

GRADUATE INTERNSHIP MANUAL

- **AVED 6883 Doctoral Internship
In Aviation and Space**
- **AVED 5200 Graduate Internship
in Aviation and Space**

OSU



AVIATION & SPACE EDUCATION

**204 Willard Hall
School of Educational Studies
College of Education
Oklahoma State University
Stillwater, Oklahoma 74079**

INTRODUCTION

Internship experience at the graduate level in Aviation Education (AVED) is central to both the Masters of Natural and Applied Science Degree and the Doctor of Education, Applied Educational Studies degree in Aviation and Space. Graduate Internship experience benefits the student, the University and the affiliated Organization or host Internship site. Each benefits in different ways, just as each contributes to the learning process in different ways

By understanding the goals and objectives of each party involved in the AVED Graduate Internship experience, everyone can better understand the role of each in the Internship program. Thus, the primary objectives for each party involved in the AVED Internship experience are found in the following sections.

STUDENT INTERN

By the end of the AVED Graduate Internship, the Intern will have had the opportunity to:

- 1) observe, practice, and apply theories and techniques learned in the classroom to the appropriate professional environment;
- 2) become acquainted with a variety of aviation, space, government, and/or educational settings, programs, and professionals.
- 3) develop experience-based knowledge and the associated added value necessary to improve employment and consultation opportunities as well as potential for career advancement.
- 4) recognize her/his own leadership strengths and limitations in the field of aviation and space, and work toward alleviating the weaknesses through concentrated work experiences;
- 5) develop new interests in the aviation and space professions and improve marketability of associated competencies;
- 6) continue to clarify and articulate his/her personal professional philosophy; and
- 7) develop new insights and perspectives into self and others.

OKLAHOMA STATE UNIVERSITY (OSU)

OSU has a responsibility to the students in graduate internship courses in several areas. Through offering and facilitating internship experiences, the University will:

- 1) improve the educational process and enlarge the scope of the Aviation Education (AVED) curriculum;
- 2) provide a laboratory in which students have the opportunity to conduct research and apply theoretical knowledge;
- 3) provide a continuing opportunity for the evaluation of student needs, abilities, and progress

- 4) extend and improve OSU's relationships with the community, the state of Oklahoma, as well as the aviation industry.

ORGANIZATION (HOST INTERNSHIP SITE)

Organizations gain from an infusion of talented and enthusiastic professionals. Through their participation in internship experiences, these entities have the opportunity to:

- 1) assist in the preparation of future aviation, space, government and educational leaders;
- 2) evaluate and recruit prospective candidates for later employment or consultation;
- 3) utilize the experience of graduate students with professional competencies and expertise from a variety of backgrounds who offer new perspectives in addressing organizational issues;
- 4) enlarge their available staff, which typically allows for variations and expansion of programs and services; and
- 5) exchange ideas among professionals, faculty, and students.

INTERNSHIP POLICIES AND PROCEDURES

PREREQUISITES

- Satisfactory completion of required courses
- A 3.0 grade point average

INTERNSHIP CREDIT AND WORKING HOURS

- **Doctoral Internship** students must enroll in **AVED 6883, Doctoral Internship in Aviation and Space**, for a total of **three credit hours** prior to completion of the Doctor of Education degree. This course is designed to provide doctoral level practical and consultative experience in an aviation, space, governmental, military or educational field with emphasis on administration, consultation, education, executive level management, leadership, or other professional competencies. The course will include an orientation briefing at the beginning of the semester, 40 hours-136 hours of work for the field site and a closeout Seminar for final reports on Internship experiences. Total time spent at the field site is determined by the student, organization and the AVED Internship Instructor.
- **Masters Internship** students may be enrolled in **up to 6 credit hours** in **AVED 5200, Graduate Internship in Aviation and Space**. This course is designed to provide students with practical experience in a professional setting (e.g. aviation, space, government, military or educational organization). The course will include an orientation briefing, 16-48 hours of work for the field site for every one hour of credit and an eight-hour closeout session for final reports on Internship experiences. *For example, a student wanting three hours of credit would spend approximately 40 hours to 136 hours of work at the field site and a student wanting 6 hours of credit would spend 88 hours to 280 hours of work for the field site. At the end of their Internship they would attend an eight-hour closeout Seminar.*
- Graduate students may not take additional courses or engage in outside work while enrolled in the Internship program except by permission of a member of their graduate committee and the AVED Internship Instructor.

STUDENT SELECTION OF ORGANIZATION (INTERNSHIP SITE)

- Graduate students are expected to engage in internship experiences at sites at which they have not previously worked or volunteered. Any exception to this rule must be petitioned before the AVED Internship Instructor and/or the AVED Graduate Coordinator.
- Students are responsible for working with the AVED Internship Instructor to find and select an appropriate internship site and for presenting information about potential sites to the AVED Graduate Coordinator.
- All new sites (not currently on file with the AVED Graduate Coordinator) will need to be approved by the AVED Graduate Coordinator prior to a student being approved to complete an internship at that site. Thus, when students are searching for internships, they will need to gather information from all organizations of interest and provide contact information to the AVED Internship Instructor or AVED Graduate Coordinator. Reference pages 6-7 of the Graduate Internship Manual and Appendix A-1 for details of the site approval process.

INTERNSHIP COORDINATION

- The AVED Internship Instructor or AVED Graduate Coordinator will coordinate the Internship and conduct on-site visits as necessary.
- A formal arrangement between the Organization and OSU must be in place prior to beginning the Internship.

INTERNSHIP SITE APPROVAL PROCESS

Because AVED Graduate Internships are considered extensions of the on-campus curriculum, all Organizations (Internship sites) must be approved by the AVED Graduate Coordinator prior to students beginning their work. A list of approved sites is maintained by the AVED Graduate Coordinator, and is updated as new sites become available. Faculty should strive for quality sites where students will be exposed to both breadth and depth of learning.

