Tiffin University
Internship Procedures Guide

Revised: February 20, 2017
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I. Overview of Internship Process

Rationale:
The balance of scholarship with professional practice is a hallmark of preparation for a career. While preparation in the academic arena is essential for professional development, the Faculty believes that the opportunity to experience firsthand the application of what has been learned in the classroom is also vital. Many of Tiffin University’s majors mandate that seated students, and all Ohio online students, complete an internship of at least 150 hours as a requirement for graduation. Other majors make it an option, but not a requirement.

Goal:
The goal of the internship is to assist the student, in consultation with a faculty supervisor, in successfully designing and completing a pre-graduation fieldwork experience in a professional practice area relevant to the student’s career objectives.

Objectives:
The student will, in the course of successfully designing and completing an internship:

1. Gain firsthand, practical experience outside of the classroom setting through day-to-day interaction with staff, clients, and the community in a professional environment related to the student’s studies and career objectives;

2. Apply, understand, and test theories and standards learned in the classroom, and apply these practices in a professional setting;

3. Engage in self-examination of whether an appropriate career and course of study have been made;

4. Develop, refine, and acquire job-related skills;

5. Provide personal development of problem solving and thinking skills such as confidence, self-reliance, and critical thinking.

Preliminary considerations:
The internship experience requires students to apply their learning in a real work setting. A faculty member and a site coordinator supervise the intern. The minimum requirements of an internship include a work plan, applied fieldwork, a résumé, a daily journal of activities, a record of dates and times engaged in the field experience, and a final evaluative paper relevant to the intern’s experience.

Picking the right internship for you:
Students are encouraged to begin thinking about their internship in their First-Year. By the end of their sophomore year students should meet with the School’s Internship Coordinator for advice on preparing for the internship experience. After meeting with the Internship Coordinator the student should then contact perspective internship sites to verify or discuss participation.
options and requirements. Some internship programs require formal application 6 – 9 months in advance.

Students can arrange their internships with private entities, not-for-profit organizations, or with federal, state, or local government agencies. The internship application process will help prepare for job searches after graduation. Students are advised to use all personal and professional resources and contacts in order to locate effective internship opportunities. (Paid internship options may be available; see Addendum D of this packet).

Tiffin University also participates in some internship programs that provide outstanding academic and internship opportunities. Three of the most popular programs are included in Addendum C of this packet.

More information on these programs is available from the Office of the School Dean, from the University’s Career Services Office, or the School Internship Coordinator.

**Internship Registration Process:**

**Step 1** Student makes an appointment with the School Internship Coordinator and brings resume and any other information he/she has prepared for potential internship. The Coordinator works with the student to ensure the resume is appropriate and reflective of student’s education, experience, and career goals. Sources of assistance will be recommended on an as needed basis.

**Step 2** Coordinator reviews with student the internship guide, forms, and addendums requirements.

**Step 3** After student has obtained the required documentation and signatures from the Registrar, Financial Aid and projected supervising faculty member, he/she sets up an appointment with the School Internship Coordinator for final approval and signature.

**Step 4** The Internship Coordinator will forward the completed documents to the Office of the School Dean, who will then forward on to the Registrar’s Office for final processing/scheduling.

**Use of Student’s regular place of employment as an internship site:**

While using one’s regular place of employment to fulfill internship is discouraged, the employer will need to agree to work with the student and the faculty member to develop a program that is broader than simply the present job the student holds. For example, the student might do brief exposures to other parts of the agency/business, or participate in a special mentoring program or other career-development experiences.

**II. Before the Internship**

**Requirements for registration:**

Students cannot undertake their internship until they have completed at least fifty-five (55) credit hours and be in good academic standing in the major (minimum 2.5 cumulative GPA). This means that most internships will be taken during the junior or senior year.
Student Responsibilities:
The student considering an internship should carefully consider a number of factors before beginning. Serious thought about the whole process should begin months before the actual application is submitted for approval.
1. Obtain an Internship Guide. This guide can be picked up in the School Office, at the office of the Internship Coordinator, the Office of Career Development or online at https://mydragon.tiffin.edu/studentservices/reg/default.aspx

2. Identify a faculty member willing to serve as faculty supervisor for the internship. Generally, this person will be a faculty member with experience and expertise in the student's chosen field of study.

3. It is the student’s responsibility to identify an internship site; however, this should be done in consultation with the School Internship Coordinator and thoroughly discussed before any contacts are made in the field. Students are encouraged to approach Career Services/School Internship Coordinator and/or field relevant faculty for advice on possible internship site availabilities.

