

Grand Valley State University



BMS 492 Internship

Manual for:

Biomedical Sciences

Intern Name _____

Date _____

Intern Site Supervisor _____

BMS 492 Internship in Biomedical Sciences

Prerequisites: Successful completion of BMS 290, BMS 291; CHM 232 or CHM 461

Credits: 3-12 credits

Course Description: The Internship is a work experience at a faculty supervisor-approved location appropriate for the student's chosen field of interest. Internships will be experiences ranging from 10-40 hours per week

Course Objectives: This course provides for a supervised experience outside the traditional classroom for students as it relates to their field of interest by completing an agreed upon list of tasks provided by the Internship Faculty Supervisor and the Internship Site Supervisor. This course will allow a student to:

- Develop professional skills specific to the internship site by demonstrating the ability to communicate effectively both orally and in writing.
- Enhance their interpersonal skills by demonstrating the student's ability to relate with other workers and supervisors as evidenced through supervisor-student reviews.
- Demonstrate application of theoretical knowledge in a professional setting by analyzing problems or situations suitable to a conclusion or course of action as evidenced by the student in the reports provided throughout the semester

Evaluation

Evaluation of the internship by the Internship Faculty Supervisor is based upon:

Preliminary Student Evaluation	5%
Mid-session Student Performance Evaluation	15%-20%
Final Student Performance Evaluation	15%-20%
Bi-Weekly Internship Reports (every other week) Narrative	50%-60%

Total 100%

Credit/Non-Credit (100%-70%; No credit below 70%)

See the attached materials within this manual for forms that are required throughout the internship. Please note: **Monthly Internship reports MUST be submitted every other week. Failure to do so may greatly affect your grade. Internship Site Supervisors MUST have the intern's work and home address BEFORE she/he leaves the site.**

Student Responsibilities

To the Internship Faculty Supervisor/Internship Site Supervisor:

1. To conform to the rules and regulations of the Internship site
2. To complete assignments and responsibilities as outlined in the Intern-Agency Agreement
3. To provide 3-4 credit hours of service per credit hour for 15 weeks in the chosen area determined between student and faculty internship

To the University:

1. Approval for registration is contingent upon the completion of internship contract between student, Internship Faculty Supervisor and Internship Site Supervisor
2. To submit an Intern Assignment and Schedule Form
3. To submit bi-weekly (15 total) to the Internship Faculty Supervisor, Activity Reports which detail the student activities. This is a narrative report. Models of this narrative are included within this manual.
4. To submit the Self Evaluation and Final Report during the 15th week of service
5. To submit the Student Evaluation of Internship Site during the final week of service
6. To submit the Student Evaluation of Internship Site Supervisor during the final week of service
7. To represent the Department of Biomedical Sciences and Grand Valley State University as a University Student in adherence to the current Student Code of Ethics.
8. To complete assignments and responsibilities as outlined in the Intern-University Agreement

Internship Site Supervisor Responsibilities

To the Student:

1. To hold an individual conference with the student during the semester prior to his/her affiliation.
2. To represent the University in all official arrangements with cooperating Agencies/Businesses concerning internship agreement
3. To supervise arrangements for and give final approval of all internship assignments
4. To review and evaluate Bi-Weekly Activity Reports and discuss them with the intern when appropriate.
5. To assign a final grade to the student by combining the University and Agency/Business Internship Site Supervisor's evaluations and by considering all other pertinent information.

To the Internship Site:

1. To approve the internship
2. To make the final decision on placement of the intern with an Agency/Business
3. To provide evaluation forms for all evaluations
4. To maintain open communication at all times with the Agency/Business concerning its cooperation and supervision of the intern.

Internship Site Responsibilities

To the University:

1. To receive approval from the Internship Faculty Supervisor as an Intern site.
2. To cooperate in exchange of information on the intern
3. To provide the Internship Site Supervisor with a formal evaluation of the student's performance post 1 week, mid-term, and one week prior to the final conference.
4. To notify the Internship Site Supervisor in the event of any serious problem or concern with the intern.