ORGANIZATION OR SITE REQUIREMENTS:

Organizations or Internship sites must meet the following requirements to be approved:

- a) The Organization must have a desire to participate in an AVED educational program for the purpose of improving the preparation of aviation professional personnel.
- b) There must be evidence of a sound professional philosophy and sound administrative procedures in the Organization's operation of programs and services.
- c) The Organization must have capable staff at a level qualified to provide organization oversight of the activities of student Interns.
- d) The Organization should provide the Intern with appropriate work space.
- e) Discussions should occur between the host Organization and the Intern to ensure that liability coverage is established for both parties.
- f) The organization is not required to pay a monetary stipend to the Intern or OSU, nor should it be a prime consideration in the Internship program. However, organization-provided financial compensation (or other remuneration such as room and board) to the Intern is acceptable.

INTERNSHIP SITE APPROVAL PROCESS

Selection of an Internship site is one of the most important decisions students will make during their AVED course work. It is desirable to find a site that is a fit for both the student and the Organization in terms of philosophy, learning opportunities, and potential job setting. Unless there are clearly extenuating circumstances, students are expected to select an Internship site in which they have not previously worked or volunteered.

Students are advised to begin the search for an Internship site early in their degree program. Many national (and some local) Internships are quite competitive and students will benefit from early contacts.

a) **Origination of Potential Sites.** An aviation organization may suggest opportunities for an Internship experience, or a student or AVED faculty member may invite an organization to serve as an Internship site.

b) **Site Documentation Required:** All Internship sites must be approved prior to a student beginning an Internship. Thus, if a student is interested in completing an Internship at a site that is not currently approved, s/he will need to provide name and contact information of the potential site to the AVED Internship Instructor and Graduate Coordinator who will provide an Internship Site Approval Application (Appendix A-2) to the site. The students may gather the completed forms and appropriate information from the organization and submit the materials to the AVED Internship Instructor and Graduate Coordinator if time is critical. The following information is required prior to consideration for approval:

- A completed Internship Site Approval Application (Appendix A-2).
- Descriptive information that identifies the type and scope of programs and services offered by the Organization. Examples of such materials include program brochures, facility listings, sample program planning forms, organizational charts, and so on.
- A resume or listed qualifications of staff member(s) who have the potential to serve as the Organizational Representative or mentor for the Intern.

c) **University Criteria for Site Approval:** Approval of a site is based on the AVED Graduate Coordinator and AVED Internship Instructor's assessment of:

- the uniqueness of the site to provide a specific type of learning opportunity;
- the student's interests and level of development;
- the student's potential for success;
- the student's ability to work independently with little supervision from University faculty;
- the availability of a personal support system for the student as needed; and
- evidence that the AVED Internship Instructor and/or AVED Graduate Coordinator can work closely with the Organization Representative and open communication can be maintained from a distance.

d) **Site Review and Decision.** The Graduate Coordinator and AVED Internship Instructor will review the site materials provided and make decisions about site approval or denial. The AVED Internship Instructor will prepare and obtain signatures on the Affiliation Agreement Form (Appendix A-3). The potential site and the student will be notified of the committee decision within one week of the decision and approval of the site.

e) **Post Approval Internship Agreement** Once a site is on the approved list of Organizations, a student may request a Graduate Internship assignment at that site. An Intern Assignment Agreement (See details in Appendix B-3 Intern Assignment Agreement Information) or a position or project description of assignments must be developed with the Organization Representative and submitted to the AVED Internship Instructor for approval.

RESPONSIBILITIES FOR THE GRADUATE

INTERNSHIP PROGRAM

RESPONSIBILITIES OF ORGANIZATION REPRESENTATIVE

The Organization Representative serves as a field-based facilitator or mentor for the Intern. This is done through on-the-job learning and the goal is to increase the student's professional competence. In this light, the Organization Representative is expected to:

a) challenge the student with meaningful experiences which meet both the student's and organizational needs.

b) with the student, design appropriate learning experiences and assignments.

c) inform the student of all personnel policies and ensure that liability issues and arrangements for appropriate insurance coverage are discussed and resolved between the student and the site.

d) interpret the AVED Internship program to the organization board or controlling authority of the organization.

e) monitor the student to protect and enhance the quality of the organization as well as the student's well-being while affiliated with the organization.

f) schedule regular meetings with the student to discuss schedules, work performance, and future assignments.

g) evaluate and review with the student her/his performance. Upon completion, the evaluation forms should be submitted to the AVED Graduate Coordinator.

h) provide the student reasonable freedom to participate in staff meetings, activities, projects, and programs.

i) assist the student in identifying a program or project for which s/he will be responsible for planning, implementing, and evaluating during the course of the Internship.

j) provide an opportunity for the student to learn and, if possible, gain experience in a number of areas. For example:

- Programming—planning procedures, leadership, budgeting, operation, team meetings, documentation, assessment, and evaluation;

- Administration—policies, procedures, legal status of organization, board/staff relations, payroll, record keeping, personnel and supervisory practices;
- Facility and Operations—long range planning and design of physical facilities, maintenance, purchasing of equipment, and office management; and
- Public Relations—citizen involvement, marketing, reporting, speaking, and coordinating/collaborating with other agencies and organizations.
- Education and/or Training --- educational assessment, instructional development and design.

RESPONSIBILITIES OF AVED INTERNSHIP INSTRUCTOR AND AVED GRADUATE COORDINATOR

The Internship Instructor and/or AVED Graduate Coordinator serve as a mentor and support system offering advice and oversight to the Intern throughout the Internship experience. In this light the AVED Internship Instructor and/or AVED Graduate Coordinator is expected to:

- a) assist the student in selecting an Internship site which will meet her/his career needs and interests.
- b) keep an updated file of Organizations providing quality Internship programs.
- c) review and evaluate Internship assignments.
- d) include Pre-Internship Indoctrination in the curriculum to inform students of site locations, responsibilities, requirements, and reporting procedures.
- e) provide the Organization with information concerning its responsibilities as a participant in the Internship program.
- f) monitor the Intern's experience and be available for consultation with the student and/or Organization Representative or mentor.
- g) monitor the Intern's progress by site visits, telephone, email or written reports submitted by the Intern.
- h) remove the student from the Organization when both the Organization and the University agree that a different assignment would be in the best interest of the student.

- i) serve as a resource for the cooperating Organization and the student.
- j) evaluate all Internship reports and submit a final grade for the student.

RESPONSIBILITIES OF INTERN.

