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1.0 Purpose of the Internship Program
The internship program is an integral component and extension of the academic offerings of the Technology Systems Management major. It is designed to enhance the student's total academic experience through a planned program of observation, study, and participation in a selected organization. It is viewed as a capstone to the student's academic experience. A primary purpose of such a program is to broaden the educational experience of juniors and seniors by giving them an opportunity to work with practitioners in the field.

1.1 Goals of Program
• To provide an opportunity to apply and evaluate academic experiences in a professional field setting.
• To provide an opportunity to explore possible career choices and establish relationships that may result in future employment.
• To provide an opportunity for gaining useful professional experiences, thus improving employment potential upon graduation.
• To provide work experiences that build on and are closely related to classroom-based Technology Systems Management courses.
• To assist the student in developing necessary employment skills and strategies.
• To provide the student with an opportunity to understand the structure and operation of a working organization.
• To enable the student to apply ideas, concepts, theories and principles acquired in the academic program to the operation of contemporary natural resource, environmental, public or private organizations.
• To provide a setting in which the student, site supervisor, and internship coordinator can effectively identify the student's professional strengths and limitation.

2.0 Internship Guidelines
All students who are enrolled in the professional internship course (TSM 493) will be assisted with an internship experience structured around basic guidelines and specific assignments. Although the internship coordinator may modify specific assignments, the following guidelines may be altered only with Department approval.

• Students are to enroll in Professional Internship (TSM 493) for 1-6 credits, normally 3 or 6. Additional credits may be arranged through the Department’s academic advisor.
• Each student will arrange in consultation with his/her academic advisor and with the assistance of the internship coordinator a professional work experience of no less than 5 hours per week or 75 hours total per credit or no more than 40 hours per week or 480 total hours.
• It is the responsibility of the student to research and select the “most appropriate” internship. Evaluate your needs (financial, transportation, housing, etc.) carefully since some internships do not pay a stipend while others will be a break-even experience. Some of the more common ways to identify an internship opportunity are:
  o Resources around the student’s hometown
  o Internship openings via email messages from the department
  o Career Services, 113 Student Services Building [http://www.csp.msu.edu/](http://www.csp.msu.edu/)
  o Jill Cords jcords@msu.edu 121 Ag Hall, MSU campus
  o Employment/internship offices of federal and state agencies
  o National research institutions such as Resources for the Future
  o Campus career fairs
• The Internship can be initiated at any time convenient to the sponsoring organization and the intern. Formal registration for the Internship program must be done no later than at the beginning of the first semester after the sponsoring organization, student intern, and the Department internship coordinator agree and sign the Learning Objectives form relating to the specific internship experience, and complete a Training Agreement form.
• Each internship experience will be confirmed with a non-contractual Internship Training Agreement.
• The internship coordinator will facilitate communication between the sponsoring organization, the student intern, and the University, where necessary, through personal visits, mail, telephone and/or email.
• Student interns must complete all assignments in a professional manner as detailed in the Biosystems and Agricultural Engineering TSM Internship Handbook prior to receiving a grade and credit for the Internship (TSM 493). None compliance with these arrangements will result in a N grade for the Intern at the end of the Semester in which enrolled.
• Communication is essential for the student to gain the most from the internship experience. Questions, issues, or concerns, which cannot be adequately resolved by the site supervisor and the Student intern, must be communicated to the internship coordinator as quickly as possible.
• Sponsoring organizations should feel free to contact the internship coordinator office by appointment, telephone, e-mail, or fax with any questions or concerns.

Dr. Luke Reese, Coordinator 517-353-3258 reesel@msu.edu
Dr. Ajit Srivastava Department Chair 517-353-7268 srivasta@msu.edu

3.0 Professional/Ethical Conduct
First and foremost, students should be aware that, while in the field, they represent the Department of Biosystems and Agricultural Engineering, as well as the University as a whole. Students are expected to perform as they would in any job environment. This means you will:

• Arrive at work on time. Call the supervisor as early as possible when illness will cause an absence (extended absences should be reported to the internship office).
• Report to the organization dressed and groomed in a work appropriate business-like manner.
• Discuss all work activities with one's site supervisor.
• Follow all organization rules observing punctuality, reliability and conduct.
• Complete all work assigned by the organization and all academic work assigned by the internship program in a timely manner.
• Assure that no commitments are made (i.e., employment or other classes) which will conflict with your required working hours. Students are reminded that they are expected to perform like any other employee in the organization.
• Demonstrate initiative and enthusiasm toward the internship organization and its programs.
• Demonstrate responsible attitude toward the facilities and equipment.
• Display a cooperative and helpful attitude toward all organizational personnel.
• Maintain good public relations, both internal and external, to the internship-providing organization.
• Complete all assignments and reports required by the internship organization.
• Complete all assignments and reports required by the Department of Biosystems and Agricultural Engineering TSM Internship.
• Behave in a professional manner at all times. Unethical and/or unprofessional conduct may be grounds for dismissal from the organization and ensuing loss of credit for the course. Students
and/or agencies should contact the internship office if they are experiencing any difficulties related to the internship agreement.

