

**Allied Health Sciences**  
**2025 Undergraduate Internship Handbook**

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# Internship Overview

## Internship Description

The Allied Health Sciences (AHS) Program provides an optional internship experience opportunity for students who meet the qualifications outlined in this handbook under the [Field Internship Requirements section](#). The internship is an elective only required of some students if specifically needed for a particular AHS emphasis. For students who do not intend to begin graduate school immediately after earning their baccalaureate degree, an internship provides the means to gain valuable work experience. Field internships can be in various health-related organizations such as hospitals, clinics, extended care facilities, health maintenance organizations (HMOs), insurance companies, research facilities, and government agencies.

Students are strongly encouraged to discuss fieldwork internship opportunities with their academic or faculty advisor the year before they are in the field. Students need to identify and make initial contact with a health organization to find out if that organization would be accepting of an internship experience. GVSU's Career Services Department can be of assistance to students seeking internships. The web address is [www.gvsu.edu/careers](http://www.gvsu.edu/careers). The location of GVSU Career Services is Room 200 in the Student Services Building on the Allendale campus and Room 101-B in the DeVos Center located on the Pew Campus. The phone number is (616) 331-3311, and the email address is [careers@gvsu.edu](mailto:careers@gvsu.edu).

The AHS program may also promote specific opportunities and internship partners and support students in securing internship sites. Sites available and AHS involvement vary year-to-year. Student internships are approved at least 6–8 weeks prior to the start of the internship by the Allied Health Sciences Internship Coordinator. Students must be supervised by the Allied Health Sciences Coordinator (or other designated AHS faculty), and a manager or administrator who can oversee the activities of the student at the internship site.

## Catalog Description

A structured learning opportunity for students to apply classroom knowledge in a healthcare setting. This internship applies to any AHS degree emphasis and is repeatable up to 6 credits. Students in the AHS-Histotechnology emphasis utilize the internship uniquely, requiring a total of 24 credits that count toward the Capstone. Prerequisites: Junior standing, completion of 12 credits in the allied health sciences major, 2.5 GPA in major, and approval of internship by allied health sciences internship coordinator.

Credits: 1, 2, 3, 6, or 12

## Course Objectives

After successful completion of the course the students will be able to

- 1) Application/Apply: Apply knowledge and skills from previous Allied Health Sciences coursework to a health care setting.

2) Evaluation/Evaluate: Evaluate the use of various methodologies and recommend solutions appropriate to clinical or administrative settings.

3) Knowledge/Identify: Identify personal changes in competence, knowledge, attitude, motivation, and other areas as a result of the internship.

### Credits & Requirements

The field internship requires a minimum of 50 hours for a 1 credit, 100 hours for 2 credits, 150 hours of documented internship activities for 3 credits and 300 hours for six credits. The internship requires a weekly activities report, development of an internship portfolio, projects, and an evaluation by the student's site supervisor. Required activities are based on the type of internship being performed, i.e., clinical or administrative, location of activity, and/or the needs of the supervising organization.

### Methods of Evaluation

1. Reflection Assignment
2. Site-Based Portfolio
3. Evaluations
4. Student Engagement (discussions, participation, meetings, etc.)

### Grading Scale

The internship is graded using the AHS grading scale. It is not pass/fail or credit/no credit.

A grade of "A" means excellent, so work of "A" quality should be rated excellent as defined by the rubrics developed to grade the assignments.

|    |   |        |    |   |       |                       |
|----|---|--------|----|---|-------|-----------------------|
| A  | = | 94–100 | C+ | = | 77-79 | F = No credits earned |
| A– | = | 93–90  | C  | = | 73-76 |                       |
| B+ | = | 89–87  | C- | = | 70-72 |                       |
| B  | = | 86–83  | D+ | = | 67-69 |                       |
| B– | = | 82–80  | D  | = | 66-63 |                       |

### Sources of Information (Textbooks)

Grand Valley State University. (2025). Allied health sciences department: Undergraduate internship handbook. Grand Valley State University.

