

University of South Alabama / Mitchell College of Business
EXPERIENTIAL LEARNING GUIDELINES

Introduction

The internship is a work

7 K H 6 IX W 6HS VR YQ ZNVRRU LQ QL J] D W L R Q Z L O O

Direct and supervise the student's work;

Evaluate the intern's performance at mid-term and at the end of the program. (The college will provide forms for E & W (atics.) 7 K H Y D IO QDDCOWDIRYHQ D E G \H Q G X P W K D V S R Q V RSP Sponsoring organizations may wish to ask their own personnel evaluation measurements as a supplement to the college form;

Maintain time sheets for each intern (copies to be submitted to the faculty supervisor).

7 K H) D F X O W \ 6 X S H U Y L V R U Z L O O:

Provide advice and counsel to student interns;

Collect all logs, papers, etc. from student interns O R J V D U H 1 9QRQU PDD O O \ E L Z H H N O \ E D V L V

Evaluate logs and internship report submitted by the student.

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Evaluation of the intern's performance will be supplied by both the supervisor at the sponsoring organization and the faculty supervisor.

Logs will be reviewed for completeness. Logs should be submitted electronically t R & dncd 9 \$ 6 every two weeks throughout the semester. Remember, logs should include reflection on the daily experiences and NOT simply a list of tasks performed.

Papers will be evaluated on the basis of both content and writing style. The paper should include reflection on the overall internship experience. It is important that the student relate information from his or her educational experience and the internship readings to the internship experience. The paper should be typed and double-spaced on 8 1/2 x 11-inch paper. There should be a cover page containing the title, student's name, University mailing address, email address, and telephone number.

All logs, papers, and portfolios must be submitted to & \$ 1 Ethe date specified.

* U D G L Q J

(Satisfactory/Unsatisfactory) A grade of "S" will be issued for satisfactorily completing the internship. If terminated from your internship, you will receive an automatic unsatisfactory. The components are detailed below. Students must complete all of the requirements to earn a passing grade.

Prompt receipt of all required documents

Attend Internship Orientation

Conference #1 (at midpoint of internship)

Quality of the student log P L Q L P X P R I K R X U V

Evaluation P L G S R from supervisor at sponsoring organization D O

Quality of reflective paper