To the Student:

1. To confer with the student to determine his/her responsibilities during the experience and present an overview of the Agency's/Business's purposes, policies, administration, program and plant.
2. To inform the student of all rules and regulations to which he/she must conform.
3. To schedule periodic conferences to assess progress by reviewing Bi-Weekly Reports.
4. To complete all student performance evaluations at the appropriate time

**INTERN – University Internship Faculty Supervisor
Memorandum of Agreement**

Intern Name _____

Internship Site _____

Internship Faculty Supervisor _____

Date _____

It is agreed that the intern will:

1. Submit an internship report every other week in a typed format beginning at the end of the second week.
2. Supply appropriate forms to the Internship Site Supervisor at least one week prior to the evaluation.
3. Give the “Mid-Term Student Performance Evaluation” to the Internship Site Supervisor at least one week prior to the Mid-Term Conference.
4. Review the “Mid-Term Student Performance Evaluation” with the Internship Site Supervisor during the Mid-Session Conference
5. Review the “Final Student Performance Evaluation” with the Internship Site Supervisor and the Internship Faculty Supervisor during the final week of the internship
6. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Internship manual and other material supplied by the Internship Supervisor.

Note: Failure to meet the aforementioned agreement will affect the final grade.

The Internship Faculty Supervisor will:

1. Represent Grand Valley State University in all official arrangements with cooperating Agencies/Businesses and confer with all Worksite Supervisors.
2. Supervise arrangements for and give final approval of all internship assignments.
3. Maintain open communication with the intern and the Internship site
4. Review the “Intern/Agency Agreement” with the student, and sign the form, indicating approval.
5. Carefully review and evaluate “Preliminary Student Performance Evaluation”, “Bi-Weekly Activity Reports”(every other week), “Mid-Term Student Performance Evaluation”, “Final Student Performance Evaluation”, and any additional information presented and determine the final grade for the intern.

I HEREBY ACKNOWLEDGE THAT THE ITEMS EXPLAINED IN THIS AGREEMENT CONSTITUTE THE FORMAL BASIS FOR AN EDUCATIONAL EXPERIENCE BETWEEN THE STUDENT AND UNIVERSITY SUPERVISOR. THE GRADE RECEIVED IN THE COURSE WILL BE BASED ON THE AFOREMENTIONED ITEMS.

Intern

Date

Internship Faculty Supervisor

Date

INTERN – SITE AGENCY AGREEMENT

Intern _____

Internship Faculty Supervisor _____

Internship Site Supervisor _____

Date _____

I. The Internship Site Supervisor will:

1. Complete the “Preliminary Student Performance Evaluation”.
2. Complete the Mid-Term Student Performance Evaluation”.
3. Complete the Mid-Term Conference with the intern.
4. Complete the “Final Student Performance Evaluation”.
5. Cooperate with the Internship Faculty Supervisor.

II. The Intern will:

1. Provide _____ hours of service per week for _____ weeks,
beginning on _____ and ending on _____.
2. Specifically be responsible for: (list specific items here: attach additional pages if needed)

Realizing this is an agreement of understanding and not a legal binding document, we agree to work together toward its satisfactory completion for the mutual benefit of all concerned.

Intern

Date

Internship Site Supervisor

Date

Internship Faculty Supervisor

Date

INTERNSHIP ASSIGNMENT

Important: Please Complete and return this form to the Internship Faculty Supervisor as soon as possible.

Name of Intern (print) _____

Internship Site _____

Intern Work Address

Home (internship) Address

Phone _____

Phone _____

Internship Site Supervisor

Name _____ Phone _____

Title _____

General Description of Internship and list of duties:

PRELIMINARY STUDENT PERFORMANCE EVALUATION

To be completed by the Internship Site Supervisor, reviewed with the student and returned to the Internship Faculty Supervisor. **TO BE COMPLETED AT THE END OF THE FIRST WEEK (WEEK 1).**

Intern's Name _____ Date _____

Site _____

Internship Site Supervisor's Name _____

Student's Signature _____

Internship Site Supervisor: Please comment briefly on the following:
(attach additional pages if necessary)

1. Attitude

2. Awareness and Apparent Preparation for Internship

3. Resourcefulness /Initiative

Internship Site Supervisor

Date

Internship Faculty Supervisor

Date

Site _____
 Signature of Internship Site Supervisor _____
 Signature of Intern _____
 Signature of Internship Faculty Supervisor _____

Note: Submit all information to your Internship Faculty Supervisor

Narrative should include:

1. A general description of your activities during the week. Describe how you were trained, what you performed. Any outcomes of the activities
2. Discuss areas where you learned new information, skills or otherwise enhanced your development
3. Discuss any changes you would initiate if possible
4. Discuss any areas of initiative you have taken to improve your internship experience.
5. Relate satisfying experiences.
6. Attach examples of any work you have been assigned (i.e. flyers, brochures.... you have prepared, or news that includes you.