## Tentative Schedule

- a. Preparation: Prior to the first week of classes, students and the AHS Internship Coordinator will work with the site to develop an internship plan, which must be in place before the student begins the internship.
- b. Orientation: First week of the internship: complete the address form and submit it via Blackboard (refer to Appendix A for additional information) and complete internship orientation.
- c. Weekly Logs: Students must keep logs of their daily activities and hours and submit a Weekly Log that outlines activities and hours performed (e.g., training performed, audits, projects worked on, meeting attended, etc.). Students will also reflect on what they learned. This will become part of the portfolio project.
- d. End of third week of the internship (or second week during the spring or summer): A rough draft of your first project should be available for review by the AHS Internship Coordinator.
- e. End of sixth week of internship: First project due.
- f. End of fifteenth week (or sixth week during the spring or summer): Internship portfolio due if not required before then.
- g. Internship Portfolio Contents (see more under assignment summary):
  1. Compilation of significant documents that would benefit your future
  2. Final copy of your projects
  3. Proof of any training activities, etc. performed
  4. Summative hours summary
  5. Reflection Paper
  6. Resume & Cover letter with internship included

## **Policies**

### Health Compliance

Health Compliance at Grand Valley State University is established to ensure that all students, faculty, and staff participating in clinical or non-clinical experiential education or research at health-related affiliated facilities meet certain requirements. To protect everyone involved, Health Compliance requirements are established using local, state, and federal statutory regulations, accreditation standards, and GVSU policy. Health Compliance requirements are discipline-specific and are established in collaboration with each health-related academic program, as well as being contractually bound by Affiliation Agreements.

Health Compliance at GVSU is administered through a secure online system. Prior to placement, students/faculty/staff are notified and provided instructions to create a Health Compliance account. Students are responsible for any costs related to health compliance or on-boarding requirements in preparation for clinical or non-clinical experiential education. All Health Compliance records, and training are accessible to students after graduation and to faculty/staff while they are affiliated with the University.

Information on where to obtain services, submitting documents and other frequently asked questions may be found on the [Health Compliance Office website](#).

Questions regarding health compliance may be forwarded to the Health Compliance Office at [healthcompliance@gvsu.edu](mailto:healthcompliance@gvsu.edu).

### GVSU's Accommodation Policy

Any students with disabilities or other special needs, which need special accommodations in this course, are invited to share these concerns or requests with the instructor during the first week of classes. If there is any student in this class who has special needs because of learning or physical disabilities (e.g., physical, learning, psychiatric, vision, hearing, etc.), please contact Student Accessibility Resources, 331-2490 or <https://www.gvsu.edu/accessibility/>. Please let me know how the University and I can help you. No accommodations will be made, except with proper documentation through the Student Accessibility Resources Office.

### Policy on Research Integrity

The University has developed policies and procedures to comply with the federal government regulations regarding dealing with and reporting possible misconduct in science. Allegations of misconduct in science should be referred to the appropriate dean or appointing officer and the provost and vice president for Academic Affairs (excerpted from Grand Valley State University

Policy and Procedures for Handling Allegations of Misconduct in Science; for the complete policy refer to the Faculty Handbook). Students involved in research, who suspect that an incident of misconduct in science has occurred, should report the incident to the dean of their academic college.

Grand Valley State University. (2023, August). 2023-2024 Undergraduate & Graduate Catalog/General Academic Policies. <https://www.gvsu.edu/catalog/navigation/academic-policies-and-regulations.htm>

### Academic Misconduct Policy

#### **Section 5 Student Code: The Anchor of Student Rights & Responsibilities**

5.1 Academic Misconduct is defined as any action or behavior that misrepresents one's contributions to, or the results of any scholarly product submitted for credit, evaluation, or dissemination. The following behaviors contradict the values of the University community and are subject to action under the Statement. This includes but is not limited to:

- 5.1.1 Cheating – Attempting to use materials, information, or aids that have not been authorized by the instructor for academic work.
- 5.1.2 Collusion – Unauthorized collaboration with another person in preparing academic assignments offered for credit, and collaboration with another person to commit a violation of any section of the rules on academic misconduct.
- 5.1.3 Dual Submission – Submitting work that has been previously graded or is being submitted concurrently to more than one course, without authorization from the instructor(s) of the class(es) to which the student wishes to submit.
- 5.1.4 Falsification – Knowingly furnishing or possessing false, falsified, fabricated, or forged materials, documents, accounts, records, or identification.
- 5.1.5 Plagiarism – appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source without any indication or citation of the original source, including words, sentences, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program, course, or degree requirements.