4.0 Communications
Email will be the primary method of communication between the student and the internship coordinator. You should be prepared to stay in contact with the internship coordinator on a regular basis using the e-mail address reesel@msu.edu.

Assignments can be submitted by mail, Angel TSM 493 dropbox or fax to:

Internship Coordinator
Department of Biosystems and Agricultural Engineering
223 Farrall Hall
Michigan State University
East Lansing, MI 48824-1323

Phone: (517) 353-3258    Fax: (517) 432-2892

5.0 Academic Requirements/ Due Dates and Grades
TSM 493 operates on the basic Pass/Fail grading system. Interns achieving an average of 80% or above on all assignments will receive a Pass grade. Interns achieving an average of less than 80% on all assignments will receive a Fail grade. Forms included in this handbook may be used as templates to submit your assignments. This document may be found on the department website and on Angel. Forms assignments may be simulated on your individual computer systems.

5.1 Credit vs. Contact Hours for 15 Weeks

<table>
<thead>
<tr>
<th>Credits</th>
<th>Hours/Week</th>
<th>Total Hours (minimum for credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>15</td>
<td>225</td>
</tr>
</tbody>
</table>

Students are responsible for monitoring their internship hours. You must complete the required number of hours given the number of credits for which you registered. Some organizations will require that you complete additional hours. You need to meet the Department's requirement in order to receive credit, and you need to meet the organization's requirement in order to remain in good standing with the organization. Within those guidelines, hours per week may be adjusted to fit individual student and organization needs. Hours worked should be indicated on your weekly journal reports.

5.2 Due Dates
Every student’s internship experience will be unique and will therefore require individual consultation with the internship coordinator to set due dates. It is your responsibility to make an appointment to discuss the timing of assignments. Table 1 will be used as a guide to set your internship timeline.
Table 1: Internship deadlines and due dates

<table>
<thead>
<tr>
<th>Suggested deadline</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>As early as possible</td>
<td>Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of week 2</td>
<td>Resume</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>End of week 2</td>
<td>Signed Training Agreement</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>End of week 2</td>
<td>Learning Objectives Statement</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>End of week 6</td>
<td>Weekly Journal Reports- Part 1</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>End of week 7</td>
<td>Progress Report</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>End of week 14</td>
<td>Weekly Journal Reports - Part 2</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>End of week 15</td>
<td>Final Report</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>End of week 15</td>
<td>Organizational Evaluation</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

Intern: _________________________________ Date: ___________

Internship Coordinator: ________________________ Date: ___________

There are seven assignments due throughout the semester. Please submit these to the internship coordinator. Your passing status will be based upon these assignments and the internship provider’s evaluation.

5.3 Late Assignments (How to Lose Points)
A "late" is defined as any course requirement received after 8:00 am the first weekday (not including holidays) following a due date. Twenty five percent will be subtracted from the maximum possible for each day the assignment is late for all of the course requirements.

For example, if the learning objectives were due September 31, and a student mailed his/her form and the postmark was September 31, the paper would not be late. However, if the postmark was October 1, providing the statement was in the required format and typed, the student would receive 10 points minus 25% or 2.5 points for being one weekday (not including holidays) "late" in submitting the paper. The net result would be 7.5 points credit.

5.4 Explanation of the Individual Components of an Internship

5.4.1 Orientation Meeting and Resume (5%)
Internship students are required to meet individually with the internship coordinator to review the internship opportunities and the Internship Handbook, review the student’s resume and negotiate the due dates outlined in Table 1. If you have already attended an orientation and successfully completed a prior internship, subsequent orientation meeting attendance will not be required. However, it is the student's responsibility to pick up a copy of the current internship handbook, negotiate internship deadlines and provide an updated resume.

5.4.2 Signed Training Agreement form (5%)
An internship begins with a signed training agreement form detailing the internship parameters including supervisor, general working conditions, timeline, remuneration if any, etc. This form must be signed by the academic advisor, student, internship supervisor and internship coordinator.