As mentioned previously, the Internship is viewed as the culminating experience of the AVED graduate curriculum. It serves as the transition between University course work and professional application of learning. Thus, it is expected that students maintain a professional demeanor and meet all responsibilities in a professional manner. In this light the Intern is expected to:

- a) accept responsibility for duties as well as all scheduled commitments and arrangements made during the Internship experience.
- b) become familiar with the policies and procedures of the Organization and conform to them.
- c) accept the Organization's philosophy, methods, leadership, and program.
- d) with the Organization Representative, develop and work toward mutually satisfactory goals and objectives.
- e) plan thoroughly and in advance for all assignments—for both the Organization and the University.
- f) turn in assignments on time, and to the appropriate person.
- g) notify the Organization Representative if it is ever necessary to deviate from the agreed upon schedule.
- h) prepare for periodic conferences with the Organization Representative (be prepared to ask questions and present constructive ideas).
- i) dress appropriately for all work tasks and maintain a professional appearance.
- j) be tactful, friendly, courteous and respectful to everyone (project a professional image to participants and staff).
- k) consult with the Organization Representative when confronted with problems that cannot be solved independently. Contact the AVED Internship Instructor or Graduate Coordinator if additional assistance is needed.
- l) express appreciation to the staff in person and by letter for providing the opportunity to participate in the Internship experience.

m) work with the Organization Representative and the host site to ensure that liability issues are established for both parties prior to beginning the Internship. Liability insurance issues are the responsibility of the Organization or host site and the Intern. These issue must be resolved prior to beginning the Internship.

n) complete and submit assignments to the AVED Internship Instructor on or before the due dates.

PRE-INTERNSHIP: INTERN APPLICATION AND PLACEMENT PROCEDURES

Most of the procedures for selecting an Internship site are accomplished as part of the class assignments in AVED 5000 or AVED 6883. To clarify the process for placement the sequence is outlined below.

1. Early in the semester prior to the intended Internship, the student will:

- a) Develop a professional resume;
- b) Complete and submit a Student Application for Internship (Appendix B-2) to the AVED Internship Instructor
- c) Research and select three Organizations that will enhance personal career goals. To find a suitable Internship location, students are encouraged to use the Internship files maintained by the AVED Graduate Coordinator and consult with the AVED Internship Instructor and/or the AVED Graduate Coordinator.
- c) If interested in a site that has not been approved, provide the AVED Graduate Coordinator with company name, contact person, address, phone and e-mail address and request an Internship Site Approval Application (Appendix A-2) be sent to the site. This can take some time; therefore, if a student desires an Internship at a new (not yet approved) location, s/he should begin this process early. The Internship site approval WILL NOT be granted without the completed form. Once site approval is granted, the AVED Internship Instructor will obtain signatures on the Affiliation Agreement Form (Appendix A-3) and notify student and site of final approval.
- d) Upon notification of site approval, write a cover letter or letter of application for a potential Internship position and request an appointment with the Organizational Representative to discuss a possible Internship
- e) Meet with the appropriate person at the approved site and
 - discuss his/her goals and objectives for the Internship experience.
 - discuss the specific responsibilities of the Internship position and secure a tentative Internship schedule.
 - secure a written copy of the job description or responsibilities of the Internship and prepare an Intern Assignment Agreement (See details in Appendix B-3) or a position or project description for submission to the AVED Internship Instructor

- discuss and resolve with the Organization any liability insurance issues since responsibility for liability coverage during the Internship will be between the Intern and the Organization.
- provide the Organization with a copy of this Internship Manual (at least the pertinent pages).

f) Attend and participate in a meeting with the AVED Internship Instructor and/or Graduate Coordinator. At this meeting the student must:

- formally present a justification or rationale for the potential Internship experience to the AVED Internship Instructor. In this process it may helpful to identify the advantages and disadvantages of the potential site, in terms of how the site will assist you in meeting your Internship goals.
- submit Organization related information that will assist the committee in understanding the site and its possibilities for your professional growth including Intern Assignment Agreement (See instructions in Appendix B-3) or a job description of written description of duties or projects to be completed during the Internship.

2. Once the Internship has been approved by the AVED Internship Instructor and/or the AVED Graduate Coordinator, the student must:

- a) Enroll in the appropriate AVED graduate internship course (AVED 5200 for Masters or Doctoral students or AVED 6883 for Doctoral students. Students enrolling in extended Internship hours must obtain graduate committee approval.
- b) Notify or verify that the AVED Internship Instructor has notified the Organizational Representative of the approved site that the Internship has been approved and establish a final reporting date.
- c) Attend the Internship Orientation Seminar on the date specified by the AVED Internship Instructor (usually the first day of the Internship semester).

INTERN COURSE ASSIGNMENTS

Bearing in mind that the Internship is an academic course as well as practical job experience, there will be assignments due to both the Organization and the University throughout the Internship experience. Satisfactory progress on all assignments is required for successful completion of an Internship. Students are reminded that failure to turn in University assignments (or turning in unsatisfactory work) may result in a student Internship being terminated, the student receiving a failing (F) grade, or both.

Students are encouraged to establish a routine early that allows for timely completion of all materials. Late and incomplete assignments may result in termination of the Internship, failure of the course, or both. ALL assignments must be typed on a computer and presented in a professional manner. Students are responsible for keeping copies of all work and for meeting all deadlines as established by the University.

NOTE: Students are responsible for completing, submitting, and following-up on all assignments to ensure that they are received by the appropriate person at Oklahoma State University in a timely manner. Assignments may be mailed, emailed or faxed to the AVED Instructor. It is the student's responsibility to follow-up and follow-through on all assignments and their delivery to the appropriate person. All assignments are due by 5:00 p.m. on the date noted unless previous arrangements have been made for an alternative date/time.

In general, assignments will consist of the following:

PRE-INTERNSHIP PREPARATION

(see pages 13-14 of Internship Manual)

ASSIGNMENTS DUE DURING THE INTERNSHIP

Intern Weekly Reports of activities and accomplishments for the previous week must be submitted to the AVED Internship Instructor by 5 p.m. on Monday of each week. Appendix B-4 Intern Weekly Report forms can be submitted in lieu of a narrative report.