**ACADEMIC MISCONDUCT PROCEDURES – can be found in the Student Code: The Anchor of Student Rights and Responsibilities (STU) in section [STU 6.0](#)**

Grand Valley State University. (2025, August 17). Student Code Section 6 Conduct Process and Resolution Procedures.

<https://www.gvsu.edu/policies/policy.htm?policyId=89004197-D426-2F19-45B12CC728F057DE&search=>

## Histotechnology Specifications

While the AHS program offers a plethora of internship opportunities and the GVSU Career Center also offers support, the AHS major holds a unique emphasis, the Histotechnology emphasis, for students to become expert explorers of human tissue and laboratory work. For more information about the AHS Histotechnology Major, please see our [website](#) and [application](#).

### Fieldwork Internship Requirements

GVSU partners with Corewell Health Beaumont Hospital to provide students with the fieldwork required to become a histotechnologist. Prior to starting the program, students must apply to the AHS Histotechnology Program and complete the following requirements for Beaumont Hospital:

1. Apply by April 15 every year for a Start date in September the following year.
2. Complete the Application Packet (including \$40 application fee)
3. Provide Beaumont with Official Transcripts from all colleges and universities attended.
4. 3 Official Letters of Recommendation on forms provided in the Application Packet sent from the reference to Beaumont (Letters from family members and friends are not acceptable.) Two (2) science instructors/advisors and one (1) supervisor are preferred. If unable to provide two science instructors/advisors and or one employment supervisor, please contact the program director for suggested alternatives for character references.
5. Completed Academic Course Plan form.
6. Personal Statement
7. On-Site Education: Once all application materials have been received, the applicant will be contacted to schedule a personal on-site interview. Prior to the interview, the student must read the information contained within the **Pre-interview Mandatory Education** and download the tests and signature sheets. The student should bring the completed tests and signature sheets with them to the interview. The interview will not take place without these forms. Applicants will be contacted to set up an interview. An Admissions Committee is responsible for reviewing the applications, conducting the interview and selecting the students. Admission is competitive, and is based on number and types of science courses taken, grades, recommendations, statement of career goals, types of job(s), interview, etc.

\*Official documents must be sealed and either signed or stamped across the back flap by the school official or reference. Letters or transcripts that are not sealed or signed appropriately or appeared to be tampered with will not be accepted and the applicant will not be considered.

8. International Students: If you are a graduate from a foreign university, you must have your transcript evaluated in U.S. degree equivalency, equivalent years in U.S. college or university, equivalent American courses, grades *and* credit hours. If you are a graduate from a foreign university, you must take a minimum of one biology course (anatomy or

physiology or higher level) with lab, **AND** one chemistry course with lab at a regionally accredited college or university in the United States, plus have documentation of English proficiency. A few science courses taken via the internet *may* be allowed, if enough science courses with "hands-on" laboratories have been taken at a regionally accredited college or university in the US

If you are not a United States citizen, you must provide documentation of permanent residency status (Green card) from the United States Citizenship and Immigration Services.

Beaumont's School of Histotechnology considers all applicants regardless of race, color, religion, sex, age, weight, height, national origin, marital status or handicaps

### Assignment Requirements

Students in this emphasis will participate in a Full-Time internship over the Fall, Winter, and part of the SS semesters of their senior year. Beaumont will have classroom and field requirements and testing for students to complete as a part of their internship. Students will also be required to complete the following AHS 490 Requirements during their fieldwork.