4. Following is a checklist for successfully completing the paperwork for Internship:
   A. Fill out page 1 of the “Application for Internship” in full.
   B. Take the entire Application to the Registrar’s Office and have the Registrar sign-off on page 2 to assure eligibility for internship.
   C. The next stop is Financial Aid to ascertain potential qualification for a Career Ready Paid Internship.
   D. Make contact with the agency you intend to intern at and have them complete page 3 of the Internship Application. Be sure that the site supervisor signs the application and that a general statement of activities and duties are attached.
   D. Locate a Faculty member willing to supervise your internship and have them sign-off on page 2.
   E. Make an appointment with your School Internship Coordinator to review and provide final approval on your Internship Application. Along with the application, also provide a current resume and the signed Declaration Document.

NOTE: Students are advised that some internship sites require medical tests, criminal background or credit checks, or security clearance applications. Failure to complete such a check, or failure to pass the check, may render the student ineligible for the internship. Tiffin University has no responsibility for undertaking or performing the background check. It is the student’s obligation to ensure he/she is aware of such requirements and fulfills them. It is the student's responsibility to be completely honest and forthcoming about any potentially disqualifying information. Failure to do so may also violate provisions of the University’s Academic Honesty policy and be grounds for dismissal.
5. The internship application must be completed and submitted to the School Internship Coordinator prior to the start of the internship AND at least two weeks before the start of the semester in which the student is requesting enrollment. Failure to meet this deadline may deny the student of the opportunity to participate in the internship. No retroactive internships will be granted.

6. Students are permitted to take more than one semester to complete the internship. Course credit for School respective 470 courses will be granted only for interning at one agency. Should a student desire to do more than one internship, or more than 150 hours, they may do so voluntarily, or by enrolling in School respective 471 courses.

**Faculty Supervisor responsibilities:**
The faculty supervisor should, prior to the actual beginning of the internship, provide the site supervisor with the faculty supervisor’s contact information.

**III. During the Internship**

**Student responsibilities:**

1. **Professionalism:** As a representative of Tiffin University, the student must be able to demonstrate and apply what it means to be a professional. This includes the knowledge gained from academic study, a sense of respect for self, and respect for the host site supervisor, co-workers, and the community. Dedication to doing one’s best, ethical practices and being open to learning from others during the internship is vital. The intern must also realize that he or she represents TU and other students who will follow and the intern’s performance will open or close doors for others who follow, and will reflect on the reputation of TU.

   Professionalism must be the overriding feature of any intern’s conduct during an internship. Basics such as punctuality, an appropriate manner of dress, and personal grooming which conform to the host’s requirements, thorough and ethical conduct on the job, respect for and cooperation with host supervisors, and consideration for clients and co-workers are essential to a successful experience. Dedication to scholarship and interest in practicing one’s discipline should at all times be exemplified by the intern. Students should review the Site Supervisor’s Evaluation form for a guideline on outcomes and character expectations for the internship.

2. **Specific requirements:**

   - Keep a written daily log/journal of all internship experiences.
   - Make contact with the faculty supervisor to discuss how the internship is proceeding, including any problems, issues, or concerns affecting the internship experience.
   - Prepare their final evaluation paper (discussed below).

**Faculty Supervisor requirements:**

1. Discuss progress of the internship with the intern and site supervisor in an effort to identify any problems, issues, or concerns.

2. Follow up on any problems, issues, or concerns encountered by the site supervisor or intern identified during the internship.
Site Supervisor requirements:
1. Periodically discuss the progress of the internship with the intern and/or faculty supervisor in an effort to identify any problems, issues, or concerns.
2. Follow up on any problems, issues, or concerns encountered or identified during the internship.
3. Provide the attached evaluation to the faculty supervisor within 2 weeks of the completion of the internship.

IV. Conclusion of Internship:
Following the completion of the internship, the intern must:
1. Submit to the faculty supervisor a written/typed Journal/log of daily internship activities.
2. Submit validation of the dates/times spent at the internship site
3. Submit an updated resume that includes reference to the internship
4. Submit a paper appropriate to the demands of the internship experience and the related literature, but not less than 10 pages, as assigned by the faculty supervisor. The paper, at a minimum, should address the following:
   a. The difference(s) observed between theories derived from classroom instruction, and the intern’s actual agency experience.
   b. Courses at Tiffin University which the intern feels especially pertinent in preparing them for their internship experience.
   c. Internship experiences the intern was surprised to encounter and what Tiffin University can add to its curriculum to alleviate surprise to future interns.

Additional requirements of the paper by the supervising faculty may include, but are not limited to:
   o an exploration of a problem the host agency deals with
   o an agency description
   o an examination of the relationship of the agency experience to the intern’s career choices
   o a review of the internship experience based on the log kept by the intern
   o a review of the literature appropriate to the internship served
   o a scholarly discussion of the similarities and differences noted between experience and theory
   o a reference list for all citations

The intern must submit three copies of the internship paper to the supervising faculty member. It is recommended that the intern keep a graded copy of the paper for his/her personal reference.
The three copies submitted will be distributed to the host site, the faculty supervisor, and the Dean. If enrolled in an internship online, the final paper (one copy only) will be submitted through the Moodle course shell. At the conclusion of the internship the following activities are to be completed:

1. Ensure that a completed evaluation is submitted directly from the site supervisor to the faculty supervisor.
2. Send a thank you to the site supervisor together with the host’s copy of the intern’s summary paper.
3. Meet with the faculty supervisor in a post-internship debriefing to discuss the internship experience and review the site supervisor’s evaluation.