MIDTERM STUDENT PERFORMANCE EVALUATION

Intern's Name _____ Date _____

Internship Site _____

Internship Site Supervisor _____

To be completed by the Internship Site Supervisor reviewed with the Student and returned to the Internship Faculty Supervisor. TO BE COMPLETED MIDTERM (week 7-8).

Please use the rating scale below in evaluating the Intern. Your comments are invited on page 4 of this form.

- (1) = Unsatisfactory: Completely unsatisfactory performance in criteria
 (2) = Below Average: Not consistently satisfactory in criteria
 (3) = Average: Adequate, but no more than satisfactory
 (4) = Good: Consistently better than satisfactory in criteria
 (5) = Excellent: Meets top expectations of criteria

(0) = Inadequate Information or does not apply to this worksite

PERSONAL COMPETENCIES

1. Judgment

- | | | | | | | |
|--|---|---|---|---|---|---|
| a. Knows his/her limitations, when to ask for help | 1 | 2 | 3 | 4 | 5 | 0 |
| b. Can distinguish between important and unimportant matters | 1 | 2 | 3 | 4 | 5 | 0 |
| c. Analyzes situations to consider possible results | 1 | 2 | 3 | 4 | 5 | 0 |

2. Adaptability

- | | | | | | | |
|---|---|---|---|---|---|---|
| a. Capable of meeting new situations calmly | 1 | 2 | 3 | 4 | 5 | 0 |
| b. At ease with people of all ages | 1 | 2 | 3 | 4 | 5 | 0 |

3. Emotional Maturity

- | | | | | | | |
|--|---|---|---|---|---|---|
| a. Is well poised, shows self-control | 1 | 2 | 3 | 4 | 5 | 0 |
| b. Understands behavior in self and others | 1 | 2 | 3 | 4 | 5 | 0 |
| c. Has an even temperament and a happy disposition | 1 | 2 | 3 | 4 | 5 | 0 |
| d. Has a philosophy of life that contributes to improvement of own life and that of others, and lives by it. | 1 | 2 | 3 | 4 | 5 | 0 |

4. Enthusiasm

- | | | | | | | |
|---|---|---|---|---|---|---|
| a. Eagerly pursues jobs | 1 | 2 | 3 | 4 | 5 | 0 |
| b. Keenly interested in things and people | 1 | 2 | 3 | 4 | 5 | 0 |

5. Alertness						
a. Sensitivity to participant activities	1	2	3	4	5	0
b. Immediately sees the need of a situation	1	2	3	4	5	0
6. Dependability						
a. Punctual and efficient	1	2	3	4	5	0
b. Carries work through to completion	1	2	3	4	5	0
7. Initiative						
a. Demonstrates foresight and anticipation	1	2	3	4	5	0
b. Starts jobs without suggestions or prodding	1	2	3	4	5	0
c. Takes responsibility for beginning or originating action	1	2	3	4	5	0
8. Appearance						
a. Neat and well groomed	1	2	3	4	5	0
b. Appropriately dressed	1	2	3	4	5	0
9. Cooperation						
a. Respects opinions and wishes of others	1	2	3	4	5	0
b. Courteous, friendly, and thoughtful	1	2	3	4	5	0