1. Students must submit their location information form (Appendix A) and their Goals/Objectives Statements (Appendix I) by the date designated by internship coordinator.
2. Weekly Log Participation Assignments: that include their hours work and key/specific tasks or activities they completed during the week. The log will also include at least 1 sentence of reflection sharing how the activities and tasks influenced their learning.
3. Learning Portfolio after each semester:
  - a. Abstract or introduction
  - b. Table of Contents
  - c. Compilation of any key materials gathered (learning materials, information that was significant to the students' academic journey)
  - d. Overall Semester hours log demonstrating that appropriate number of hours are met (a minimum of 600 each term, including training).
  - e. Reflection Paper
    - i. Students will provide a brief introduction to the paper and then cover the following topics:
      1. Overall learning points related to becoming a histotechnologist
      2. Overall learning points about oneself and their learning
      3. Overall learning points related to working in healthcare as a histotechnologist.
      4. Overall impression of next steps to becoming a histotechnologist.

- f. Written Plan for next term or Semester Project
  - g. During Final Semester, include Cover Letter & Resume with internship experience to prepare for job placement
  - h. Internship Summary
- 4. During the last term, students will complete a Project, that is designed and led by Beaumont instructors. The student must share a proposal for the project (Appendix D), the project itself as a presentation to the hospital and internship coordinator.
- 5. Evaluations: The student must complete the following evaluations, which contribute to their overall grade:
  - a. Midterm Site Supervisor evaluation (Appendix F or site evaluation equivalent)
  - b. Final Site Supervisor evaluation (Appendix F or site evaluation equivalent)
  - c. Final Internship Coordinator evaluation (Appendix E)
  - d. Student Site Evaluation (Appendix G)
  - e. Student Evaluation of Site Supervisor (Appendix H)
- 6. Optional Activity: Experience Matters:
  - a. Experience Matters is a platform where GV students can share their experience with other students who might be interested in a similar experience. Any GV student can submit their internship or co-op experience if they were enrolled at GV during their internship and have at least 100 clocked hours with their internship. Once students submit their experience reflection, they are reviewed by the Experience Matters admin team and if approved, will be listed on the Experience Matters website. The Experience Matters team will notify students if their experience will be shared.
  - b. Submitting Experience (Appendix C):
    - i. Visit [www.gvsu.edu/experiencematters](http://www.gvsu.edu/experiencematters)
    - ii. Click on "Submit an Experience"
    - iii. Complete the form (it is highly encouraged to upload a work-related photo or video if possible)
    - iv. To show other students, employers, and faculty your experience, be sure to click "Yes" when asked if you'd like your experience posted on the Experience Matters website. *(This is a great way to have a positive web presence and help other GVSU students identify potential internship/co-op sites)*
    - v. Click "Submit" **NOTE:** *Once your experience has been submitted, you cannot make any changes to it. If you need to correct your submission, you must re-submit the entire experience.*

## **Traditional AHS Major Internship Specifications**

The AHS program offers a plethora of internship opportunities and the GVSU Career Center also offers support, outside of the histotechnology emphasis. Students may choose how many credits they would like their internship to be as well as which semesters they would like to complete their internships. The following contents outline the GVSU requirements to complete an AHS 490 Internship. Other requirements may apply depending on the internship site. Students are required to complete all university and site-specific requirements. Additional cost may be incurred for requirements such as health compliance (health testing) and background checks.

### Fieldwork Internship Requirements

Students will coordinate with their site regarding weekly hours worked and requirements. Students enrolled in AHS 490 are also required to complete a mandatory orientation and all work assigned in their Blackboard site, which includes reflection assignments, weekly participation, a portfolio, and site-based project.

### Assignment Requirements

Students will also be required to complete the following AHS 490 Requirements during their fieldwork.