**Faculty Supervisor:**
Following completion of the internship, the faculty supervisor will contact the site supervisor, thanking them for allowing the TU intern to satisfy their internship requirements at their agency. TU faculty are encouraged to develop professional relationships with internship agencies, in an effort to provide future internship sites for TU interns, and to provide the agency with any needed assistance TU may be able to provide them in addressing their agency’s needs.

**Final Internship Portfolio, Faculty Supervisor:**
The Faculty Advisor should also ensure that the student collects all of the required documents and papers (log, evaluations, paper, etc.) into a single portfolio that will be forwarded via the faculty advisor to the Dean of the School. This portfolio is encouraged to be in electronic format (pdf file).

**Additional Internship Requirements:**

Refer to Appendix B
Internship Application

The internship application must be completed and submitted to the School Internship Coordinator prior to the start of the internship AND at least two weeks before the start of the semester in which the student is requesting enrollment. Failure to meet this deadline may deny the student of the opportunity to participate in the internship. No retroactive internships will be granted.

_________________________________________    ____________________________
(Please PRINT, student’s name, First, M.I., Last)    Student Identification #

is requesting permission to enroll in an internship experience in the area of ______________________________________________________________________

(Major)

to be applied to the student’s ________________ semester, ________________

(Fall/Spring/Summer)    (Year)

PERSONAL INFORMATION

TU E-Mail: __________________________________________

Permanent Address __________________________________

(Please include Apt., PO Box & Room#)    City    State    Zip

Permanent Phone # (_______) ___-_____

University Approvals

1. _______________________(student name) has ☐ or has not ☐ completed 55 or more university credit hours and meets the 2.50 cumulative point average minimum in the major and therefore qualifies to enroll in an internship.

____________________________________________________________________________________________________

(Date) ____________________    Registrar

2. The prospective intern is ____ is not ____ eligible for the Great Lakes Career Ready Internship Grant.

____________________________________________________________________________________________________

(Date) ____________________    Financial Aid Office

3. I agree to be appointed to supervise this internship.

____________________________________________________________________________________________________

(Date) ____________________    Faculty Supervisor

4. The Applicant has met with me and I have approved ________________________ to supervise the internship for ________________Semester.    (Print Faculty Name)

____________________________________________________________________________________________________

(Date) ____________________    School Internship Coordinator
Internship Application

Declaration

I have fully read the University policies on internships and agree to abide by the rules and regulations of Tiffin University’s Internship Procedures Guide. I understand that all university rules on student conduct and academic honesty apply to me while on my internship. I understand that the obtaining and successful completion of the internship is my responsibility.

I understand that some internships require medical tests, criminal background or credit checks, or security clearance applications, and that failure to complete such a check, or failure to pass the check, may render me ineligible for the internship. I understand that Tiffin University has no responsibility for undertaking or performing the background check, and that it is my obligation to ensure I am aware of such requirements and fulfill them. It is my responsibility to be completely honest and forthcoming about any potentially disqualifying information, and failure to do so may violate provisions of the University’s Academic Honesty policy and be grounds for university dismissal.

_________________________________________ (Date) ____________

Student Applicant

IMPORTANT – Please provide completed document to the Registrar’s Office along with completed pages 9, 11, 12, 13, 14 & 24 of the Internship Guide.
Internship Application

INTERNSHIP SITE INFORMATION

Student Name ____________________________  Major _______________________

Company/Agency Name ___________________  Web Address ____________________

Company/Agency Phone # (___) ______ -_____

Address __________________________________________

(Include Department, PO Box, & Room #’s)  City  State  Zip  Country

Supervisor Name __________________________  Supervisor Title __________________________

Supervisor’s Phone # (___) ______ -_____

Supervisor’s E-Mail Address __________________________

Beginning Date of Internship  ___/___/_______

Anticipated Ending Date of Internship  ___/___/_______

This internship is ☐ or is not ☐ a paid internship position.

TO THE SITE SUPERVISOR: Please attach to this Application page, a general statement of internship
activities and duties planned for the intern. (i.e. the intern’s “job description”)

________________________________________________________________________

Authorized Representative or On-Site Supervisor Signature

Note to Internship Site Supervisor:

Tiffin University internship programs require students to apply their learning in a real work
setting. Interns are supervised by a faculty member and a site supervisor. The minimum
requirements of an internship include a work plan, a resume, a daily journal of activities, a record
of dates and times engaged in the field experience, and a final evaluation paper relevant to the
intern’s field of activity.

