ENG 4070: INTERNSHIP LEARNING AGREEMENT*

Point Loma Nazarene University
Department of Literature, Journalism, Writing, & Languages

STUDENT MUST HAVE DR. MANNING'S SIGNATURE BEFORE STARTING INTERNSHIP

Procedure Checklist:

_____ 1. Meet with PLNU advisor to discuss internship options.

_____ 2. Begin discussion with job site supervisor to establish initial agreement for internship. Work out details and get a signature (page 3).

_____ 3. Finalize initial paperwork (pages 2–4) and submit copies to your PLNU supervisor. Retain copies for yourself and for your site supervisor.

_____ 4. Begin your internship, keeping your learning objectives (page 3) in consideration as you work.

_____ 5. Keep a running log of hours and duties.

_____ 6. Check in with your PLNU supervisor mid-way through your internship to discuss your progress.

_____ 7. Upon completion of internship, give your site supervisor the paperwork (pages 6–8) to complete. Consider asking your site supervisor for a letter of recommendation for your personal files.

_____ 8. Talk with your PLNU supervisor and submit your portfolio to finalize completion of your internship.

_____ 9. Submit one copy of all completed paperwork to your PLNU supervisor.

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Student Name _____

Phone _____ Date _____

University Address _____

Home Address _____

Major _____ GPA _____ Fr _____ So _____ Jr _____ Sr _____

Brief Description of Internship

Name of Agency or Firm:
Intern Supervisor:
Email:
Phone:
Address:
Intern Assignment:

Statement of Internship Goals: What do you want to learn from this experience?

1.
2.
3.
4.
5.

Internship Assignment: What you will actually be doing to meet your goals?

1.
2.
3.
4.
5.

Internship Begins:	**Internship Ends:**

Weekly Work Schedule: Record the time you will work.

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	Other

Signature of Site Supervisor Date

ENG 4070: ACADEMIC CONSIDERATIONS

(To be completed by the student and the PLNU supervisor)

Student Name Major

PLNU Supervisor Units

Academic Expectations with Description

Log of Hours & Duties:	Final Portfolio:
Other:	

I have approved this internship for the above student.

Faculty Sponsor's Signature Date

This student agrees to perform the work described above.

Student's Signature Date

EVALUATION OF INTERNSHIP EXPERIENCE

(To be completed by the student at the end of the internship)

Name of Intern:
Type of Internship:
Agency or Firm:
Assigned Duties:
Most significant aspect of the internship:
Least significant aspect of the internship:
What would have made this internship more meaningful?
Describe what you perceive to be the educational benefits of internship:

Would you recommend this internship to a person with similar interests as yours? Why or why not?

EVALUATION OF POINT LOMA NAZARENE UNIVERSITY INTERN

(To be completed by the site supervisor at the end of the internship)

To Evaluator: The intern you supervised this semester is receiving a grade for their involvement with your business or agency. Your careful evaluation will be used by the faculty supervisor who is responsible for assigning the intern a grade.

PLEASE RETURN THIS FORM (PAGES 6-8) TO:

Dr. Katie Manning: kmanning@pointloma.edu
Phone: 619.849.2432
Point Loma Nazarene University
Department of Literature, Journalism, Writing, and Languages
3900 Lomaland Drive
San Diego, CA 92106

Name of Intern _____ Date _____

Name of Evaluator _____ Position _____

Company/Agency _____ Phone _____

I. PERFORMANCE EVALUATION

List tasks performed by intern, and evaluate appropriately:

5 = Far exceeded expectations
4 = Exceeded expectations
3 = Met expectations
2 = Almost met expectations
1 = Failed to meet expectations

1. Task:	Score:
2. Task:	Score:
3. Task:	Score:
4. Task:	Score:
OVERALL:	

II. WORKER'S TRAITS

Professionalism:
Communication Skills:
Initiative and Resourcefulness:
Maturity, Poise, Self-Confidence:
Writing Ability:
Dependability:
Teamwork:
Recommended Grade:

ADDITIONAL COMMENTS (Strengths, weaknesses, additional suggestions)

WRITING INTERNSHIP PROGRAM EVALUATION

(To be completed by the site supervisor at the end of the internship)

Supervisor/ Evaluator _____

Company _____ Date _____

In the future, would you like more active involvement from Point Loma Nazarene University faculty? Yes _____ No _____

Explain:

Would you like more information about the University? Yes _____ No _____

Would you like to arrange to visit the campus? Yes _____ No _____

If so, what days and times would be best for you to visit?

During your involvement with the PLNU intern did you have any ideas that could strengthen our future program?

Explain:

What was the least beneficial aspect of working with a PLNU intern?

Explain:

What was the most beneficial aspect of working with a PLNU intern?

Explain:

Thank you for your help!