1. Students must submit their location information form (Appendix A) and their Goals/Objectives Statements (Appendix I) by the date designated by internship coordinator.
2. Weekly Log Participation Assignments: that include their hours work and key/specific tasks or activities they completed during the week. The log will also include at least 1 sentence of reflection sharing how the activities and tasks influenced their learning.
3. Learning Portfolio after each semester:
  - c. Abstract or introduction
  - d. Table of Contents
  - e. Compilation of any key materials gathered (learning materials, information that was significant to the students' academic journey)
  - f. Overall Semester hours log demonstrating that appropriate number of hours are met based on the credits applied (i.e. a minimum of 150 for a 3-credit internship, including training).
  - g. Reflection Paper
    - i. Students will provide a brief introduction to the paper and then cover the following topics:
      1. Overall learning points related to becoming a histotechnologist
      2. Overall learning points about oneself and their learning
      3. Overall learning points related to working in healthcare as a histotechnologist.
      4. Overall impression of next steps to becoming a histotechnologist.

- h. Written Plan for next term or Semester Project
  - i. During Final Semester, include Cover Letter & Resume with internship experience to prepare for job placement
  - j. Internship Summary
- 4. Students will complete a Project, that is designed to give back to the organization. This project can be something the organization needs or simply research on a specific topic. The student must share a proposal for the project (Appendix D), meet with their instructor to discuss as well as their site supervisor, and then present the project to the organization and internship coordinator.
- 5. Evaluations: The student must complete the following evaluations, which contribute to their overall grade:
  - a. Midterm Site Supervisor evaluation (Appendix F or site evaluation equivalent)
  - b. Final Site Supervisor evaluation (Appendix F or site evaluation equivalent)
  - c. Final Internship Coordinator evaluation (Appendix E)
  - d. Student Site Evaluation (Appendix G)
  - e. Student Evaluation of Site Supervisor (Appendix H)
- 6. Optional Activity: Experience Matters:
  - a. Experience Matters is a platform where GV students can share their experience with other students who might be interested in a similar experience. Any GV student can submit their internship or co-op experience if they were enrolled at GV during their internship and have at least 100 clocked hours with their internship. Once students submit their experience reflection, they are reviewed by the Experience Matters admin team and if approved, will be listed on the Experience Matters website. The Experience Matters team will notify students if their experience will be shared.
  - b. Submitting Experience (Appendix C):
    - i. Visit [www.gvsu.edu/experiencematters](http://www.gvsu.edu/experiencematters)
    - ii. Click on "Submit an Experience"
    - iii. Complete the form (it is highly encouraged to upload a work-related photo or video if possible)
    - iv. To show other students, employers, and faculty your experience, be sure to click "Yes" when asked if you'd like your experience posted on the Experience Matters website. *(This is a great way to have a positive web presence and help other GVSU students identify potential internship/co-op sites)*
    - v. Click "Submit" **NOTE:** *Once your experience has been submitted, you cannot make any changes to it. If you need to correct your submission, you must re-submit the entire experience.*

# **Appendices**

**Appendix A**  
**INTERNSHIP LOCATION INFORMATION**

**STUDENT INFORMATION**

Student Name:

G #:

Local Address:

Phone:

Emergency Contacts:

Name:

Relationship:

Contact Information (Phone & Email):

Other information as needed:

**SITE INFORMATION**

Internship Company Name:

Address:

Site Supervisor (Name and Company Title):

Site Supervisor Contact Information: (Phone & Email):

\_\_\_\_\_ (Initial). By initialing this document, I attest that I have completed or am in the process of completing all health compliance requirements, I have attended or am scheduled to attend my internship orientation, and I agree to uphold all standards set by my internship site, AHS 490 requirements, and my supervisors. I understand that if I feel I am in jeopardy in any way, I must contact my internship coordinator (AHS faculty) to resolve the issue.

## **Appendix B**

### **INTERNSHIP PORTFOLIO GUIDELINES**

Think about your internship portfolio as a collection of artifacts that thoroughly document the work you have done and the knowledge and skills you have acquired as an intern. It should also help you:

- Assess your learning.
- Connect your work experiences with your knowledge
- Reflect on your personal, academic, and career goals Provide evidence of your performance
- Document your acquisition of specific skills or knowledge
- Record your intellectual and personal growth

Your portfolio can also provide potential employers with evidence of your work experience. Although not all employers want to take the time to review an entire portfolio, you may have an opportunity to refer to items in your portfolio during interviews and may find yourself mining your portfolio for material to incorporate into cover letters.