PROFESSIONAL COMPETENCIES

10. Language, Writing, and Speech						
a. Has command of Language-conveys ideas clearly	1	2	3	4	5	0
b. Has a pleasing and effective voice	1	2	3	4	5	0
c. Has the ability to write effectively and correctly	1	2	3	4	5	0
d. Has the ability to state an opinion before a group	1	2	3	4	5	0
11. Leadership						
a. Instills confidence in others	1	2	3	4	5	0
b. Stimulates participants to a greater effort	1	2	3	4	5	0
c. Promotes harmonious relationships	1	2	3	4	5	0
d. Organizes and works in a democratic manner	1	2	3	4	5	0
e. Delegates responsibility	1	2	3	4	5	0
f. Plans with people, rather than for them	1	2	3	4	5	0
g. Recognizes and responds to the needs and wishes of others	1	2	3	4	5	0
h. Brings out the best in people	1	2	3	4	5	0
i. Produces effective solutions to disciplinary problems	1	2	3	4	5	0
j. Develops group spirit, loyalty, and cooperation	1	2	3	4	5	0
k. Maintains an attitude of objectivity and fairness to all	1	2	3	4	5	0
12. Professional Attitude						
a. Has sincere interest in his/her profession	1	2	3	4	5	0
b. Evaluates his/her work and sets goals for improvement	1	2	3	4	5	0
c. Is familiar with the professional literature	1	2	3	4	5	0

13. Resourcefulness

a. Is an imaginative and creative thinker	1	2	3	4	5	0
b. Is acquainted with resources within the community	1	2	3	4	5	0
c. Has a variety of program ideas and skills	1	2	3	4	5	0
d. Is familiar with and uses a variety of resources	1	2	3	4	5	0

14. Cooperation

a. Works well with and adjusts to people	1	2	3	4	5	0
b. Accepts suggestions and criticism graciously	1	2	3	4	5	0

Comments:

Internship Site Supervisor's Signature

Date

Intern's Signature (required)

Date

Internship Faculty Supervisor

Date Received

FINAL STUDENT PERFORMANCE EVALUATION

Intern's Name _____ Date _____

Site _____

Internship Site Supervisor _____

To be completed by the Internship Site/Agency/Business Supervisor, reviewed with the Student and returned to the Internship Faculty Supervisor. **TO BE COMPLETED DURING THE FINAL WEEK OF THE INTERNSHIP.**

PART I. Preparation, Guidance, and Training.

Did the intern have a clear understanding of the internship requirements and a working knowledge of Agency/Business practices and policies pertaining thereto?

- () Very Definitely
- () Good
- () Average
- () Somewhat Below Standard
- () Unsatisfactory
- () Not applicable or lack of information

Comment:

Did the intern have the basic training necessary to carry on his/her work successfully?

Yes _____ No _____

Comment:

Was there any special training given to the intern to develop competencies/skills needed for the assignment? Yes _____ No _____

Comment:

What type of guidance was given to the intern during the assigned period?

PART II. Professionalism

Please use the rating scale below in evaluating the Intern.

- (1) = Unsatisfactory: Completely unsatisfactory performance in criteria
 (2) = Below Average: Not consistently satisfactory in criteria
 (3) = Average: Adequate, but no more than satisfactory
 (4) = Good: Consistently better than satisfactory in criteria
 (5) = Excellent: Meets top expectations of criteria

(0) = Inadequate Information or does not apply to this worksite

Please make appropriate written comments near each question or at the end of this evaluation.

Does the intern have a good attendance record?	1	2	3	4	5	0
Is the intern appropriately attired?	1	2	3	4	5	0
Does the intern demonstrate creativity?	1	2	3	4	5	0
Does the intern handle emergency situations well, make common sense decisions and anticipate problem?	1	2	3	4	5	0
Does the intern demonstrate enthusiasm and self motivation?	1	2	3	4	5	0
Is the intern collegial?	1	2	3	4	5	0
Does the intern respond to constructive criticism?	1	2	3	4	5	0

PART III. Professional Relations

Does the intern exhibit courteous behavior?	1	2	3	4	5	0
Is the intern cooperative and demonstrate ability to work well with others	1	2	3	4	5	0
Does the intern demonstrate appropriate concern and respect for clients?	1	2	3	4	5	0
Can the intern adapt to new challenges in the work place	1	2	3	4	5	0