5.4.3 Learning Objectives form (10%)
Most organizations provide some type of orientation for the new interns. Students should use this orientation period to ask questions and talk about possible objectives. The intern should prepare a draft learning objective statement and give it to his/her internship supervisor for the supervisor's feedback. This feedback is critical. With input from the supervisor, the modified, mutually agreed
upon document becomes an informal contract and a guideline by which decisions can be based during the course of the internship.

If an internship involves multiple organizations, a "Learning Objective" form must be submitted for each organization.

Make three copies of your final Learning Objective form. Retain one copy for yourself, give one copy to your internship supervisor and return the third copy to the internship coordinator either by mail, fax or Angel TSM 493 drop box submission.

The Learning Objective form contains six broad categories where you should be experiencing growth throughout your internship. Your task is to develop personalized objectives for each category. Some categories may contain more objectives than others, but each should contain 2-5 objectives. Use this to guide you in writing your personal objectives. Indicate what you would like to learn and how you will accomplish your objectives. While you may have an idea as to what you would like to learn the organization's intern supervisor's experience and input is critical to identifying "how" you will accomplish this learning. You should establish and attain your objectives within the framework of the organization. Include the name and address of your internship provider in the header of your form. Following is a brief explanation for each of these six major categories:

1. **Job competencies**
The tasks you work on and situations you encounter will provide you with the opportunity to learn new skills that will help you compete in the job market. When you observe the professionals you work with, you will gain insights on specific job skill requirements. What are the skills you would like to learn about? Which job tasks would you like to observe?

2. **Broadening horizons through integrative thinking**
Individual policies, procedures, units, or departments work within a broader context. This is an opportunity for you to analyze the organization from a larger perspective and see things put into practice. Look at the larger picture of which they are a part. What policies or procedures do you hope to understand? What units and departments do you need more information about? What principles or concepts of Technology Systems Management are expressed or implied by the organization?

3. **Interpersonal skills**
Succeeding in the world of work depends on a variety of interpersonal skills. Even simple tasks involve communicating, lending assistance and responding to directions. More advanced tasks may require initiating, supervising, and negotiating skills. You may be required to initiate and implement ideas. You may be involved in developing and completing projects. How will you demonstrate your ability to take initiative? What can you do to develop a positive relationship with co-workers? Employers use their assessment of such skills to make hiring and promotion decisions. What interpersonal skills will you improve upon throughout your internship? How will you accomplish this?

4. **Learning about your organization**
The world of work exhibits a number of cultural norms. Each employment setting will be different, depending on the expectations of supervisors, managers, and co-workers. You will become familiar with organization regulations, benefits and hiring processes. How will you learn about job requirements and hiring processes? How will you learn about organizational culture and norms?
5. Career exploration
There is no better means for career exploration than a field experience. A single brief period of work experience will typically expose you to more than one kind of work so you can explore several careers at once. You are able to assess the relative appeal of different occupations from the standpoint of challenges and frustrations, rewarding accomplishments, and working hours or conditions. Use your internship to become familiar with professional literature and organizations in order to obtain the most current information relating to your field and to learn of job opportunities. How will you learn about other careers through this position? How will you find out about professional organizations connected to this area of Technology Systems Management? Include the career exploration you do at your organization and on your own.

6. Research skills
You will most likely be utilizing a number of research skills such as interviewing, surveying and documenting. These tasks may teach you how to seek out information and then to organize it in a clear, concise, accurate, factual, and objective report. Your ability to relate academic knowledge to job demands will be tested. You may be expected to design proposals, manuals, forms, or publications. What would you like to gain more knowledge about through research? What reports will you write? What opportunities are there for you to collect information through interviewing clients?

7. Other objectives
The first six categories outline typical growth areas for internship participants. There are usually a number of other competency areas for internship participants. These areas should be included in this section. Feel free to design objective statements that correspond to your additional categories.

Questions to consider when designing your learning objectives: What are the main objectives you expect to accomplish in this internship? What are your main responsibilities to your organization? Are there any potential conflicts between your work responsibilities and your learning goals? What skills, knowledge, and attitudes do you already possess? Remember to have your internship supervisor signoff on your learning objectives!

5.4.4 Weekly Journal Report (2 @ 15% each)
Two weekly journal reports will support your continued progress in learning about the Technology Systems Management field. The report will assist you in monitoring your learning experiences. It will help you to assess what you have learned and to realize the actual outcomes of your internship. The report provides you with a method of keeping notes about your experiences that are directly related to the learning objectives you developed earlier.