The Portfolio must include the following:

- a. Abstract or introduction: 1-paragraph introduction letting the reader know what they will find in the portfolio
- b. Table of Contents: List all contents of the portfolio and page numbers
- c. Compilation of any key materials gathered (learning materials, information that was significant to the students' academic journey)
- d. Overall Semester hours log demonstrating that appropriate number of hours are met based on the credits applied (i.e. a minimum of 150 for a 3-credit internship, including training). Use your weekly logs to support you.
- e. Reflection Paper (approx. 5 pages)
  - Students will provide a brief introduction to the paper and then cover the following topics:
  - Overall experience reflection:
    - In what ways did you meet the goals and objectives set in Appendix A? In what ways did you or your experience fall short?
    - What were the best and most challenging aspects of your internship? How can you interpret these successes and failures?
    - How did you contribute to your internship site?
  - Overall learning points related to working in healthcare
    - What new insights did you gain related to working in your internship site setting?
    - How did this experience influence how I understand the world/healthcare?

- Overall learning points about oneself and their career
  - What classroom or AHS coursework prepared you for this internship?
  - How will you use this experience to further your career? What might you do differently at your next healthcare experience, based on what you learned during your internship?
  - Overall impression of next steps to working in healthcare.
- f. Semester Project Final Document
- g. Cover Letter & Resume with internship experience to prepare for job placement
- h. Internship Summary

## **Appendix C**

### **EXPERIENCE MATTERS**

**What is Experience Matters?** Grand Valley's students are doing interesting and cool things through professional experiences outside the classroom. This site gives viewers an inside look at these experiences.

**Who can submit an experience?** Any Grand Valley student can submit their internship or co-op experience. The student must be enrolled at GVSU when the experience is submitted and have completed at least 100 clock hours with their internship or co-op employer.

**What happens once an experience is submitted?** All submissions are reviewed by an Experience Matters administrator based on the major selected on the submission form. If an experience is selected to appear on the Experience Matters website, the student will be notified.

#### **Instructions for Submission on Experience Matters**

1. To submit your experience on the Experience Matters! website, follow these simple instructions: Visit [www.gvsu.edu/experiencematters](http://www.gvsu.edu/experiencematters)
2. Click on "Submit an Experience"
3. Complete the form (it is highly encouraged to upload a work-related photo or video if possible)
4. To show other students, employers, and faculty your experience, be sure to click "Yes" when asked if you'd like your experience posted on the Experience Matters website. (This is a great way to have a positive web presence and help other GVSU students identify potential internship/co-op sites)
5. Click "Submit"

*NOTE: Once your experience has been submitted, you cannot make any changes to it. If you need to correct your submission, you must re-submit the entire experience.*

## **Appendix D**

### **AHS 490 HEALTHCARE INTERNSHIP SITE-BASED PROJECT**

Overall Description of Project:

Project Objectives (minimum of 2):

Project Timeline (submit a timeline of all activities that will support you in the completion of your project final product):

Project Deliverables: (i.e. Presentation, materials, end products):

Student Signature:

Date:

Site Supervisor Signature:

Date:

Internship Coordinator Signature:

Date:

**Appendix E**  
**ALLIED HEALTH SCIENCES EVALATION**

This form is completed by the AHS Internship Coordinator. A copy will be sent to the intern and kept within the student's grade file. The internship Coordinator is also encouraged to attach a letter of reference related to the intern's performance with additional information as necessary.

Student Name:

Supervisor Name:

Internship Information:

Start & End Dates:

Location:

Brief Summary of Internship Evaluation:

**Intern Evaluation**

This evaluation includes the intern's strength and weaknesses related to their site-based and AHS 490 requirements.