Students in the baccalaureate programs must have completed fifty-five (55) credit hours prior to
the start of the internship and be in academic good standing in the major (2.50 cumulative grade
point average) to enroll in internship.
Internship Application

Emergency Contact Information

In case of emergency, please identify two individuals the site supervisor should contact.

Name Contact #1

Name Contact #2

Relationship

Relationship

Home Phone Number

Home Phone Number

Cell phone Number

Cell phone Number

Work phone if applicable

Work phone if applicable

IMPORTANT – Please provide completed document to the Registrar’s Office along with completed pages 9, 10, 11, 13, 14 & 24 of the Internship Guide.
TIFFIN UNIVERSITY STUDENT PARTICIPATION AGREEMENT

This Student Participation Agreement ("Agreement") is entered into on this ______ day of ________, 20____, by and between ______________________ (Student name), a Student of Tiffin University on behalf of himself/herself, his/her heirs, family, personal representatives, successors and assigns ("Student") and Tiffin University on behalf of the board of trustees, board of directors, officers, employees, professors, agents, successors, and assigns ("TU") who agree to be bound by the terms and conditions set forth below. Student and TU may be individually referred to herein as "Party" or collectively "Parties."

RECATALS:

A. Student wishes to participate in an INTERNSHIP with ______________________ (Organization/Employer) in ______________________ (city) (state or country).

B. TU wishes to provide the opportunity to Student to participate in the Activity;

C. The Parties, as their desire to fully and completely resolve all matters relating to the Activity, enter into this Agreement to formalize the Parties’ rights and obligations pursuant to the terms and conditions set forth herein.

PROVISIONS:

In consideration of the promises and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Participation in Activity: TU shall allow Student to participate in the Activity Student has voluntarily elected to participate in, provided Student strictly complies with this Agreement; all TU policies, rules and procedures; all State and Federal laws and regulations; and all laws and regulations in the location of the Activity. Student fully acknowledges, understands and appreciates the dangers, hazards, and risks involved in all aspects of the Activity, including without limitation, transportation and any independent activities Student may undertake supplemental to the Activity. Further, Student fully acknowledges, understands and appreciates these dangers and risks may result in injury and impairment to Student’s body, mind, general health, personal property, and could include serious or even mortal injuries and property damage.

2. Assumption of Risks: Knowing the dangers, hazards, and risks of Activity and all possible related activities related to Activity, and in consideration of being permitted to participate in the Activity, Student hereby assumes all risks and responsibilities related to Student’s participation in the Activity, including without limitation, transportation and any independent activities Student may undertake supplemental to the Activity. If Student is also an employee of TU, Student hereby represents and warrants that participation in the Activity is not within the scope of Student’s employment with TU.

3. Health / Medical Treatment / Insurance: Student represents and warrants he/she is healthy and does not have any health-related issues that would preclude, restrict, or in any way affect Student’s ability to participate in the Activity. Further, Student represents and warrants Student has sufficient medical insurance to fully cover any injuries and/or damages that may occur to Student or Student’s property while participating in the Activity. If Student is a driver that will drive while participating in the Activity, Student hereby represents and warrants that Student has sufficient automobile liability insurance coverage including medical pay. Student hereby grants TU and any other third party the permission and authorization to provide or request to provide medical treatment by a third party, if deemed necessary by TU or the third party. TU and any other third party shall not be responsible for providing, requesting to provide or failing to provide or request to provide medical treatment to Student.

4. Publicity and Photo Documentation: Student acknowledges and agrees that TU may photograph, televise, or reproduce Student’s likeness, image, voice, statements, etc. for publicity and educational purposes or for any other use TU chooses, at TU’s sole discretion.

5. Limitation of Liability and Release. In no event shall TU, or the board of trustees, board of directors, officers, employees, professors, agents, successors, or assigns of TU be liable to Student or Student’s family, agents, representatives, heirs, successors, or assigns, or any third party for any damages or loss relating to Activity. This limitation applies to all potential causes of action, including but not limited to, breach of contract, breach of warranty, fraud, gross negligence, negligence, strict liability, intentional acts and omissions, misrepresentations, and other torts. In conjunction with the Release, Waiver of Liability and Hold Harmless Agreement attached and incorporated by this reference, Student on behalf of Student and his/her family, agents, representatives, heirs, successors, and assigns completely, irrevocably, and unconditionally releases and forever discharges TU, the board of trustees, board of directors, officers, employees, professors, agents, successors and
TIFFIN UNIVERSITY STUDENT PARTICIPATION AGREEMENT

assigns of TU from and against any and all claims, demands, lawsuits, causes of action and/or liability whatsoever involving any matter arising out of or in any way related, directly or indirectly, to Activity and further, Student on behalf of Student, Student’s family, agents, representatives, heirs, successors, or assigns unconditionally releases and forever discharges TU, and the board of trustees, board of directors, officers, employees, professors, agents, successors, or assigns of TU with respect to any other transaction, event, or occurrence through and including the date of this Agreement, whether now known or unknown, relating to Activity and/or TU.