You are required to provide examples of what you have learned in as many categories as are applicable for that period. Describe specific situations you encountered and your personal reactions. Define the skills and knowledge you have acquired and how this was accomplished. Remember you are being marked on these, so make them concise and even though they are journals, strive to make them as professionally written as possible.

This report will differ greatly from the daily activity logs you may be required to keep for your organization supervisor. Whereas a log is an accounting of your time and duties, the weekly journal report is also an accounting of what you have learned through performing those duties. Each internship is a unique experience. The weekly journal report is designed to help you record and process what you
are learning. You may not have an entry in each category each week. This will be dependent upon the activities you are engaged in and how you are processing what you are learning. View the journals as a flexible means to assist you in this learning experience.

You are required to type your reports, one for each week of your internship (about 1 page). Submit the reports in two installments to your internship coordinator according to the deadlines agreed to in Table 1. You may submit your reports by mail, Angel TSM 493 drop box or fax. Don’t forget to report your hours worked!

After the semester ends, you may pick up your weekly reports should you want them for your personal records. Future employers may ask to view a copy to see the extent of your internship experiences. You may also want to place them in a professional portfolio. The internship coordinator will discard any reports not picked up after one semester.

5.4.5 Progress Report (10%)
There are three questions on the form provided at the back of your handbook. These are to be answered, with the assistance of your internship supervisor, and submitted along with the first weekly journal report.

5.4.6 Final Report (35%)
1. Format: 10%.
Submit a 12-pt. font, double-spaced, 1 inch margins, page numbered paper using the sections outlined below.

2. Grammar: 10%.
Grammar, spelling, clarity of presentation and the appropriate use of citations (for all material drawn from other sources) is to be part of the final report.

3. Content: 80%.
The final report should be approximately fifteen pages in length for three credits or five pages per credit. Retain a copy as backup, particularly if you are mailing it. The following is the recommended outline:

1. Executive summary: Please write a one paragraph summary of your intern experience. These will be compiled for use by other TSM students when they are trying to decide on an internship. Complete the paragraph by answering the question; “Would you recommend this internship to another TSM student? Why or Why Not? Attach this to the front of your final paper.
2. Title page
   Include your name and address, organization’s name and address, timeline of internship and major responsibility or job title
3. Explanation of the organization's function
   Describe the function of the organization and how it interacts with other Technology Systems Management organizations.
4. Explanation of the position
   Describe what you did in the organization and how it related to the organization's functions.
5. What you learned
   Highlight the most important aspects of what you have learned and how it will help you in your future career in Technology Systems Management. Which objectives did you
achieve success in? What did you accomplish? What skills did you gain? Relate your experiences to your academic background and apply concepts, theories, etc. whenever possible. Define your problem-solving paradigm, i.e., the steps you now go through or the factors you consider when addressing Technology Systems Management issues and problems.

6. Final recommendations
   Present any recommendations for improving or modifying the internship experience you had at this organization or with the Department of Technology Systems Management internship office. How could the experience be improved? What could be done to improve the placement procedures? Which requirements were especially helpful or which were of no value to you? In what way could you have been better prepared for your internship? What should the Department and the internship office do that it currently does not do?

7. Forwarding address/career goals
   What job positions will you pursue after graduation? Has this internship led to a job offer after graduation? How has this internship influenced your career goals? The internship office would like to have your forwarding address and phone number in case there is a problem with assignments and to make referrals to employers.

**5.4.7 Final Internship Evaluation Form (5%)**
The Internship Supervisor will complete two evaluation forms during the internship. Students are responsible for providing these to their supervisor. The first evaluation (Mid Internship Evaluation Form) is completed during the mid point of the internship and is provided to the intern only. This evaluation is strictly for the student’s benefit to flag any deficiencies and allow time for corrective action. The final evaluation (Final Internship Evaluation Form) is completed at the end of the Internship and provided to the student and the Internship Coordinator. Supervisors should complete this final evaluation which provides feedback to the intern and serves as a component of the student’s final grade. The criteria should be rated and discussed with the student and the form will then be placed into the student's academic file where he/she will have access to it. Prospective employers may also have access if the student signs a release. The completed final evaluation form should be mailed or faxed to the Internship Coordinator.
Professional Internship Training Agreement

Department of Biosystems and Agricultural Engineering
Technology Systems Management

(not a binding contract but a statement of agreement and understanding)