ASSIGNMENTS DUE UPON COMPLETION OF INTERNSHIP

(Due date: Date of Post-Internship Seminar)

a) Write a **Comprehensive Report** about the organization (Reference Appendix B-5). The Comprehensive Report is an extensive study of the organization; therefore, you should collect necessary information and begin writing at the beginning of the Internship

b) The **Final Report of Internship Experiences** during the Internship should be included in the Internship Notebook submitted to the AVED Internship Instructor. This report should be approximately two to three pages long and include a summary of your activities. Information and headings to be included in the report include:

- specific goals and objectives for the Internship;
- insights gained (learning experiences, new ideas, concepts);
- how coursework relates to the Internship experience;
- problems encountered (discuss challenges and/or areas of concern and how the situations were handled); and
- professional growth (relate learning experiences to your professional development both in and outside of the classroom).

c) Complete the **Student Evaluation of Internship Site** (Appendix B-6) form and write a narrative evaluation of the Internship experience. The following items should be included in the written evaluation:

- description of the contributions you made during your Internship (e.g., programs developed, materials written or designed, activities initiated, assistance with training, job analysis);
- general overview of the types of tasks you performed and the opportunities you had for consultation, administrative assistance, management and executive level activities including problem solving, programming, and/or team or leadership activity at the site;
- discussion of problems or difficulties encountered. Describe approaches you used to try to alleviate adverse or problematic situations;
- self-analysis in terms of professional and personal growth, development of competencies, surfacing of strengths and limitations, emerging attitudes and values, ability to develop interpersonal relationships, understanding of career objectives, feelings of increased or decreased confidence and assertiveness, satisfaction dissatisfaction with career choice, etc.; and

- recommendations and suggestions for improving the AVED program or curriculum, including field work experiences.

d) Write a **letter of appreciation** to your on-site Internship management personnel and Organizational Representative.

e) Develop an **Internship Notebook**. All written assignments due throughout the semester should be organized in the notebook, which will be submitted to the AVED Internship Instructor one week before the Post-Internship Seminar. The notebook should be professionally presented with tabs separating sections and arranged according to the following outline:

- Table of Contents;
- Intern Assignment Agreement or schedule of responsibilities;
- Copies of Weekly Reports
- Comprehensive Report of the Organization;
- Final Report of Internship experiences
- Student Evaluation of Internship Site (Appendix B-6) and narrative report.
- A copy of the letter of appreciation you sent to your Organization Representative;
- Outline and any visuals used in oral presentation at Post-Internship Seminar
- Appendices (may include forms, budget reports, minutes of meetings, charts, brochures, training manuals, special project, etc.). Each appendix should be appropriately labeled and identified in the notebook.

f) Completed **Final Evaluation of Intern Form** (Appendix A-5) at the completion of the Internship.

g) Attend the **Post-Internship Seminar** and present an oral report. The Post-Internship Seminar provides an opportunity for Interns to share their personal and professional learning experiences with University faculty as well as other students. The one day seminar is scheduled near the end of the Fall and Spring semesters and in early September for the Summer session. Students should develop a computer presentation or utilize other visual aids as a part of their presentations. The presentation should portray a visual conception of the report. Approximately 10 to 12 minutes will be allowed for each

Intern. Outline and visuals used in the presentation should be included in the Internship Notebook. The oral presentation should include:

- a brief overview of the Organization and its program(s);
- responsibilities and opportunities experienced while in the Internship;
- meaningful experiences, insights gained, and professional growth experienced due to the Internship; and
- how coursework assisted with the Internship.

INTERNSHIP EVALUATION PROCEDURES

Internship students will receive letter grades on all assignments and work performance. In order to receive a grade, students must achieve a B average (82%). A grade of Incomplete will only be given in extremely extenuating circumstances (e.g., major family emergency, personal health reasons).

The final grade will be determined by performance at the Internship site, written assignments, and the presentation of the oral report. All written assignments must be typed, grammatically correct, and reflect a professional level of competence. Furthermore, ALL assignments must be completed to receive a passing grade in this course. See previous sections for explanations of these assignments.

Grades will be based on the following scale:

• Intern Weekly Reports.....	10%
• Comprehensive Report of the Organization	10%
• Final Report of Internship Experience	15%
• Student Evaluation of Internship Site	10%
(including the narrative evaluation and thank you letter)	
• Internship Notebook	10%
• Post-Internship Seminar Oral Report	15%
• Organization Representative's Evaluation of Work Performance	30%

(Late assignments: Each late paper (up to one week late) will be penalized 10%. No points (0) will be given for any assignment more than one week late.)

REASSIGNMENT/WITHDRAWAL/TERMINATION

FROM INTERNSHIP

Once a student has enrolled in and begun an Internship experience, s/he has entered into a professional agreement with the University and the Organization (or Internship site). Thus, students will be reassigned, withdrawn, or terminated from Internship only under the most extreme circumstances.

Reassignment students may be reassigned to a new Internship only if circumstances exist which are beyond their control. Examples of such situations include: (1) the organization ceases to conduct business; or (2) the Organization Representative leaves the organization with no one to work with the Intern. If such a situation should arise, the student should immediately notify the AVED Internship Instructor of the circumstances and actions will be taken to secure a new Internship. All attempts will be made to assist the Intern in completing the Internship at a different site.

Withdrawal

The only conditions under which a student would be allowed to withdraw from an Internship are if: (1) a medical diagnosis recommends that s/he not continue in Internship; (2) the student withdraws from the University or (3) student is required for temporary duty by employer (TDY, military deployment or reassignment). If such a situation were to arise, students should first seek advice from the University AVED Internship Instructor or AVED Graduate Coordinator and then initiate the medical or university withdrawal process. A student will be eligible to reapply when medical approval has been provided to the Graduate Coordinator; or when s/he re-applies for admission to the University or when student is returned to permanent duty station of employer. A written notification of withdrawal from the Internship will be sent to the Organization Representative.

Termination

Termination of Internship is a serious matter and may be initiated by either the Organization, the University AVED Internship Instructor or AVED Graduate Coordinator. Students may be terminated from an Internship experience under the following conditions: (1) they are not meeting the expectations and/or standards of the Organization; or (2) they are not meeting the requirements, policies, and/or standards of the AVED Internship program or University (this includes unsatisfactory completion of academic assignments).

In most cases, prior to termination, a conference will be held between the student and University and Organization Representative where all attempts will be made to rectify the situation. If the situation cannot be corrected, students will be terminated and receive a Failing grade for the course. A student who has been terminated from Internship will have an opportunity to reapply no sooner than one semester from the semester of termination. To initiate re-application students will need to: (1) submit an application letter to the Graduate

Coordinator which addresses the steps taken to rectify the problems encountered and (2) in that letter indicate how new circumstances will lead to successful completion. In addition, a formal hearing with AVED faculty is required. After two (2) terminations, a student will not be eligible for Internship placement.

APPENDICES:

A. ORGANIZATION INTERNSHIP FORMS

- **A-1 Organization Site Approval Information**
- **A-2 Internship Site Approval Application**
- **A-3 Affiliation Agreement Form**
- **A-4 Internship Agreement**
- **A-5 Final Evaluation of Intern**

B. STUDENT INTERNSHIP FORMS

- **B-1 Intern Checklist**
- **B-2 Student Application for Internship**
- **B-3 Intern Assignment Agreement Information**
- **B-4 Intern Weekly Report**
- **B-5 Outline for Comprehensive Report**
- **B-6 Student Evaluation of Internship Site**

APPENDIX A

ORGANIZATION FORMS

APPENDIX A-1

ORGANIZATION SITE APPROVAL INFORMATION

Oklahoma State University

The OSU AVED Graduate Coordinator must approve all Organizations at which students are placed. The approval process includes gathering information about the organization, its programs, and potential on-site representatives, and the consideration of that information by the faculty. The process can take up to two weeks after submission of all required materials.

Thus, students who are interested in engaging in an Internship experience at a site that is not currently approved for use as an Internship site should gather agency related information early in their search. Students may either request that the AVED Graduate Coordinator or AVED Internship Instructor send a copy of the Internship Site Approval Application Form (A-2) to the potential Organization Representative, or students may do so themselves.

Please note that the Site Approval Application Form requests that supporting materials be sent along with the completed form. Some of the supporting items are required before an agency will be reviewed for inclusion in the OSU Internship Program. These items include:

- Resume' of potential organizational oversight personnel
- Agency/program information or brochure
- A tentative job description or list of responsibilities or projects for the Intern
- A tentative schedule for the Intern

Other items help the AVED faculty better understand the Organization and facilitate the decision-making process. If at all possible, include all requested information.

All information and supporting materials should be sent to:

AVED Graduate Coordinator
319 Willard Hall
Oklahoma State University
Stillwater, OK 74078

Once the Internship Site Approval Application has been reviewed and approved by the AVED Graduate Coordinator, the AVED Internship Instructor will initiate an Affiliation Agreement Form (Appendix A-4) and obtain required signatures. Once the Affiliation Agreement Form is on file with the AVED Graduate Coordinator, the AVED Internship Instructor will notify the Intern and the Organization that the site has been approved.

APPENDIX A-2

INTERNSHIP SITE APPROVAL APPLICATION
Oklahoma State University

Organization Name _____

Organization website address _____

Organization Physical Address _____

City _____ State _____ Zip _____

Organization Representative (Contact Person) _____ Title _____

Phone () _____ FAX () _____

E-mail _____

.....
SECTION I: ORGANIZATIONAL SETTING (check the one that BEST describes your organization)

- | | | | |
|-------------------------------------|--------------------------------|--|--|
| <input type="radio"/> airport | <input type="radio"/> military | <input type="radio"/> state government | <input type="radio"/> Federal Government |
| <input type="radio"/> manufacturing | <input type="radio"/> security | <input type="radio"/> Fixed Base Operation | <input type="radio"/> Other _____ |

.....
SECTION II: POPULATION SERVED (e.g. flying public, management, employees, etc.)

.....
SECTION III: ORGANIZATIONAL OPPORTUNITIES (check all that apply)

- | | |
|---|---|
| Organization accepts MASTERS LEVEL INTERNS*: | Organization Accepts DOCTORAL LEVEL STUDENTS |
| <input type="radio"/> Fall semester (mid Aug - mid Dec.) | <input type="radio"/> Fall semester (mid Aug - mid Dec.) |
| <input type="radio"/> Spring semester (mid Jan – mid May) | <input type="radio"/> Spring semester (mid Jan – mid May) |
| <input type="radio"/> Summer (mid May – mid August) | <input type="radio"/> Summer (mid May – mid August) |

.....
We offer the following TYPES of experiences (check all that apply):

- leadership research/evaluation administration budgeting
- recruitment training/teaching course development marketing
- public relations inspection consulting/project mgmt management
- attend staff meeting attend board meetings attend team meetings computer skills
- evaluation maintenance client assessment customer service
- Other _____

SECTION IV: ORGANIZATION REQUIREMENTS

We (the Organization) recognize that liability requirements are the responsibility of the student and/or the Organization site. We have addressed that with the student and have identified the following requirements which are the responsibility of the Student Intern (check all that apply)

- personal liability insurance medical/health insurance driver's license
- personal car
- current vaccinations (please list): _____
- certifications in (please list): _____

SECTION V: WORK HOURS (check all that apply)

The general work schedule of the intern is as follows:

SECTION VI: ORGANIZATION PERKS (check all that apply)

- Organization provides housing \$ _____ Cost to student, if any.
- Organization can assist in locating housing.
- Organization provides stipend. Indicate amount. \$ _____ per _____
- Organization may provide hourly pay for work over and above hours for fieldwork or internship.
- Organization provides travel reimbursement for organizational work.

OSU students who are interested in an Internship with your Organization will submit a letter of application and resume' for your review. Are there additional items desired by your Organization such as employment application forms?
 (circle) NO YES

If yes, please specify types of materials desired:

Along with this form, please send supporting materials to be included in our file at OSU. Please check the materials that accompany this form. [* = required items]

- Tentative work schedule* Tentative job description Employee Manual
- Other _____

Return to: AVED Graduate Coordinator, 319 Willard Hall, Oklahoma State University, Stillwater, OK 74079

INTERNSHIP AGREEMENT

**Oklahoma State University
Aviation Education**

** Note: A specific description of assigned work and responsibilities, as well as a tentative schedule agreed upon by both the Organization and Intern, must be attached for this agreement to be approved.

Organization Representative _____ Date _____

Organization _____

Address _____

City/State/Zip _____

Phone _____ FAX _____ E-Mail _____

Intern's name _____

Address during Internship _____

City/State/Zip _____

Phone _____ E-mail _____

The above named organization agrees to provide an Internship program for a minimum of 16 working hours per semester for each credit hour in which the intern is enrolled. During the summer or interim periods, Internships may be more concentrated. During this placement the Intern will have the following schedule:

Start date: _____ Finish date: _____

Days of week to be worked (circle all that apply) : M T W Th F Sa Su

Hours of days worked _____

Agreement between the Organization, OSU, and Intern:

1. The Organization, OSU and Intern agree to adhere to all guidelines and policies outlined in the Internship Manual.
2. The Organization agrees to provide a quality learning experience to include application of professional competencies.
3. The Organization agrees to cooperate with the AVED Graduate Coordinator and AVED Internship Instructor in evaluation of the Intern.
4. The Intern agrees to complete all University assignments as described in the Internship Manual as well as responsibilities designated by the organization.
5. The Organization agrees to work with the student to arrange for any necessary liability coverage.

Signatures	
Student _____	Date _____
Organization Representative _____	Date _____
University Advisor _____	Date _____

AFFILIATION AGREEMENT FORM

**Oklahoma State University Aviation Education
& _____ Organization**

Agreement is hereby made between Oklahoma State University, acting for and on behalf of its School of Educational Studies, hereinafter referred to as the University, and the _____ organization, hereinafter referred to as the Organization as follows:

I. This Agreement shall become effective immediately upon execution by the parties and will continue in full force and effect until terminated as hereinafter provided. This agreement may be modified in writing by authorized representatives of the parties at any time upon the written request of either party and with the written consent of the other party. This Agreement may be terminated at any time by mutual consent of the parties or it may be terminated by either party upon six (6) months written notice to the other party as provided in Paragraph III of this Agreement.

The parties hereto recognize that, in the performance of this contract, the greatest benefits will be derived by promoting the interests of both parties. Each party, does, therefore, enter into this contract with the intention of cooperating with the other in carrying out the terms of this Agreement. In addition, each party agrees to interpret its provisions insofar as it may legally do so, in such a manner as will best promote the interests of both and render the highest level of service to all parties. All notices to parties herein under must be in writing, signed by the party giving it, and shall be served either personally or by mail addressed as follows:

TO: Aviation Education Graduate Coordinator
319 Willard Hall
Oklahoma State University
Stillwater, Oklahoma 74078

TO: _____ (Organization Representative Name & Title)
_____ (Organization Name)
_____ (Address)
_____ (City, State, Zip)

II. This Agreement is to be evaluated and reviewed annually by both parties, and revisions will be made as they are deemed necessary. Furthermore, this Agreement shall automatically be renewed each year, for an additional year, unless either party requests a change or termination of the Agreement.

III. Program Responsibilities

A. Joint Responsibilities

1. Both parties to this Agreement will cooperate in providing the Intern a proper learning opportunity and in maintaining the highest quality of professionalism.
2. It is mutually agreed that those Interns permitted to utilize the organizational facilities under this agreement shall be mutually agreed to by both parties.

B. Responsibilities of the University

1. The University will provide adequate professional planning and oversight of the Intern and coordination of the program with the Organization..
2. Instructors and Interns of the University will abide by policies of the organization while using its facilities.
3. The University will require the Interns to be professionally attired.
4. The University will require the Interns to protect the confidentiality of the Organization's records. No information which would directly or indirectly identify a client of the Organization may be disclosed by the Interns or faculty involved in this affiliation agreement without prior approval by the Organization.
5. The University will be responsible for administrative functions related to the Intern's experience such as academic records and proficiency.
7. The University faculty will evaluate and counsel Interns with regard to performance.
8. The faculty and Interns will meet any work standards required by the Organization.
9. The University agrees that the Interns and University personnel will be subject to all rules and regulations insofar as may pertain to their activities at the Organization.

C. Responsibilities of the Organization:

1. The Organization agrees to assist the program by utilizing eligible Interns for placement on a part-time basis and by providing evaluation(s) of the Intern through its organizational representative.
2. The Organization will orient the University faculty and Intern to organizational facilities, policies, and applicable rules and regulations.
3. The Organization will inform its professional staff of its participation in the Internship program of the University.
4. The Organization will supply opportunities for educational experience designed to supplement theory given by the University.
5. The Organization will provide varied opportunities for application of learning and will include participation in organizational meetings, special projects, problem-solving experiences, consultation, and other professional activities as deemed appropriate.
6. The Organization will ensure that Interns, under this agreement, are not placed in a position of escorting clients from the Organization grounds without an agent of the Organization accompanying the trip/outing.
7. The Organization reserves the right, in its absolute discretion, to refuse its facilities and services to any Intern or University personnel who does not meet the professional or other requirements of the Organization or any appropriate authority controlling and directing said Organization. Notwithstanding any other provisions of this Agreement, it is understood and agreed that the Representative of the Organization shall have the right to be advised of the actual activities of the University/Interns and personnel as they participate in the program provided for under this Agreement and to prohibit such activities when in his/her opinion such activities would not be in the best interest of the Organization.

IV. This instrument constitutes the entire Agreement of the parties hereto at such time as the University and the Organization desire to enter into additional Internship programs, this basic agreement may be used, and the specific program requirements may be outlined in addenda paragraphs.

The Organization will not be financially responsible for any service performed by the University Intern or personnel in connection with the program contemplated by this agreement. Under no circumstances is any University Intern or personnel to be considered an agent or employee of the Organization but rather will be considered to be on the Organization's premises for the purpose of experiencing and applying learned professional competencies.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this _____ day of _____ (month), _____ (year).

OKLAHOMA STATE UNIVERSITY

ORGANIZATION

By _____

By _____

Head, School of Educational Studies

By _____

By _____

AVED Graduate Coordinator/Advisor



APPENDIX A-5
FINAL EVALUATION OF INTERN

Please complete and submit to:

AVED Graduate Coordinator • 319 Willard Hall • Oklahoma State University
 Stillwater, OK 74078, E-Mail: Mary.Kutz@okstate.edu

INSTRUCTIONS

- 1) Intern completes the fill-in-the-blank sections of Sections I and II. Type or print legibly.
- 2) Organizational Representative completes the evaluation component of Sections II and III by:
 - a) indicating the Intern's level of performance and
 - b) share a written copy of this evaluation with the Intern (to be included in the Internship Notebook)

SECTION I Date _____

Intern's name _____

Internship site _____

Intern Organizational Representative _____

Address _____

City/State/Zip _____

Phone _____ FAX _____

SECTION II Please indicate the level of progress made toward each of the intern's objectives.

	Partially Met	Not Met
Objective: _____		
Objective: _____		
Objective: _____		
Objective: _____		
Objective: _____		

SECTION III Please circle the number that corresponds with your assessment of the Intern and make suggestions for growth in each of the following areas.

	Poor			Good		Excellent
	1	2	3	4	5	6 7
1. Personal leadership						

[mental alertness, sense of humor, self control, vitality, poise, confidence, initiative and drive]

2. Personal appearance & demeanor (exhibits good taste and neatness, no distracting mannerisms)	1	2	3	4	5	6	7
3. Cooperation (able to accept criticism and suggestions, upholds policies, Works well with other staff)	1	2	3	4	5	6	7
4. Professional attitude (strives for self-improvement, is enthusiastic, advocates for the field, excellent role model)	1	2	3	4	5	6	7
5. General knowledge (has good understanding of the field, the community, and the population being served)	1	2	3	4	5	6	7
6. Organization (plans well, good time management, understand logistics, detail-oriented)	1	2	3	4	5	6	7
7. Group/organizational leadership (works well with groups/organizations, ability to gain and hold attention, engenders respect from others)	1	2	3	4	5	6	7
8. Collegial relationships (is a team player, has helpful attitude, is tactful, assists others when needed, fulfills obligations)	1	2	3	4	5	6	7
9. Communication skills (articulate, good voice quality, has good verbal skills, writes clearly and concisely, tactful, assertive)	1	2	3	4	5	6	7
10. Programming skills (understands population needs, program budgeting, staffing and equipment needs, marketing, evaluation)	1	2	3	4	5	6	7
11. Administrative skills (understands role of maintenance, personnel issues,	1	2	3	4	5	6	7

carries out policies and procedures, maintains records)

12. Conflict resolution 1 2 3 4 5 6 7
(displays ability to tolerate conflict, able to resolve conflicts,
able to resolve conflicts, able to control emotions)

13. Miscellaneous job related skills 1 2 3 4 5 6 7
(displays creativity, has good judgment, able to see the big
Picture, flexible, mature)

14. Additional comments about intern strengths and/or areas in which improvement is needed.

SIGNATURES

Organizational Representative _____ Date _____

Intern _____ Date _____

University Advisor _____ Date _____

APPENDIX B

STUDENT INTERNSHIP FORMS

ATTACH B-1

INTERN CHECKLIST

Students are responsible for all the information found in this manual and are encouraged to revisit the material often. This page may be used to keep track of progress in preparing for and completing the Internship experience. Initial each item as you complete it.

Pre-Internship

- _____ 1. I have and understand the contents of the Internship Manual.
- _____ 2. I have registered for AVED 5000 (Masters or Doctoral students) or AVED 6883 (Doctoral students) and am in the appropriate section. I have registered for AVED 5910 only after approval of my committee and my Instructor.
- _____ 3. I have completed a Plan of Study and a tentative academic degree check with my AVED academic advisor.
- _____ 4. I have met with my AVED faculty advisor for advice and general information.
- _____ 5. I will complete the appropriate number of work hours for the Internship during the semester of enrollment (16 working hours for every credit hour over a 16 week period).
- _____ 6. I have made multiple copies of the assignment pages (evaluations, checklist, etc.) for use in Internship, or have them on my computer.
- _____ 7. I understand that all late work will be penalized 10% if late less than one week. I will receive no credit for assignments turned in after one week.
- _____ 8. I understand that ALL assignments must be typed, completed, and submitted to the AVED Internship Instructor in order to pass this course. It is my responsibility to be aware of all due dates and requirements.
- _____ 9. I understand that all assignments must be completed in a satisfactory manner (grade of 'B' or better) in order to pass this course. Failure to complete assignments as required could result in my Internship being terminated and I could receive a failing grade (F) in Internship.
- _____ 10. I have turned in all required materials for site approval for all potential internship sites I am considering, and which are not yet approved. I will have the site approval process completed prior to requesting my Internship assignment.
- _____ 11. I have completed and submitted a Student Application for Internship (Appendix B-2).
- _____ 12. I have completed and submitted an Internship Agreement and made all arrangements for liability coverage with the organization. (Appendix A-4)
- _____ 13. I have completed and turned in my Internship Assignment Agreement Information Form (Appendix B-3)

During the Internship:

- _____ 14. I have completed and submitted Intern Weekly Reports (Appendix B-4) to the AVED Internship Instructor

Post Internship: (All documents/copies to be included in Internship Notebook)

- _____ 15. I have completed and submitted a Final Report of Internship Experiences.
- _____ 16. I have written a Comprehensive Report of Internship Site (See Outline Appendix B-5).
- _____ 17. I have turned in to my on-site Organization Representative the Final Evaluation of Intern form (Appendix A-5) and followed up to ensure it has been submitted to the AVED Internship Instructor and discussed with me.
- _____ 19. I have completed and submitted the Student Evaluation of the Internship Site (Appendix B-6) along with the written narrative evaluation .
- _____ 20. I have completed and turned in a letter of appreciation to my field-based internship representative.
- _____ 21. I have completed and turned in my Internship Notebook.
- _____ 22. I have researched and am prepared for my oral report.

APPENDIX B-2
STUDENT APPLICATION FOR INTERNSHIP

Directions: Please complete this form and meet with your Academic Advisor for verification of grades prior to meeting with the AVED Internship Instructor.

