



Humanics

Exceptional Leaders. **Enhanced Organizations.** Enriched Communities.

Department of Sociology
College of Social Sciences
California State University, Fresno

INTERNSHIP HANDBOOK:

Appendices



Discovery. Diversity. Distinction.

Appendix A

EDUCATIONAL LEARNING PLAN

Internship Requirement for Humanics

Semester/Year _____ Course # (& Units) _____ Instructor _____

Number of hours to be completed for this internship: _____

Humanics Scholar's Name: _____ Fresno State ID #: _____

Scholar's Email _____ Phone # _____

Internship Supervisor Name: _____ Title: _____

Organization: _____

Length of time at the Organization: _____

Date: _____

I. ORGANIZATION/AGENCY MISSION (to be completed by host organization):

II. ORIENTATION

Date completed:

III. SCHOLAR PROFILE (to be completed by scholar)

- A. Assessment of current strengths (knowledge, skills, values)

- B. Assessment of current limitations (knowledge, skills, values)

- C. Career goals

- D. Experiences desired during this internship

IV. EDUCATIONAL PLAN

- A. *Educational Goals:*
 1. Test theories, concepts and philosophies
 2. Test skills in management, supervision and leadership
 3. Engage in self-evaluation and assessment of the internship agency and the youth and human service field
 4. Establish positive interpersonal and professional relationships
 5. Observe and develop the values and ethics of nonprofit professionals
 6. Develop, plan and carry through with projects

- B. *Learning Objectives:*

To gain knowledge and skills in these areas relevant to CBO administration:

 1. Communication, Marketing, & Public Relations
 2. Cultural Competency & Diversity
 3. Financial Resource Development & Management
 4. Foundations in CBO Administration
 5. Governance, Leadership, & Advocacy
 6. Legal & Ethical Decision Making
 7. Personal & Professional Development
 8. Program Development (Planning and Evaluation)
 9. Volunteer Administration & Human Resource Management

C. Describe the projects, programs, or activities for which the scholar will be providing support. *(to be completed together by scholar and supervisor)*

D. How will the activities described above incorporate the following learning objectives (if applicable)? List the specific steps, activities, tasks and functions that scholars will be engaged in to reach goals and objectives. Learning objectives may be met by activities that encompass: observing/shadowing, discussion/reflection, or practicing/doing. Refer to Humanics competencies for *specific tasks* or learning objectives.

1. Communication, Marketing, & Public Relations

2. Cultural Competency & Diversity

3. Financial Resource Development & Management

4. Foundations in CBO Administration

5. Governance, Leadership, & Advocacy

6. Legal & Ethical Decision Making

7. Personal & Professional Development

8. Program Development (Planning and Evaluation)

9. Volunteer Administration & Human Resource Management

V. PERSONNEL DETAILS: (be specific to avoid miscommunication and misunderstandings)

A. Work schedule (days and hours)

B. Holiday and sick leave arrangements/Other requirements or arrangements

C. Tentative Date for Scheduled 10-minute Presentation to Board of Directors: _____

D. Remuneration: Paid Hourly rate: \$_____ or Flat stipend: \$_____

(check all that apply) Community Service Scholarship (\$750 match for 150 hours)

AmeriCorps (typically requires an hourly rate)

Honorarium: \$_____

E. Contribution to scholar's professional development* (Sponsor scholars' required participation in a professional development conference which serves as a capstone experience):

General Internship (\$300)

Community Service Scholarship (\$250)

AmeriCorps (\$250, \$500, or \$750 match for 450, 900, or 1700 hours)

Other \$_____

**This contribution is tax-deductible and can be paid online or by check (made payable to "Humanics@FresnoState" or "Fresno State Foundation" [with Humanics on the memo line]. 100% will be used towards the scholar's costs for participating in the required professional development conference.*

VI. EVALUATION

Evaluation will take place through supervisory conferences, in keeping with the criteria established by the Humanics Campus Director. Formal evaluation will take place mid-way through and upon completion of the internship.

VII. AGREEMENT

I (scholar)_____ agree that it is my intention to complete this internship according to the guidelines and procedures of California State University, Fresno to the best of my ability and complete all requirements as designated by Humanics & California State University, Fresno.