PART IV. Professional Proficiencies

Does the intern display knowledge pertinent to their responsibilities?	1	2	3	4	5	0
Does the intern complete tasks within deadlines?	1	2	3	4	5	0
Does the intern communicate effectively in any group setting?	1	2	3	4	5	0
Can the intern identify problems and work effectively for a solution?	1	2	3	4	5	0
Does the intern demonstrate diligent persistence in completing difficult tasks?	1	2	3	4	5	0
Does the intern engage in self evaluation and respond to expectations?	1	2	3	4	5	0
Does the intern search for more knowledge and experience by Attending seminars, meetings, reading and discussion of topics?	1	2	3	4	5	0

PART V. Summary

Considering the following criteria in addition to any evaluative information particularly relative to your internship site, what is the overall rating of this intern's performance? Please attach any additional evaluation forms. It is understood that each internship site will weigh the criteria to its own particular situations.

Rating Scale

Excellent

The top rating, the very best – “Outstanding” – does not necessarily mean just the best of your present interns. It means just the best you might reasonably hope for in an entry-level worker in the position concerned. Be a bit cautious in giving this rating – it should go only to a “top flight” person, one whom you would hire without reservation and with enthusiasm.

Above Average

“Above Average” is a very good rating and indicates an all-around good efficient performance on the student's part. This is a person whom you would hire without reservation.

Average

“Average” means just satisfactory or what you would expect from any employee. “Average” performance is one without special strength or weakness. Performance is adequate and no more. This is a person whom you would hire with some reservations.

Below Average

A “Below Average” intern is not satisfactory in the performance at present. However, the intern is capable of improvement through further training or experience or a different placement. This would be a person whom you would not consider for employment.

Unsatisfactory

An “Unsatisfactory” rating shows that the intern is not suited to the job or appears not to be capable of doing better. This would be a person whom you would definitely reject.

Rating _____

Comments:

Recommendation: Please summarize the intern’s experience and point out specific strengths and weaknesses (If possible, please use separate sheet of paper and Agency letterhead)

Internship Site Supervisor’s Signature

Date

Intern’s Signature (required)

Date

Internship Faculty Supervisor

Date Received

INTERN SELF EVALUATION AND FINAL REPORT

During the final week of your internship, please complete the following self-evaluation and final report and send it to your faculty Internship Supervisor (attach additional pages if necessary).

- Describe your overall involvement and commitment to your internship.
- Identify your most significant learning experience.
- In what area do you feel that the internship was most helpful to you?
- Discuss skills developed in this internship
(Ex. Interpersonal, technical, problem solving, organization, professional literacy skills)

Signature: _____ Date _____

STUDENT EVALUATION OF THE INTERNSHIP SITE

Internship site _____

Address _____

Phone _____

Internship Site Supervisor _____

Instructions: Please rate the strengths and weakness of the internship site in terms of meeting your needs as an intern. Please use the following scale:

1 – poor

3 – adequate

5 – excellent

2 – fair

4 – more than adequate

_____ 1. Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs and projects.

_____ 2. Provision of relevant experience in administration, supervision, and leadership.

_____ 3. Cooperation of site staff to provide professional growth experiences through training programs, seminars, and similar activities.

4. Possession of resources essential to the preparation of professionals (library, equipment, supplies etc)

_____ 5. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.

_____ 6. Adequate scheduling of conferences with you and ongoing evaluation of your performance.

_____ 7. Allowance for relating classroom theory to practical situations.

_____ 8. Willingness to listen to whatever suggestions or recommendations you might offer, and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.

Additional comments: (Attach additional pages if necessary)

Signature: _____ Date _____

STUDENT EVALUATION OF INTERNSHIP SITE SUPERVISOR

Internship Site Supervisor's Name _____

Internship site _____

Address _____

Phone _____

Instructions: Please evaluate the quality of the site supervision you received during your internship. Please comment on the following items, but feel free to include other pertinent information (attach additional pages if necessary).

1. Was your internship site supervisor interested in your professional development?
2. Was your internship site supervisor willing to discuss the full range of your activities at the work site?
3. Was your internship site supervisor willing and able to respond to your problems and help you work toward solutions?
4. Describe the quality of your conferences with internship site supervisor (length, frequency)
5. Did your internship site supervisor make arrangements to orient you to the work site?
6. Was your internship site supervisor open to change, innovation, and new techniques?

Intern's signature

Date