INTERNSHIP CHECKLIST

- Meet with your Academic Advisor to discuss your internship.

- If your academic advisor does not have a specific internship in mind, you may access the web based job databank from UIW Career Services at www.uiw.edu/career, click on ‘Career Circuit’ to login.

- You must register for the Internship Class with the Registrar’s Office.

- Pick up the “Application for Internship” from Career Services. Please note the application requires 4 (four) signatures. You must submit a portion of the application (to Career Services) prior to starting your internship and the other portion (Supervisor Evaluation, Student Evaluation, Time Sheet) when the internship has been completed.

- The Office of Career Services will be happy to assist you in the preparation of your resume, cover letter, interview skills, and information about professional dress.
PROCEDURES FOR COMPLETING THE APPLICATION FOR INTERNSHIP

1. Student must register for the appropriate class with the Registrar’s office.

2. Fill the blanks regarding personal information, credit hours, semester, course number, the name of company/organization and dates the internship will take place.

3. Obtain signatures from appropriate personnel (Internship Course Instructor, Academic Advisor, and Internship Supervisor). The signatures serve as verification that you will be involved in the described activities that the internship course instructor approves of as experience being relevant to the major. **We will not accept and process your application without these signatures.**

4. Return the completed application to The Office of Career Services, Administration Building, Room 113 before beginning assignment. This application will register the student with The Office of Career Services who will serve as a liaison between UIW and local employers.
   NOTE: Procedures 1 thru 4 must be completed.

Additional Information:

- It is the student’s responsibility to check with the internship course instructor about the eligibility requirements to participate in an internship.

- Suggestions regarding beneficial activities to be gained from the internship (this should be done before meeting with the internship supervisor in order to negotiate for the desired activities).

- Be prepared to present your resume to the hosting employer during the interview.

- Develop a tentative schedule of work hours. Be prepared to discuss with the employer, days and times you will be available to work. Keep in mind you must complete a minimum of **140 clock hours to receive three (3) hours of course credit, 280 clock hours to receive six (6) hours of course credit.** For example, 140 hours divided over some 14-week semester averages out to ten hours per week. Consider holidays, mid-term exams and other commitments when developing your schedule. An employer will be able to give you more responsibility if you devote more time during a particular day. For example, if you can only work two hours per day, five days a week, you will only receive minimal responsibility. It would be to the individual’s advantage to work six hours one day and four hours another day. Keep these thoughts in mind as you make out your work schedule.

- **International Students** who want to do an internship must obtain the appropriate authorization and endorsement of their Form I-20 before they begin their internship. An internship must be an integral part of their course of studies. These conditions apply to any internship, whether paid or unpaid. Before beginning your internship check with the Director of the International Student Office, (210) 805-5705.
# Internship Program Application

**Name** ____________________________  **Student ID #** ____________________________

**Local Address** ____________________________  **Phone #** ______________  **Email** ____________________________

**Permanent Address** ____________________________  **Phone #** ____________________________

**Major** ____________________________  **Minor** ____________________________  **GPA** ____________________________

**Classification (Circle One):**  FR  SO  JR  SR  GR  **U.S. Citizen** (Yes)  (No)  **Status** __________

I request permission to undertake a 3 □ or 6 □ credit hour Internship during the ________ in ________

**Are you currently employed (Circle One)?**  YES  NO

**Name of Employer, Firm or Organization:** ____________________________

**Position Title:** ____________________________  **Salary/Stipend:** ____________________________

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## Intern Site Information

Placed with ____________________________

(Company/Organization)

**Address** ____________________________  **City & State** ____________________________  **Telephone #** ______

**Name of Supervisor** ____________________________  **Title** ____________________________

**Dates Internship will operate from** ____________________________  to ____________________________

**Internship is:**  Non-paid  □  Paid  □  **If paid indicate salary/wage** ____________________________

**Note:** A minimum of 140 hours is required for 3 hours and 280 for 6 hours of credit. The exact number of hours will be left to the discretion of the internship course instructor.

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## Signatures

**Student Signature** ____________________________  **Date**

**Internship Course Instructor** ____________________________  **Date**

**Academic Advisor** ____________________________  **Date**

**Internship Supervisor** ____________________________  **Date**

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Once all signatures are obtained, return the completed application to The Office of Career Services, Administration Building, Room 113. It is the student’s responsibility to submit this form, as well as the evaluation forms, in a timely manner in order to ensure credit for the work completed.

Please return this form to:

University of the Incarnate Word, The Office of Career Services
4301 Broadway, Box 292
San Antonio, Texas 78209
Phone # (210) 829-3931 ~ Fax # (210) 829-6094
**STUDENT INTERN TIME SHEET**

TO BE COMPLETED AND RETURNED TO:

UNIVERSITY OF THE INCARNATE WORD  
THE OFFICE OF CAREER SERVICES  
4301 BROADWAY, BOX 292  
SAN ANTONIO, TX 78209

Please verify the dates and hours worked by the student intern.

Name of Student: ____________________________________________

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Total hours worked: ___________________ Date: ___________________

Signature of Supervisor: __________________________________________

Thank you for your assistance. We appreciate your supervision of our student intern and hope this experience has been beneficial for you as well as for the student intern.
INTERNERSHIP SUPERVISOR'S EVALUATION FORM

PLEASE COMPLETE THIS FORM, SIGN IT IN THE SPACE PROVIDED, AND RETURN TO:

University of the Incarnate Word, The Office Of Career Services
4301 Broadway, Box 292
San Antonio, Texas 78209

Name of Student: _______________________________________________________________

Name of Supervisor/Title: __________________________________________________________________

Name/Address of Firm/Company: _________________________________________________

************************************************************************************
Please evaluate the student intern using the following scale:
1 - Excellent       2 - Good       3 - Average       4 - Marginal       5 - Unsatisfactory
************************************************************************************

1. Maintained overall satisfactory attendance record. ( ) ( ) ( ) ( ) ( )
2. Reported to work on a timely basis. ( ) ( ) ( ) ( ) ( )
3. Completed assigned reports/work on a timely basis. ( ) ( ) ( ) ( ) ( )
4. Displayed the ability to work with others. ( ) ( ) ( ) ( ) ( )
5. Reflected an eagerness to do assignments. ( ) ( ) ( ) ( ) ( )
6. Performed quality work within an appropriate time period. ( ) ( ) ( ) ( ) ( )
7. Produced the quality of work expected within an appropriate work period. ( ) ( ) ( ) ( ) ( )
8. Effective communication - written & oral. ( ) ( ) ( ) ( ) ( )
9. Ability to deal with new situations related to assigned task. ( ) ( ) ( ) ( ) ( )
10. Ability to accept criticism from supervisor. ( ) ( ) ( ) ( ) ( )
11. Ability to work as a team member. ( ) ( ) ( ) ( ) ( )
12. Ability to learn new skills and/or function beyond what was expected. ( ) ( ) ( ) ( ) ( )
13. Overall internship performance. ( ) ( ) ( ) ( ) ( )

Evaluation results have been discussed with student intern. _____ YES _____ NO

Would you consider supervising other interns in the future? _____ YES _____ NO

Signature of Supervisor: __________________________________________________________
STUDENT INTERNSHIP SITE EVALUATION FORM

Name of Student: ________________________________________________________________

Name of Firm/Company: ________________________________________ Supervisor: ______________

Work Period: From ________ To ________ Course Number: ______________

INSTRUCTIONS: One objective of the internship program is to provide students with meaningful work assignments within their particular career field. With this in mind, please use the following rating scale to evaluate your internship experience.

1 - Excellent  2 - Good  3 - Average  4 - Marginal  5 - Unsatisfactory

ORIENTATION TO ACTIVITY AND POSITION ( ) ( ) ( ) ( ) ( )

QUALITY OF WORK ASSIGNMENTS ( ) ( ) ( ) ( ) ( )

QUANTITY OF WORK ASSIGNMENTS ( ) ( ) ( ) ( ) ( )

COMMUNICATION WITH SUPERVISOR ( ) ( ) ( ) ( ) ( )

ACCEPTANCE BY CO-WORKERS ( ) ( ) ( ) ( ) ( )

PHYSICAL WORKING CONDITIONS ( ) ( ) ( ) ( ) ( )

EDUCATIONAL VALUE ( ) ( ) ( ) ( ) ( )

OVERALL RATING ( ) ( ) ( ) ( ) ( )

Do you plan to change your education curriculum (Major or Electives) as a result of your work experience? ( ) Yes ( ) No (PLEASE EXPLAIN)

_______________________________________________________________________________________

Comments and Suggestions for Program Improvement (Other side, if necessary)

_______________________________________________________________________________________

This report has been discussed with my supervisor. ( ) Yes ( ) No

Signed ________________________________ Date ________________________________

SUPERVISOR’S SIGNATURE

Signed ________________________________ Date ________________________________

STUDENT’S SIGNATURE

ONCE ALL NECESSARY SIGNATURES HAVE BEEN OBTAINED PLEASE RETURN TO CAREER SERVICES!