(Humanics Scholar)

(date)

(Site Supervisor)

(date)

(Humanics Program Director)

(date)

Appendix B

HUMANICS INTERNSHIP AGREEMENT

This form MUST BE SUBMITTED PRIOR to beginning the internship.

STUDENT PARTICIPATION GUIDELINES

1. I (Student) will devote, on average, _____ hours per week towards completion of the learning objectives listed in my learning plan for a total of _____ **internship service hours**, effective from _____ to _____. I agree to complete any paperwork and orientations required by my professor or site supervisor as part of this learning activity.
2. I understand and acknowledge that there are potential risks associated with this internship, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the learning activity, (c) the physical characteristics of the Internship Site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the Internship Site, (e) any travel associated with the Internship, (f) the time of day when I will be present at the Internship Site, (g) the criminal, mental and social backgrounds of the individuals I will be working with or serving, and (h) the amount of supervision I will receive. I further understand and acknowledge that my safety and well-being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. Being aware of the risks inherent in this Internship, I nonetheless voluntarily choose to participate in this Internship. I understand that I may stop participating if I believe the risks become too great.
4. While participating in this Internship, I will (a) exhibit professional, ethical and appropriate behavior; (b) abide by the Internship Site's rules and standards of conduct, including wearing any required personal protective equipment; (c) participate in all required training; (d) complete all assigned tasks and responsibilities in a timely and efficient manner; (e) request assistance if I am unsure how to respond to a difficult or uncomfortable situation; (f) be punctual and notify the Internship Site if I believe I will be late or absent; and (g) respect the privacy of the Internship Site's clients.
5. While participating in this Internship, I will not (a) report to the Internship Site under the influence of drugs or alcohol; (b) give or loan money or other personal belongings to a client; (c) make promises to a client I cannot keep; (d) give a client or representative a ride in my personal vehicle; (e) engage in behavior that might be perceived as harassment of a client or Internship Site representative; (f) engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, physical and/or developmental or intellectual capacity or ethnicity; (g) engage in any type of business with clients during the term of my placement; (h) disclose without permission the Internship Site's proprietary information, records or confidential information concerning its clients; or (i) enter into personal relationships with a client or Internship Site representative during the term of my placement. I understand that the Internship Site may dismiss me if I engage in any of these behaviors.
6. I agree to contact the University's Administrator of Environmental Health and Safety, Risk Management & Sustainability at (559) 278-6910 if I believe I have been discriminated against, harassed or injured while engaged in this Internship. Please call Campus Police after hours 278-8400.
7. I understand and acknowledge that neither the University nor the Internship Site assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.

GENERAL PROVISIONS

1. The Internship Site agrees to provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the Internship Site's operations, services and/or clients; a discussion concerning safety policies and emergency procedures; and information detailing where students check-in and how they log their time. The Internship Site will also provide applicable training and safety equipment that may be necessary.
2. The University will provide all students enrolled in an Internship Course with Student Academic Field Experience for Credit Liability Insurance (SAFECLIP). This insurance coverage provides professional and personal general liability coverage for students enrolled in Internship Course sections for which they are receiving academic credit. This insurance only applies if both parties have signed this Agreement. Proof of such coverage will be provided upon request to the Internship Site.
3. The Internship Site and the University agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.
4. The University and the Internship Site agree to maintain general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A or a qualified program of self-insurance.
5. The Internship Site should notify the University as soon as is reasonably possible of any injury or illness to a student participating in a learning activity by calling (559) 278-6910 or (559) 278-8400.
6. The Internship Site and the University will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved. If it is determined that the internship placement fails to be in the best interest of the scholar, internship site, and/or California State University, Fresno, either party (the university or the internship site) may terminate this particular internship upon giving written notice as soon as reasonably possible to the other party.
7. The Internship Site may dismiss a student if the student violates its standards, mission or goals. The Learning Site will notify the University in writing as soon as reasonably possible of the student's dismissal.

I have read, understand, and agree to comply with these guidelines and provisions.

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Appendix C

INTERNSHIP REPORT

(submitted to Humanics Program Director at midterm and at the end of the semester)

Month(s) of _____

Scholar _____

Host Organization and Supervisor _____

I. List your major assignments, tasks and responsibilities for this report period.

II. How have assignments, tasks and responsibilities contributed to your educational/ learning goals and objectives? What was the least valuable outcome? What was the most valuable outcome?