Student’s Name:______________________________________ Student Number:______________________________
First                              Middle                              Last
Student’s Home Mailing Address: __________________________________________________________
Number and Street               City              State              Zip
Student’s: __________________________________________
Jr. ___ Sr. ___                          Major Emphasis: ____________________________
Home Phone                     Cell                     Email                     # of internship credits

Employer/Organization: __________________________________ Phone: (____) _____________ Fax: (____)_____________
Supervisor: ___________________________________ Title: _____________________________
Address: _____________________________________________________________________________________________________
Number and Street     City   State   Zip

Dates of Internship: _____________________________ Semester: FS___ SS___ US___   Year: _____________
Check one
Advisor’s approval signature: _____________________________________________ Date: _____________

Occupational activities – as per agreement with organization
Academic responsibilities – as per internship handbook
Criteria for academic evaluation – as per internship handbook
Learning objectives – please attach to this form.

Student liability insurance is provided by MSU. Worker’s compensation insurance WILL __ WILL NOT __ be provided by the cooperating employer.

Daily hours of work: _________ a.m. to _________ p.m.   Days per week: _____________________________
Remuneration: ______________ Stipend: (Salary/Lump sum)____________ (Hourly wage)______________
Room:  Provided ___ Assisted ___ None ___
Board:  Provided ___ Assisted ___ None ___

The undersigned agree to conform to this agreement and two weeks notice must be given to all three parties before this agreement is terminated. The completed internship agreement form must be returned to the MSU internship coordinator before the internship begins.

Signed:

Cooperating Employer: ____________________________________________ Date: _____________
Intern: ____________________________________________________________________________ Date: _____________
Internship Coordinator: ____________________________________________ Date: _____________
Describe your specific objectives for each of the following categories. Submit this assignment according to the instructions. Be sure to identify 2-5 objectives for each area. Assignment should be composed in a narrative format (i.e., sentence and paragraph form arranged in the following order).

1. Specific job competencies

2. Broadening horizons

3. Interpersonal skills

4. Learning about your organization

5. Career exploration

6. Research skills

7. Other objectives

Supervisor signature: ________________________________ Date: __________________
**Weekly Journal Report Form**

<table>
<thead>
<tr>
<th>Intern Name: ____________________________</th>
<th>Student Number: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer/Organization: __________________</td>
<td>Supervisor: ________________________________</td>
</tr>
<tr>
<td>Phone: (<strong><strong>) _____________ Fax: (</strong></strong>) _____________ Email: _________________________________</td>
<td></td>
</tr>
</tbody>
</table>

Learning Objective: What did you do? What did you observe? What did you learn? Describe specific situations you encountered. How do you feel about these experiences? All assignments are to be in sentence and paragraph form - absolutely no bullet point form! You do not have to physically separate out each section if you prefer to write in essay style. Please report your hours worked. You should have one page of narrative for each week being reported.

Job competencies

Broadening horizons

Interpersonal skills

Learning about your organization

Career exploration

Other objectives
**Mid Student Progress Report Form**

**Instructions:** Students should complete the questions listed below, discuss the evaluation with their organization's supervisor(s), and send your response via Angel TSM 493 drop box, email to reesel@msu.edu, fax to 517-432-2892 or mail to:

Internship Coordinator  
223 Farrall Hall  
Michigan State University  
East Lansing, MI 48824-1323

All assignments are to be in sentence and paragraph form. You do not have to physically separate out each section if you prefer to write in essay style.

* To date, in what way does your internship meet, exceed, or fall short of your expectations?

* Are you communicating effectively with your internship supervisor? If not, what can you do to improve communication?

* Are you able to make progress on your learning objectives? If not, what can you do to change this? Have you had to adjust your objectives over the past few weeks? If so, why? Is it necessary for you to formulate additional objectives? Explain.
**Mid Internship Evaluation Form (to be completed by supervisor at ½ completion)**

**Instructions:** Students are responsible for providing this form to their supervisor. Supervisors should complete this mid internship evaluation to provide constructive feedback to the intern. The critique below should be completed and discussed with the student midway through the student’s internship to allow the student time to work on and rectify any deficiency areas.

