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Advise student on departmental requirements to establish/set up internship and whether scheduling an interview at internship site is needed.

If the student is selected for an internship,

Obtain a copy of the *Internship Application and Acknowledgement Form* (page 1) that is completed by the student.

Obtain and review *Internship Site Request for Intern Placement* (pages 9-10) completed by the internship site.

Advise Career Services Director of internship location, employer contact information, dates of internship period, student participating in internship, and faculty internship sponsor.

Prepare syllabus and give to and review with student.

Have student register for appropriate class with appropriate number of credit hours.

- Student should use “Internship Request” form available on the Registrar’s webpage: <http://www.txwes.edu/registrar/documents/InternshipRequest.pdf>

Ensure that internship site completes the *Learning Guide/Project Outline* (pages 2-3) and returns it to you (required).

Visit work site at least once during semester (recommended).

Have student complete the *Mid-Term Evaluation* (page 5) form and return it to you (optional).

Have student complete any additional academic requirements according to syllabus.

By the end of the semester, ensure that the student completes the *Student Post-Work Evaluation Form* (pages 6-8) and returns it to Career Services (required).

Have internship site complete *Site Evaluation of Intern Form* (pages 11-12) or similar document and return to you (optional).

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Complete *Internship Site Request for Intern Placement Form* (pages 9-10).

Complete *Learning Guide/Project Outline* (pages 2-3) and sign *Internship Contract Form* (page 4) that student also signs. Return these to the student.

At the end of the semester, complete the *Site Evaluation of Intern Form* (pages 11-12) and return to faculty coordinator.















4. How could this experience be improved?

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5. In your opinion, how well did your supervisor (co-workers) interact with you on the following scales?

		Poor	Marginal	Average	Good	Excellent	
Interpersonal relations	Not well accepted						Very cooperative
Adequate directions	Slow						Careful/complete
Variety of training opportunities	Very few						Many/varied

Expected

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13. Regarding your Wesleyan/faculty supervisor, please respond to the following

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
Helpful in explaining internship process and requirements					
Available and easily accessible					
Assisted in placement efforts					
Maintained professional demeanor					
Provided support during the internship					

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



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III. Academic or special skills required of student:

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IV. Wage or stipend available (if applicable): \_\_\_\_\_

V. Number of hours required per week: \_\_\_\_\_

VI. Preferred major/GPA of student: \_\_\_\_\_

Please forward completed request by email, fax, or U.S. mail to:  
Texas Wesleyan University  
Career Services  
1201 Wesleyan Street, Fort Worth, TX 76105  
Fax/Phone (817) 531-4980  
careerservices@txwes.edu



Interested and industrious	1	2	3	4	5
Learns work exceptionally well	1	2	3	4	5
Works well with others	1	2	3	4	5
Proceeds with little or no supervision	1	2	3	4	5
Quantity of work exceptional	1	2	3	4	5
Quality of work is excellent	1	2	3	4	5
Attendance is exceptional	1	2	3	4	5
Punctuality is exceptional	1	2	3	4	5
Reliability is exceptional	1	2	3	4	5
Professional image and appearance	1	2	3	4	5
Courteous and responsive	1	2	3	4	5

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