III. What problems have you encountered, and how were they resolved?

IV. What are your personal and professional accomplishments for this report period?

V. List major assignments, tasks and appointments for the next report period.

VI. Time allocations:

- _____ hours spent planning, collecting materials, office/clerical work
- _____ hours spent on observation activities for which you had no or only partial responsibility
- _____ hours spent on activities for which you had full responsibility
- _____ hours spent in supervisory conference with your appointed intern supervisor
- _____ total hours for this report period

VII. Personal and other comments, reactions, recommendations, observations, etc.

Scholar's Signature: _____ Date: _____

Humanics Director's Signature: _____ Date: _____

Appendix D

**Humanics Program
California State University, Fresno
INTERNSHIP EVALUATION FORM
___ Mid-Term ___ Final**

Date: _____

Internship Site Supervisor: _____

Scholar: _____

Organization: _____

Organization Address: _____

Phone: _____

To evaluate the scholar's competence, the internship supervisor and scholar jointly review the scholar's performance in terms of the criteria specified in the evaluation instrument. Following their review and discussion, the intern instructor completes this instrument using the following scale to evaluate the scholar's performance.

- 4 = The scholar demonstrates this skill or knowledge.
- 3 = The scholar demonstrates this skill or knowledge with little direction required.
- 2 = The scholar has some ability in this area, but performance continues to require close supervision.
- 1 = The scholar does not demonstrate this ability.
- NA = Does not apply

Following the completion of the instrument, the scholar reviews it and writes comments in the section indicated. If the scholar wishes, he or she may append an additional statement to the instrument. Finally, the internship supervisor and the scholar both sign and date the instrument. The intern instructor sends the instrument to the Humanics Program director. *Two copies of this completed form should be made so that both the instructor and the scholar have one for their individual files.*

Mail to:

Dr. Matthew A. Jendian, Director
Humanics Program
California State University, Fresno
5340 N. Campus Dr., M/S SS97
Fresno, CA 93740-8019

Intern and Site Supervisor Input Form Performance Assessment (Mid-Term and/or Final)

Intern's Name: _____ Date: _____

Site Supervisor's Name: _____

Personal	Score: 4-1 or NA	Communication (cont'd)	Score: 4-1, or NA	Work effectiveness (Cont'd)	Score: 4-1, or NA
Demonstrates a positive attitude		Uses effective listening skills		Ability to manage time	
Demonstrates initiative		Demonstrates importance of cross-cultural communication		Ability to create short-term plans	
Demonstrates a commitment to the organization's mission		Develops positive working relationships with staff & volunteers		Ability to create long-term plans	
Exhibits responsible behavior		Able to handle constituent requests		Implementation of plans	
Understands importance of ethical behavior		Demonstrates ability to resolve conflicts		Working with others	
Demonstrates honesty and integrity		Demonstrates understanding of group dynamics		Peers & co-workers	
Demonstrates a commitment to service		Employability skills		Supervisor(s)	
Understands the importance of confidentiality		Exhibits appropriate personal appearance		Clients/constituents	
Understands the importance of accountability		Demonstrates basic computer literacy skills		Volunteers	
Communication		Work effectiveness		Risk management	
Uses effective verbal and nonverbal communication		Demonstrates problem-solving ability		Understands importance of risk management	
Uses proper grammar & vocabulary		Ability to work under pressure		Explains effective risk- & crisis-management procedures	
Demonstrates effective public speaking skills		Meets performance objectives			

Intern's Comments:

Site Supervisor's Comments:

Intern's Signature

Date

Site Supervisor's Signature

Date

Intern Performance Self Assessment

Humanics Internship Input Form

____ Mid-Term

____ Final

Intern: _____ Date: _____

Site Supervisor's Name: _____ Start Date: _____

I. The primary purpose of this internship position is: _____

II. Strengths:

A. My strengths are: _____

B. My major achievements during this internship are: _____

C. Skills or knowledge not being used in my current position are: _____

D. The areas of my job where I have grown the most are: _____

III. Areas for improvement

A. I want to improve my work performance in the following areas:

B. Some steps I can take to improve my performance are: _____

C. Assistance I may need from my supervisor: _____

IV. My suggestions for improving the internship include: _____

V. I feel I have contributed to the organization's mission by: _____

VI. Other comments: _____

Intern's Signature