**Intern name:** ______________________
**Period of employment:** From __________________________ To ________________________

Please circle the number that most closely corresponds with your evaluation of the intern, according to this numeric scale:

<table>
<thead>
<tr>
<th>5=strongly agree</th>
<th>4=agree</th>
<th>3=neutral</th>
<th>2=disagree</th>
<th>1=strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attitude Toward Work:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student's attitude is positive and enthusiastic.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The intern is able to work with little direction.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of Work:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student's work is neat and accurate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adaptability:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The intern adapts quickly to new situations.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Dependability:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The intern is reliable in following directions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The intern is well accepted, tactful, and works well with others.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Relations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The intern is able to communicate effectively with the public.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accepting Criticism, Direction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The intern accepts constructive criticism and uses it to make improvements.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential for working in this field</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This intern is well suited to this type of work.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional qualities you wish to rate:</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
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<tr>
<td>Overall Performance:</td>
<td></td>
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</tbody>
</table>

**Additional Comments:** Use the back of this sheet

**Supervisor's Signature** ________________________________  **Date:** ________________

**Phone:** ________________
Final Internship Evaluation Form (to be completed by supervisor at completion)

INSTRUCTIONS: Students are responsible for providing this form to their supervisor. Supervisors should complete this final evaluation which provides feedback to the intern and serves as a component of the student’s final grade. The criteria below should be rated and discussed with the student and the form will then be placed into the student's academic file where he/she will have access to it. Prospective employers may also have access if the student signs a release. The completed form should be mailed or faxed to the Internship Coordinator.

Intern name: ______________________
Period of employment: From __________________________ To ______________________

Please circle the number that most closely corresponds with your evaluation of the intern, according to this numeric scale:

<table>
<thead>
<tr>
<th></th>
<th>5=strongly agree</th>
<th>4=agree</th>
<th>3=neutral</th>
<th>2=disagree</th>
<th>1=strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attitude toward Work:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>The student's attitude is positive and enthusiastic.</td>
<td></td>
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<tr>
<td>Initiative:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>The intern is able to work with little direction.</td>
<td></td>
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<tr>
<td>Quality of Work:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>The student's work is neat and accurate.</td>
<td></td>
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<td></td>
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<tr>
<td>Adaptability:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>The intern adapts quickly to new situations.</td>
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<tr>
<td>Dependability:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>The intern is reliable in following directions.</td>
<td></td>
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<tr>
<td>Cooperation:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>The intern is well accepted, tactful, and works well with others.</td>
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<tr>
<td>Public Relations</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>The intern is able to communicate effectively with the public.</td>
<td></td>
<td></td>
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<tr>
<td>Accepting Criticism, Direction</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>The intern accepts constructive criticism and uses it to make improvements.</td>
<td></td>
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<tr>
<td>Potential for working in this field</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>This intern is well suited to this type of work.</td>
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<tr>
<td>Additional qualities you wish to rate:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Overall Performance:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Additional Comments: Use the back of this sheet</td>
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</table>

Supervisor's Signature ___________________________ Date: ______________
Phone: ______________

Please mail or fax completed form to the Internship Coordinator.
**Student Information Worksheet** (for placement)

Name ________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
</tr>
</thead>
</table>

Date: __________ PID# ___________ Email: _____________________ Status: JR __ SR __

Local Address: __________________________________________

Street | City | State | Zip code |

Phone: _____________________

Permanent Address: _________________________________________

Street | City | State | Zip code |

Phone: _____________________

Other major (if any):

Elective focus:

In what term would you like to do your internship?

Anticipated graduation date:

What is your overall MSU GPA?

What are your long range goals or possibilities in terms of further education and career options?

What do you hope to accomplish with your field experience?

In what type of organization(s) would you like to work?

What are your skills and strengths?

What are your geographical preferences or limitations?

What else about yourself is pertinent to your internship?

List your five top choices of intern providers as publicized by the intern coordinator's e-mail messages, the TSM internship bulletin board, or other sources.

Internship provider if known (name, address and brief description):

Bring a typed draft of your resume and this worksheet filled out to the best of your ability, to your first appointment. Schedule your first appointment with the Intern Coordinator via phone or email.
**Internship Provider Information** (for posting)
Biosystems and Agricultural Engineering (TSM)

Date: _______________

Company/Organization: _____________________________________________________________

Address__________________________________________________________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
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<tbody>
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</tbody>
</table>

Telephone: ____________________ Fax: ____________________ E-mail: ____________________

Contact person and title: _______________________________________________________________________

Description of organization (profit/nonprofit specialization, etc.)

Internship requirements and qualifications:

Internship duties:

Application procedure:

Compensation:

Time period internships are available:

Please include an informational brochure on your company/organization if available and please return this form to:

Internship Coordinator
223 Farrall Hall
Michigan State University
East Lansing, MI 48824-1323

517-432-2892 (fax)