|                                                 | <b>Excellent</b> | <b>Good</b> | <b>Average</b> | <b>Poor</b> | <b>Does Not Apply</b> |
|-------------------------------------------------|------------------|-------------|----------------|-------------|-----------------------|
| Ability to adapt to a variety of tasks          |                  |             |                |             |                       |
| Decision-Making, judgment, and priority-setting |                  |             |                |             |                       |
| Persistence to complete tasks                   |                  |             |                |             |                       |
| Reliability & Dependability                     |                  |             |                |             |                       |
| Enthusiasm for experience                       |                  |             |                |             |                       |
| Accuracy and attention to detail                |                  |             |                |             |                       |

|                                                                                |  |  |  |  |  |
|--------------------------------------------------------------------------------|--|--|--|--|--|
| Willingness to ask for help/use guidance                                       |  |  |  |  |  |
| Ability to cope under stress                                                   |  |  |  |  |  |
| Ability to synthesize and communicate information effectively                  |  |  |  |  |  |
| Analysis: ability to determine information needed to do work and serve others  |  |  |  |  |  |
| Ability to select the best potential resources to meet internship requirements |  |  |  |  |  |
| Ability to organize, classify, and deliver information                         |  |  |  |  |  |
| Ability to cooperate with others; problem solving                              |  |  |  |  |  |
| Professionalism                                                                |  |  |  |  |  |

Additional Comments or information:

## Appendix F

### SITE SUPERVISOR EVALUATION FORM

(completed by internship site supervisor)

Student Name:

Internship Site Name:

Site Supervisor Name:

#### INTERN EVALTION

|                                                                 | <b>Excellent</b> | <b>Good</b> | <b>Average</b> | <b>Poor</b> |
|-----------------------------------------------------------------|------------------|-------------|----------------|-------------|
| Quality of work<br>(accuracy &<br>thoroughness)                 |                  |             |                |             |
| Quantity of work<br>(met goals set by<br>site)                  |                  |             |                |             |
| Efficient/Effective<br>Use of Time to<br>Complete Tasks         |                  |             |                |             |
| Initiative &<br>Independence                                    |                  |             |                |             |
| Communication<br>Skills                                         |                  |             |                |             |
| Verbal                                                          |                  |             |                |             |
| Written                                                         |                  |             |                |             |
| Grasp of<br>Standards &<br>Procedures                           |                  |             |                |             |
| Ability to apply<br>learning to real-<br>time<br>projects/tasks |                  |             |                |             |
| Creativity                                                      |                  |             |                |             |
| Judgement &<br>Decision-Making                                  |                  |             |                |             |

|                                                                      |  |  |  |  |
|----------------------------------------------------------------------|--|--|--|--|
| Interpersonal<br>Collaboration<br>(teamwork, social<br>intelligence) |  |  |  |  |
| Adaptability                                                         |  |  |  |  |
| Dependability<br>(punctuality &<br>attendance)                       |  |  |  |  |
| Problem-solving<br>skills                                            |  |  |  |  |

Intern's Strengths:

Intern's Areas of Growth:

What do you think the student gained from doing an internship at your site?

Supervisor Signature:

Date:

Intern Signature:

Date:

This form must be reviewed by the AHS Internship Coordinator and the Student Intern and submitted to Blackboard.

## Appendix G

### STUDENT EVALUATION OF INTERNSHIP EXPERIENCE

Student Name:

G#:

Internship Site Name:

Dates of Internship (Start & End):

Internship Supervisor Name:

AHS Internship Coordinator Name:

### STUDENT EVALAUTION OF SITE & EXPERIENCE

|                                                                                                                               | <b>EXCELLENT</b> | <b>GOOD</b> | <b>AVERAGE</b> | <b>POOR</b> | <b>DOES<br/>NOT<br/>APPLY</b> |
|-------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|----------------|-------------|-------------------------------|
| ASSIGNMENTS<br>(quantity, relevance<br>to career goals)                                                                       |                  |             |                |             |                               |
| ACCESSIBILITY<br>OF SUPERVISOR<br>(available for<br>feedback, met with<br>student regularly,<br>provided quality<br>training) |                  |             |                |             |                               |
| OPPORTUNITY<br>TO LEARN NEW<br>SKILLS (given<br>responsibility,<br>cross-training<br>skills)                                  |                  |             |                |             |                               |
| LEVEL OF<br>INTERNSHIP<br>(meet the amount<br>of work you were<br>hired for)                                                  |                  |             |                |             |                               |

