave a job/internship.
3. Ask for a broadly framed letter that you may keep on file. Ask permission to have a copy for your files and in your portfolio. (If you ask for a second letter later on, it will be easier for the referee to write a second letter for a specific purpose.)

16. Thank You Letter:

A Thank-You Letter should be submitted to an internship employer/ supervisor upon completion of the internship. You should thank the coordinator and director of the employing agency for their time, commitment, and interest in the program and your professional development. Be sure to be as specific as possible, let them know about those aspects of the job that contributed to your development.

17. Photo/ID:

Include a photo ID in your portfolio. A headshot is most appropriate or a photo of you at work.

**INTERNSHIP PORTFOLIO
CHECKLIST**

1. _____ Cover Page
 - a. Name
 - b. Home Address
 - c. E-mail
 - d. Semester course enrolled
 - e. Instructor's Name
 - f. Place of Internship
2. _____ Table of Contents
3. _____ Internship Portfolio Checklist (*This form*)
4. _____ Description of the Agency / Mission
 - a. Mission/Purpose/Agency Overview
 - b. Organizational Chart
 - c. Size
 - d. Location
 - e. Unit Goals
5. _____ Informational Interview
6. _____ Job Description
7. _____ Journal Entries
8. _____ Paper
 - a. Generally describe daily/weekly experiences.
 - b. Describe your work experience as it related to the knowledge acquired in the classroom.
 - c. Explain and describe how you were able to contribute to the agency mission.
 - d. Be sure to discuss various challenges and opportunities and how you dealt with them.
9. _____ Resume
10. _____ Biographical Essay
11. _____ Work and Management Philosophy
12. _____ Relevant Coursework
13. _____ Information on Potential Employers and Graduate Schools
14. _____ Performance Appraisals
15. _____ References
16. _____ Thank You Letter
17. _____ Photo/ID

Presentation of Portfolio:

- a. Clear Cover
- b. Bound (Black)
- c. Tabs (Dividers)
- d. All items included in the portfolio must be marked with an "X" on your checklist.



Florida Agricultural and Mechanical University

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

INTERNSHIP CONTRACT

Student's Name: _____ Date: _____
Student ID: _____ Major/Minor: _____
Address: _____ City: _____ State: _____ ZIP: _____
Local Phone: _____ Permanent Phone: _____
E-Mail: _____
Place of Employment: _____
Workplace Supervisor: _____ Phone: _____
Address of Internship: _____
Required Number of Hours: _____
Start Date: _____ Ending Date: _____

This internship is designed to provide interns with professional and practical work experience in conjunction with fulfilling their educational requirements. As an intern in this office interns are expected to adhere and support all office goals and procedures.

I _____ agree to participate in the internship.
(Name)

Undergraduate interns are required to work a minimum of 18–20 hours a week and graduate interns are required to work 35–40 hours per week.

I have received and understand the policies and procedures of the internship requirements of the Department of History, Political Science, Public Administration, and Criminal Justice. _____
(Initial)

I will perform my duties to the best of my ability, observe the job guidelines and the direction of my supervisor; meet time commitments and provide adequate notice in case of any absence. _____
(Initial)

In order to satisfactorily complete the requirements of the Internship program, I understand that I must turn in all required forms (assignments) by the assigned due date. _____
(Initial)

SIGNATURES:

Intern: _____ Date: _____

Internship Coordinator: _____ Date: _____

Workplace Supervisor: _____ Date: _____



Florida Agricultural and Mechanical University

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

JOB DESCRIPTION

Student's Name: _____

Job Title: _____ Pay Grade: _____

Required skills, education, and or experience:

Illustrative Duties:

Undergraduate interns are required to work a minimum of 18–20 hours a week and graduate interns are required to work 35–40 hours per week. In addition, the intern will complete all requirements stated in internship package. Interns will perform tasks assigned by supervisor and approved by the department.

Intern's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



Florida Agricultural and Mechanical University

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

PERFORMANCE APPRAISAL OF INTERN

(To be completed by Workplace Supervisor)

Name of Student: _____

Agency or Firm: _____

Agency Supervisor: _____

Directions: Using the figures 5, 4, 3, 2, and 1 (highest to lowest), please indicate your estimation of the ability and growth of the student intern. Your candid assessment or additional comments will be appreciated.

1. **Personal Qualities:** _____
(Appearance, e.g., grooming; tact, courtesy, poise, manners, temperament, personality.)
2. **Initiative And Judgment:** _____
3. **Habitual Use Of English:** _____
(Grammar; choice and pronunciation of words; well-modulated, distinct voice; lack of noticeable speech defects.)
4. **Dependability and Professional Attitude:** _____
(Reliability of student to perform assigned tasks accurately and within allotted time.)
5. **Knowledge of Agency:** _____
6. **Attendance and Punctuality:** _____
7. **Overall Success of Internship:** _____

Summary of Strong Points:

Summary of Weak Points:

Additional Comments:

Signature of Intern: _____

Date: _____

Signature of Supervisor: _____

Date: _____