6. Indemnification. Student on behalf of Student, Student’s family, agents, representatives, heirs, successors, or assigns shall completely indemnify, defend, hold harmless, release, and reimburse TU and the board of trustees, board of directors, officers, employees, professors, agents, successors, or assigns of TU from and against any and all demands, damages, claims, causes of action, obligations, liabilities, and expenses (including court costs and attorney fees) whatsoever which any person or entity ever had, now has, or may hereafter have against TU, the board of trustees, board of directors, officers, employees, professors, agents, successors and assigns of TU related in any way to Activity and any and all matters related thereto, directly or indirectly, whether known or unknown on the date of execution of this Agreement.

7. Covenant Not to Sue. Student on behalf of Student, Student’s family, agents, representatives, heirs, successors, or assigns shall not file or assert any claims, causes of action, suits, complaints, or grievances against TU and the board of trustees, board of directors, officers, employees, professors, agents, successors, or assigns of TU related in any way to the Activity or any other matter pre-dating the date of this Agreement, whether known or unknown on the date of execution of this Agreement. Student agrees that if he/she does file any such Claim in any court or other venue, then Student shall not oppose a motion to dismiss based upon the release contained in this Agreement.

8. Authority; Entire Agreement. Student acknowledges that she/he has full power and authority to participate in the Activity and enter into this Agreement, that she/he has read the stated conditions, and that she/he agrees to abide by said conditions. The Recitals set forth above are an integral part of this Agreement and are incorporated herein by this reference. This Agreement contains the entire agreement between the Parties, and there are no collateral agreements between the Parties. This Agreement was mutually negotiated, drafted and reviewed and shall not be constructed against any Party.

9. Advice of Counsel. Student acknowledges he/she was encouraged and provided with the opportunity to engage and consult legal counsel with respect to the terms of this Agreement. Student, by signing this Agreement, acknowledges either he/she obtained advice of legal counsel or expressly chose not to seek advice of legal counsel.

10. Modifications and Execution. This Agreement shall not be modified, altered, or amended unless such subsequent agreement is in writing, signed, and agreed upon by all Parties. This Agreement may be executed in counterparts and photocopy and facsimile signatures shall be deemed originals for all purposes.

11. Severability/Non-Waiver. If any provision of this Agreement shall, for any reason, be adjudged by any court of competent jurisdiction to be invalid or unenforceable, such judgment shall not affect, impair or invalidate the remainder of this Agreement, but shall be confined in its operation and effect to the provision of this Agreement so determined to be invalid or unenforceable. TU’S failure to proceed with enforcing this or any other agreement/account of student shall not in any way be construed as waiver of TU’s successor to proceed with any and all legal and available remedies.

12. Governing Law/Forum. This Agreement shall in all respects be interpreted, enforced and governed by and under the laws of the State of Ohio. Any cause of action relating to the enforcement of this Agreement shall be brought in the Seneca County Common Pleas Court, Tiffin, Ohio.

IN WITNESS WHEREOF, the Parties have voluntarily executed this Agreement with the intent to be legally bound on the date first set forth above.

STUDENT: ________________________________ Date ________________________________

TIFFIN UNIVERSITY Representative: ________________________________ Date ________________________________

Its. ________________________________

(Print name) (Print name and title)

IMPORTANT – Please provide completed document to the Registrar’s Office along with completed pages 9, 10, 11, 12, 13 & 24 of the Internship Guide.
## Employer Internship Evaluation

*(Completed by Agency Site Supervisor)*

| Student: | ___________________________________________________________ |
| Supervisor: | ___________________________________________________________ |
| Agency: | ___________________________________________________________ |
| Position Held by TU Student: | ___________________________________________________________ |

Please use the following scale to rate the student’s performance:

- **N/A** = Not Applicable
- **0** = No Effort
- **1** = Emerging
- **2** = Developing
- **3** = Achieving
- **4** = Exceptional

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<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to learn quickly</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2. Job attitude</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3. Dependability</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>4. Knowledge specific to industry</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>5. Quality of work</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6. Organizational skills</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7. Professionalism</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8. Communication skills</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>9. Working with others</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>10. Writing Skills</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>11. Quantitative skills</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>12. Analytical Skills</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

13. Compared to other student interns that have served your agency, how would you rate this student intern’s performance? N/A | 0 | 1 | 2 | 3 | 4

14. Do you believe the student is prepared to work in this industry?  **YES**  **No**

15. Please feel free to add any suggestions for improvement for this intern.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Thank you for your feedback!
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## Appendix A

### INTERNSHIP EXPERIENCE GRADING RUBRIC

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exceptional</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Poss. Pts</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity of expression</td>
<td>The paper is clear, engaging, original, and focused; ideas and content are richly developed with details and examples (15)</td>
<td>The paper is reasonably clear, focused, and well supported; ideas and content may be developed through details and examples (14-13)</td>
<td>The paper has some focus and support; ideas and content may be developed with limited details and examples (12-11)</td>
<td>The paper has little focus and development; ideas and content are supported by few details and examples (10 &amp; below)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Description, interpretation, analysis and evaluation of professional aspects of internship</td>
<td>Student is able to clearly articulate the all of the following: observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills and knowledge acquired (15)</td>
<td>Student is able to articulate most of the following: observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills and knowledge acquired (14-13)</td>
<td>Student is able to articulate a few of the following: observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills and knowledge acquired (12-11)</td>
<td>Student does not articulate observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills or knowledge. (10 &amp; below)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Description, interpretation, analysis and evaluation of personal aspects of internship</td>
<td>Student is able to clearly articulate the all of the following: their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals (15)</td>
<td>Student is able to articulate most of the following: their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals (14-13)</td>
<td>Student is able to articulate a few of the following: their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals (12-11)</td>
<td>Student does not articulate their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals (10 &amp; below)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Relationship of job to other</td>
<td>Student demonstrates a clear understanding how</td>
<td>Student demonstrates he/she mostly understand how</td>
<td>Student demonstrates that he/she somewhat</td>
<td>Student demonstrates he/she does not</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>functions of the organization</td>
<td>his/her work and position relates to the other functions/divisions of the organization. (15)</td>
<td>his/her work and position relates to the other functions/divisions of the organization. (14-13)</td>
<td>understands how his/her work and position relates to the other functions/divisions of the organization. (12-11)</td>
<td>understand how his/her work and position relates to the other functions/divisions of the organization. (10 &amp; below)</td>
<td></td>
<td></td>
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<tr>
<td>Writing Ability</td>
<td></td>
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<tr>
<td>Structure/organization of paper - Logical organization of ideas that dovetail together in complete concepts.</td>
<td>Highly organized with complete concepts (15)</td>
<td>Organization and concepts need some restructuring (14-13)</td>
<td>Presentation of ideas difficult to follow (12-11)</td>
<td>No organization and incomplete concepts (10 &amp; below)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Formal/professional language of paper - APA format</td>
<td>Paper adheres to APA standards; all source material is properly presented and cited. (10)</td>
<td>Paper largely adheres to APA standards; source material and citations are moderately presented in the proper format (9-8)</td>
<td>Paper does not always adhere to APA standards; source material and citations are not always properly presented (7-6)</td>
<td>Paper does not adhere to APA standards; source material and citations are not presented (5 &amp; below)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Grammar (sentence structure, subject/verb agreement, pronoun/antecedent agreement, etc.) - Effective sentence structure and paragraphing</td>
<td>No errors. Includes clear and concise thoughts (10)</td>
<td>Occasional errors (one or two per page) but includes clear and concise thoughts (9-8)</td>
<td>Several minor errors per page and may or may not include clear and concise thoughts (7-6)</td>
<td>Four or more errors of this type per page and/or does not include clear and concise thoughts (5 &amp; below)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Punctuation, capitalization, spelling/word choice - Correct usage of standard English (proper endings, and tense).</td>
<td>No errors (10)</td>
<td>Occasional errors (one or two per page) (9-8)</td>
<td>Several minor errors per page (7-6)</td>
<td>Four or more errors of this type per page (5 &amp; below)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Employer Feedback</td>
<td></td>
<td></td>
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</tbody>
</table>

20 | Page
<table>
<thead>
<tr>
<th><strong>Supervisor Evaluation – feedback</strong></th>
<th>Majority of scores are in the highest percentile level with no scores in the lowest level (35)</th>
<th>Majority of scores are in the middle level with no scores in the lowest level (34-33)</th>
<th>Majority of ratings are in slightly above the lowest possible scores with no more than one scoring in lowest level (33-32)</th>
<th>Majority of ratings are in the lowest possible scores (31 &amp; below)</th>
<th>35</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty site visit/conference call evaluation</strong></td>
<td>Majority of scores are in the highest percentile level with no scores in the lowest level (35)</td>
<td>Majority of scores are in the middle level with no scores in the lowest level (34-33)</td>
<td>Majority of ratings are in slightly above lowest possible score with no more than one scoring in the lowest level (33-32)</td>
<td>Majority of ratings are in the lowest possible scores (31 &amp; below)</td>
<td>35</td>
</tr>
<tr>
<td><strong>Completed and submitted internship journal</strong></td>
<td>Majority of scores are in the highest percentile level with no scores in the lowest level (25)</td>
<td>Majority of scores are in the middle level with no scores in the lowest level (24-23)</td>
<td>Majority of ratings are in slightly above the lowest possible scores with no more than one scoring in lowest level (22-21)</td>
<td>Majority of ratings are in the lowest possible scores (20 &amp; below)</td>
<td>25</td>
</tr>
</tbody>
</table>
Appendix B

INTERNship REQUIREMENTS

1. There will be a minimum of 150 clock hours per 3 semester hours of credit.
2. It is important that students conduct themselves in a professional manner before, during, and after the internship. Failure to do so may result in denial and/or termination of the internship, and/or revocation of the final grade.
3. Grading criteria are recommended by the agency supervisor. The supervisor will grade the student’s performance with the agency. The faculty supervisor will assign the final grade once all of the requirements have been completed.
4. The student will submit a work plan prior to the internship after consultation with the agency supervisor.
5. A journal of activities will be submitted to the Faculty Supervisor.
6. A student evaluation form will be given to the worksite supervisor to be completed and mailed to the faculty supervisor.
7. Submit validation of the dates/times spent at the internship site.
8. Submit an updated resume that includes reference to the internship.
9. The student will submit a final evaluation paper (minimum length is 12-15 pages). The student will report positive and negative aspects of the internship. The student will relate information learned on the internship with information learned in the classroom. The student will prepare up to three copies of the paper: one for the internship site, one for the Faculty Supervisor, and one for the School of Business except for online students who will submit one copy through their Moodle course shell.
10. Tiffin University reserves the right to add additional requirements appropriate to the individual internship.
11. Students who are doing a clinical internship in addiction counseling towards a clinical license have additional requirements and assessments. Students need to contact the faculty supervisor prior to the internship for a list of these additional requirements.
Appendix C – Internship Programs

Tiffin University also participates in some internship programs that provide outstanding academic and internship opportunities.

ATIC, Advanced Technical Intelligence Center, Fairfield, OH

ATIC offers an intelligence internship program including classroom training, research experience, and the sponsorship of the student for a Top Secret security clearance. While gaining valuable work experience in his or her career area, the student receives 12-15 hours of Tiffin University credit. ATIC short courses cover fundamental and specialized topics including Fundamentals of the IC, Critical Thinking Skills, Technical Writing & Briefing Skills for the IC, Geo-Political Implications, Intro to Cyber Threat, Fundamentals of GEOINT, and Analytic Software tools. Specialized instruction includes a wide variety of Intelligence Analysis topics including: OSINT, HUMINT, SIGINT, IMINT, Terrorism, and hands-on training on many state-of-the-art software tools, like MATLAB and ArcGIS Desktop. This internship site is primarily, but not exclusively, available to Cyber Defense majors. For more information visit www.atichcd.org

Washington Center Internships, Washington, D.C.

The Washington Center Internship program offers internships for students of all majors in Washington, D.C. A participating student works full time in his or her chosen field in a placement which matches individual interests and skills with the participating agency. While gaining valuable work experience in his or her career area, the student receives 12-15 hours of Tiffin University credit. Housing arrangements are made through the Center. Financial aid and scholarships are available for those who qualify. Regular TU tuition and housing costs are applied to the WCI experience. Additional information can be found at The Washington Center website www.twc.edu

Washington Semester Program, American University, Washington, D.C.

The Washington Semester Program offers students the opportunity to participate in an internship in addition to coursework and seminars. Students will register and receive credit for 12 – 15 hours at Tiffin University. The course work and internship experience are directly related to the student’s major. Areas of study are not limited to any one major and include American Politics, Islam and World Affairs. There are also opportunities for international travel and learning. Additional information can be found at http://www.american.edu/spex/washingtonsemester/.

More information on these programs is available from the Office of the Dean, from the University’s Career Services Office, or the School Internship Coordinator.

Application is on reserves side.
Application to Participate in The Washington Center, American University, or ATIC Internship Program

Student’s Full Name (print) ____________________________________________

Permanent Address __________________________ Phone ________________

City ___________________________ State __________ Zip ______________

Campus or Local Address __________________________ Phone ________________

Choice of Location:
_____ The Washington Center, Washington, D.C. - *Dr. Steve Hurwitz, Program Advisor
_____ American University, Washington, D.C. - * Professor David Selnick, Program Advisor
_____ ATIC - * Professor Charles Mike White, Program Advisor

Semester __________________________ Year __________________________

Anticipated Courses: (Must be approved by the Registrar)
First Choice __________________________ Alternates __________________________

______________________________ ________________________________
______________________________ ________________________________
______________________________ ________________________________
______________________________ ________________________________

REQUIRED Approvals and Recommendations (in order):

Faculty Mentor ____________________________________________________

Financial Aid (Andrea Faber) _________________________________________

School Internship Coordinator ________________________________________

Program Advisor* __________________________________________________

School Dean ______________________________________________________

Student’s Signature __________________________ Date ______________________

IMPORTANT – Please provide completed document to the Registrar’s Office along with completed pages 9, 10, 11, 12, 13 & 14 of the Internship Guide.
Speak with your School’s Internship Coordinator about the Great Lakes Paid Internship Grant opportunity.

**Great Lakes Career Ready Grant**

The Internship Program is a major educational component, linking education with real world experience, and acts as a “springboard” to future career opportunities. The Great Lakes Career Ready Grant pays $10.00 per hour to qualified students for the first 150 hours of an internship with an organization who has a signed Memorandum of Understanding on file.

**Great Lakes Career Ready Site Requirements**

- The student will secure from internship site a signed Memorandum of Understanding (see next page)
- Cannot be a University Position

**Student Qualifications to Participate**

- Has financial need, as determined by the Financial Aid Office. Financial need is determined when income falls below an estimated family contribution (EFC) threshold.
- Is a junior or senior status at the time the internship begins.
- Is a U.S. citizen.
- Internship site meets grant guidelines and is not a practicum, student teaching, or co-op experience and does not occur at or under the direct supervision of Tiffin University.

**Payroll Section to be updated in the future**
Appendix D

Tiffin University/Great Lakes Career Ready Internship Program Memorandum of Understanding

This agreement is entered into between Tiffin University, hereinafter known as "Institution," and ________________, hereinafter known as "Organization," (a private non-profit or governmental organization or for profit business) for the purpose of providing work to students eligible for a paid internship through the Great Lakes Career Ready Internship grant program.

- On an attached sheet of paper, please provide a brief description of the work to be performed by the students under this agreement.
- Compensation of students for internship work performed under this agreement will be disbursed, and all payments due as the organization’s contribution, including but not limited to Federal, State, Social Security, Worker’s Compensation, and Unemployment will be made by the Institution.
- The student will be paid $10.00 per hour by Institution and shall not exceed 150 paid hours.
- The average number of hours per week this student will work is _______ hours.
- It will be the Organization's responsibility to have a supervisor approve the Institution’s student time sheet before the payroll due date and the student’s responsibility to properly record start and completion times through the ADP website. Guidelines for the internship can be found at www.tiffin.edu/career/internships

The total length of time the internship is expected to run is from ___/___/_____ to ___/___/_____.

Students will be made available to the Organization by the Institution to perform specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization. The Organization agrees that no student will be denied work or be subjected to different treatment under this agreement on the grounds of race, color, national origin, or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the regulations of the Department of Education.

Transportation for students to and from their work assignments will be the responsibility of the student intern and will not be provided by either the Institution or the Organization.

The Organization is considered the site supervisor for purposes of this agreement. It has the right to control and direct the services of the students, not only as to the result to be accomplished, but also as the means by which the result is to be accomplished. The Institution is limited to determining whether the students meets the eligibility requirements for interning under the Great Lakes Career Ready Internship grant, to assigning students to work for the Organization, and to determining that the students do perform their assigned work.

<table>
<thead>
<tr>
<th>Tiffin University</th>
<th>Name of Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization</td>
<td>Name of Institution</td>
</tr>
<tr>
<td>Printed Name of Representative</td>
<td>Printed Name of Representative</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Internship site address</td>
<td></td>
</tr>
</tbody>
</table>
INTERNATIONAL STUDENTS ONLY: You must submit the Curricular Practical Training (CPT) form to be authorized to participate in any off-campus internship or employment in the United States. If you do not, you will be considered to be working illegally. The CPT form is different than the Social Security Number form for working on-campus.

Curricular Practical Training (CPT) Form

Curricular Practical Training (CPT) is defined as an internship, cooperative education, or any other type of required internship or practicum that will result in credit being awarded towards a student’s degree. For some undergraduate majors at Tiffin, an internship is required. For graduate programs, such as the MBA, an internship is one of the available options that students have to fulfill a particular degree requirement.

Important Notes

- If you participate in full-time CPT for twelve (12) months, you are not eligible for post-completion Optional Practical Training (see OPT website).

- Per USCIS regulations, all students planning to do CPT must apply for and receive official approval from TU's International Affairs Office BEFORE beginning employment.

- If you choose to complete your internship during the fall or spring semesters, you may only work part-time (20 hours per week), and you must be enrolled full-time.

- If you choose to complete your internship in the summer semester, you may work full-time (up to 40 hours per week), and you do not need to be enrolled full-time.

- To complete the form, go to https://form.jotform.com/61165699363163

I VERIFY THAT I HAVE SUBMITTED THE CURRICULAR PRACTICAL TRAINING (CPT) FORM THROUGH THE LINK RECITED ABOVE.

________________________________________________________________________  ______________
Name                                      Date