|                                                                                             |  |  |  |  |  |
|---------------------------------------------------------------------------------------------|--|--|--|--|--|
| SUPPORTIVE ENVIRONMENT<br>(Was your supervisor and other staff supportive and approachable) |  |  |  |  |  |
| LEARNING EXPERIENCE (did you gain what you hoped to, was the experience informative)        |  |  |  |  |  |
| ABILITY TO STRENGTHEN INTERPERSONAL SKILLS                                                  |  |  |  |  |  |
| ABILITY TO PRACTICE JUDGMENT                                                                |  |  |  |  |  |
| HOUR/DAYS & YOUR ABILITY TO BE DEPENDABLE AND RELIABLE                                      |  |  |  |  |  |
| LEARNING ABILITY (were you able to pick up tasks and learn quickly)                         |  |  |  |  |  |
| YOUR QUALITY OF WORK                                                                        |  |  |  |  |  |
| YOUR OVERALL PERFORMANCE                                                                    |  |  |  |  |  |
| OVERALL SATISFACTION WITH THE EXPERIENCES                                                   |  |  |  |  |  |

Did you meet your overall goals/objectives set in Appendix A?

What are the greatest strengths of this internship site?

What improvements do you feel are needed to the internship for better effectiveness or student experience?

Student Signature:

Date:

This form is reviewed by the AHS internship Coordinator & Student Intern Only for confidentiality. AHS Internship Coordinator may aggregate or de-identify data to share with internship site for improvement as needed and upon agreements with the Student Intern.

## Appendix H

### STUDENT EVALUATION OF INTERSHIP SITE SUPERVISOR

(this form is completed by the student at the end of the semester)

Student Name:

Site Supervisor Name:

Semester/Year:

#### STUDENT'S EVALUATION OF SITE SUPERVISOR

|                                                   | <b>EXCELLENT</b> | <b>GOOD</b> | <b>POOR</b> | <b>DOES NOT<br/>APPLY</b> |
|---------------------------------------------------|------------------|-------------|-------------|---------------------------|
| Gave time and internship to my internship         |                  |             |             |                           |
| Accepted and respected me as a person             |                  |             |             |                           |
| Recognized and encourages my development          |                  |             |             |                           |
| Always Gave useful feedback                       |                  |             |             |                           |
| Provided suggestions for my development           |                  |             |             |                           |
| Helped me set and achieve goals during internship |                  |             |             |                           |
| Was accessible                                    |                  |             |             |                           |
| Allowed me to discuss problems                    |                  |             |             |                           |
| Was a good communicator                           |                  |             |             |                           |

|                                                        |  |  |  |  |
|--------------------------------------------------------|--|--|--|--|
| Focused on my communication skills                     |  |  |  |  |
| Hed me define and maintain ethical behavior            |  |  |  |  |
| Encouraged me in & modeled professionalism             |  |  |  |  |
| Maintained confidentiality in the work environment     |  |  |  |  |
| Offered resources when I needed them or requested them |  |  |  |  |
| Overall Rating                                         |  |  |  |  |

Additional Comments:

## Appendix I

### STUDENT GOALS & OBJECTIVES FOR AHS 490 INTERNSHIP

Once you have an idea of where and when you are doing your internship, the next step is doing some reflection and establishing your goals for the internship. Students who define and articulate their goals are often more successful at meeting them. Students should define their goals and objectives, as well as communicate those to their site supervisor and AHS internship coordinator, ideally prior to internship start or right at the start. There are 3 areas of focus to consider: professional, personal, and academic goals/objectives and needs.

Student Name:

Year/Semester:

Internship Site Name:

Site Supervisor Name:

Internship Coordinator Name:

Purpose of Internship:

Professional goals to achieve during internship (please list a minimum of 3):

Personal goals to achieve during the internship (please list a minimum of 3):

Academic goals to achieve during internship (please list a minimum of 1):

Students must discuss these goals with their site supervisor and internship coordinator and develop a plan for achievement.

Student Signature:

Date:

Site Supervisor Signature:

Date:

AHS Internship Coordinator Signature:

Date: