

California State University, Fresno

Evaluation of Internship Course Structure & Requirements

Course Number: _____ Course Title: _____

Number of Units Available Per Course: _____

Number of Hours of Service Required Per Unit: _____

Number of Course Sections Available: _____

Number of Seats Available per Course in Fall 2017: _____

Number of Seats Available per Course in Spring 2018: _____

Number of Students Enrolled in Fall 2017: _____

Course Format: Seminar Independent Study Other _____

Best Practice	In Use	In Progress	Not In Use	NA
Internship site vetted by College Faculty/Staff before first placement				
Internship Site visited by College Faculty/Staff before first placement				
Risk Assessment Form Completed for Each Site				
Experiential Learning Agreement on File for Each Site				
Internship Learning Plan Agreement signed by faculty, student and internship site supervisor				
Student Release of Liability Form required				
Student Learning Objectives developed for each student in cooperation with the student, internship site supervisor and faculty				
Internship Site Supervisor's Evaluation at end of internship				
<ul style="list-style-type: none"> • Evaluation assesses improvement of skills in accordance with NACE's Career Readiness Skills 				
<ul style="list-style-type: none"> • Evaluation assesses student's level of achievement in reaching learning outcomes as 				
Student Evaluation of Internship Experience				
<ul style="list-style-type: none"> • Mirrors Site Supervisor's Evaluation Form • Provides feedback on the quality of the Internship Site 				
Form verifying hours served by student and signed by Internship Site Supervisor required				
Weekly student journal submission requirement				
Final report/presentation requirement				
Updated resume requirement				
Required text focused on enhancing students' ability to transition from college to work				