

INTERNSHIP LEARNING CONTRACT

Women and Gender Studies 489

Internship Coordinator: Erienne Fawcett

200 Minard Hall, NDSU, P.O. Box 6050, Fargo, ND 58108-6050

Phone: (701) 231.6157 / FAX (701) 231.7784

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Term/Year _____

Student's Name _____

Phone Number _____ E-mail _____

Internship Supervisor _____

Address of Internship _____

Supervisor's Phone Number and E-mail Address _____

Descriptive Title of Internship _____

Internship Time Frame _____

Grading

Paper/Portfolio/Project: The intern will provide print/audio/video examples of their work. The collection should be compiled in a portfolio (suitable for the interns own use in seeking future employment). The portfolio/paper/project should be turned in to the NDSU internship coordinator on the Monday of the last week of classes by 5 p.m. (the week before finals week). No Late work will be accepted.

Progress Reports: The intern will provide progress reports to the internship coordinator, by e-mail, monthly (3 – 4 e-mails per semester).

Supervisor Evaluation: (1) Near the culmination of the internship, the supervisor will write a letter of evaluation. The letter should verify the number of hours the intern worked and describe the quality of work. The letter should include a recommended grade (A, B, C, D, F) for the internship. (2) The supervisor will complete the attached evaluation.

The undersigned agree to the conditions of the internship:

Student _____

Supervisor _____

Internship Coordinator _____

Please Complete By _____

EMPLOYERS EVALUATION

Student _____ Work Period _____

Company _____

Intern Supervisor _____

Check the appropriate rating

Additional Comments

RELATIONS WITH OTHERS:

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Difficulty working with others
- Works very poorly with others

JUDGMENT:

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often makes poor judgment
- Consistently uses bad judgment

ABILITY TO LEARN:

- Learns very quickly
- Learns rapidly
- Average in learning
- Rather slow to learn
- Very slow to learn

ATTITUDE APPLICATION TO WORK:

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

DEPENDABILITY:

- Completely Dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

QUALITY OF WORK:

- Excellent
- Very good
- Average
- Below average
- Very poor

OVERALL RATING

- Excellent
- Very good
- Average
- Marginal
- Poor

ATTENDANCE

- Regular
- Irregular

PUNCTUALITY

- Regular
- Irregular

1. Please comment on the student's preparation for the position and oral/written skills

2. Please comment on the students strengths

3. Please comment on the student's academic or personal areas that need attention

4. What overall comments would you make to the student's faculty?

Would you be interested in having another NDSU intern work with you in the future?
 Yes No

Please review your evaluation with the student before they leave the internship.

Signature and date of supervisor completing form

Has this report been discussed with the student? Yes No

Student's signature_____

Please return to:
Erienne Fawcett, Internship Coordinator
North Dakota State University
Women and Gender Studies
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Minard Hall, P.O. Box 6050
Fargo, ND 58108-6050