

Drake University School of Education
Adult Learning & Organizational Performance
Internship Form

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Internship Guidelines The internship experience in Adult Learning & Organizational Performance is intended to provide degree candidates with on-site experiences that broaden their scope of knowledge in the field. These experiences should be directly related to the career goals of the candidate. Therefore, candidates should not begin to develop their internship plans until they have participated in at least one preparatory advising session. After that time, the advisor and candidate will work together to develop the best internship alternatives.

- Internship General Statement**
- Prepare an Internship General Statement, outlining proposed goals and activities. (page 2)
 - Request a signature from a cooperating administrator on the Internship General Statement. (page 3)
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Internship Log Detail your internship activities on the Internship Log. (page 4)

Internship Summary At the conclusion of the internship, submit an Internship Summary broadly summarizing overall learning. (page 5)

Internship Completion Form Request completion of the Internship Completion Form from your cooperating administrator. (page 6)

Submission of Materials All of the above materials must be submitted to the program advisor for evaluation before credit will be granted for the internship experience. It is recommended that the candidate stay in close contact with the program advisor during the experience. Any adjustments must be cleared with the advisor beforehand, to insure credit will be granted.

Internship General Statement

Student Demographics Name:
Address:

Email:
Phone:

Internship Data Internship Location:
Internship Duration:

Site Supervisor Name:
Mailing Address:

Phone:

General Goals of Internship Purpose Statement:

General Goals:

Continued on next page

Internship General Statement, continued

**Narrative
Summary of
Internship**

(Please include as many specific activities that you will be engaged in as possible.)

**Internship
Supervisor
Consent**

I have reviewed the candidate's Internship General Statement outlining the proposed goals and activities of the internship, and I believe I can provide access to the necessary persons, places, materials and other opportunities to insure reasonable attainment of them. I understand that I will not be asked to formally evaluate the student, but will be asked to indicate the completion of the internship activities.

Internship Supervisor Signature:

Internship Log

**Internship
Project
Identification
Information**

Student:
Internship Site:
Project Title:
Project Due Date:

Example

Document activity and the goal that activity relates to throughout the project.
Append as many pages as needed.

Date	Activity	Goal #

Internship Summary

Student

Name:

**Summary
Directions**

This internship summary should detail your learning experiences and indicate how well you think they related to your professional goals. Use as many pages as necessary.

Please include:

- Data about the quality of the experiences
 - Appropriateness of the time given to them
 - General range and flow of the experiences
 - Quality of supervision and other on-site resources provided
-

Summary

Include attachment, if necessary.

Internship Completion Form

Directions The site supervisor completes the Internship Completion Form.

Internship Completion Form

Student: _____ has completed an internship in our agency from _____(month), 20__, through _____(month), 20__.

NOTE: This is not an evaluation, but an indication of involvement in internship activities listed in the student's internship plan, and agreed to by the Drake program advisor and me.

Internship Supervisor: _____(signature)

Comments: See attachment.