SECTION I: STUDENT PROFILE

DATE: _____

Name _____ Student ID# _____

Address (during Internship) _____

City/State/Zip _____ Phone () _____

Permanent address _____

City/State/Zip _____ Phone () _____

E-mail address _____

Emphasis (circle one):

- | | | |
|------------|-----------|-----------------------|
| Aviation | Space | Management/Leadership |
| Government | Education | Other _____ |

Expected date of graduation (semester and year): _____

Professional membership(s): _____

Current certifications _____

Plans after graduation: _____

SECTION II: INTEREST AREAS. With an X, mark the aviation settings in which you are interested for your internship.

- | | | | |
|----------------------------------|---------------------|------------------|-----------------------|
| _____ Airports | _____ Airline | _____ Military | _____ Fed Government |
| _____ State Government | _____ Manufacturing | _____ Education | _____ City Government |
| _____ Space Program | _____ Community | _____ Non-Profit | _____ Corporate |
| _____ Enforcement/law/regulatory | | | |

Identify three sites for which you would like to be considered for a possible internship placement:

- 1)
- 2)
- 3)

SECTION III: MAJOR COURSE WORK AND GRADES

GPA AND EXPERIENCE HOURS: Academic advisor: Please verify and sign.

Cumulative GPA AVED courses: _____ OSU Cumulative GPA: _____

Academic advisor's signature and date: _____

Signature and date: _____

For use by OSU Graduate Advisor/Internship Instructor only

Approved _____ Date _____ Initials _____

Not approved _____ Date _____ Initials _____

Comments:

APPENDIX B-3

INTERN ASSIGNMENT AGREEMENT INFORMATION

Work Assignment

Prior to beginning work on an assignment, the Intern should provide a description of the work assignment or project to the AVED Internship Instructor for review. Assignments or activities should be meaningful and require competencies of the level of the Intern's degree. The assignment proposal should include:

- title of the assignment or project
- goals and objectives of the project
- facilities and equipment required
- tentative timetable for completion
- description of the project
- evaluation plan including an evaluation form
- individuals involved
- tentative budget
- a description of the anticipated impact on the organization and constituents

Examples of meaningful assignments are provided below.

SAMPLE GRADUATE INTERNSHIP ASSIGNMENTS/PROJECTS

- Create a series of public relations brochures, slide presentations, or other materials. This could be viewed as a PR Kit. These PR materials should be thorough, professional in appearance, and include graphics, templates, and instructions on how to modify them for the future.
- Develop and administer an Organization-wide needs assessment or organizational evaluation. The instrument, data, analysis, charts, tables, interpretation, and final report (including visual elements for an oral presentation) should be included.
- Plan, organize, and implement a fund-raising event. This event must be well beyond daily expectations of events planned in the course of the internship. To count as a special project this event must have an agency-wide impact, involve multiple partners, include a thorough evaluation (by participants, planners, supervisors), and a guidebook about how to put on such an event in the future.
- Design an airport or other facility. Included in such a project would be data (census, community resources, budget, financial resources, etc.), maps or graphic representations of the area, a three-dimensional rendering of the area, written materials that discuss the goals of the project, and suggestions as to how to make it a reality.
- Write a manual for staff or other organizational personnel. This manual must be comprehensive, thorough, and detailed. It should include programmatic, operational, and risk management components. Forms, processes, and organizational systems should be included as well.
- Develop a videotape/DVD for the internship site. A story-board, script, and guidelines for 'how to use the DVD' should be included with this project.
- Conduct a feasibility, accessibility, or risk management study of the organization. Thorough, accurate, and detailed are descriptors for this type of study. As with a needs assessment, the instrument, data, analysis, charts, tables, interpretation, and final report should be included.
- Plan, conduct, and evaluate a special event. This event must be well beyond daily expectations of events planned in the course of the internship. To count as a special project this event could have a broad organizational or community impact, involve sponsors, include a thorough evaluation (by participants, planners, supervisors), and a program plan or guidebook about how to put on such an event in the future.
- Write a major grant proposal to a major funder, and submit it for consideration. This project would entail including the full grant proposal—background, history, goals and objectives, staffing, the program, evaluation plan, timeline, and budget. It should relate directly to the needs of the internship agency/organization.

- Conduct an organizational program evaluation, e.g., a training program evaluation to include such elements as needs assessment, characteristics of learners, job task analysis, performance objectives and measurements, specifying instructional strategies, designing instructional materials, and evaluating instruction.
- Additional ideas you develop in conjunction with your AVED Internship Instructor and/or organizational representative.

(PLEASE REMEMBER: All assignments must be approved prior to beginning work!)

APPENDIX B-4
INTERN WEEKLY REPORT

Directions: Make several copies of this form for use during your field experience. This form is to serve as a daily log of activities to be submitted as a weekly report to the AVED Internship Instructor .

Intern Name _____

Fieldwork Site _____

Percent of time spent:

_____ Observing

_____ Planning

_____ Meeting

_____ Leading

_____ Supervising

_____ Other

100% TOTAL

Include a copy of this form in the Internship Notebook.



Day/date: _____

Description of duties:

Information supported/disagreed with courses in this way:



Day/date: _____

Description of duties:

Information supported/disagreed with courses in this way:

Day/date: _____

Description of duties:

Information supported/disagreed with courses in this way:

Day/date: _____

Description of duties:

Information supported/disagreed with courses in this way:

Day/date: _____

Description of duties:

Information supported/disagreed with courses in this way:

Day/date: _____

Description of duties:

Information supported/disagreed with courses in this way:

APPENDIX B-5

OUTLINE FOR COMPREHENSIVE REPORT

This Comprehensive Report is designed to help you understand the complexity and extent of the Organization at which you are working. Thus, you are encouraged to begin this report early and gather information and material throughout your internship experience.

The following outline will help you to identify and organize the gathered materials. Please be sure to include:

I. General Information

- A. Brief history of the Organization
- B. Beginnings of the Organization
 - 1. Vision, mission, and philosophical statements
 - 2. Creation of the Organization
 - 3. State law(s) governing the Organization
 - 4. Local ordinances or similar legal references to operational patterns
 - 5. Liability
 - a. Insurance
 - b. Risk management plan

II. General Administration

- A. Organization of the board or governing authority
 - 1. Statement of Board organization: Organization objectives, Board policies and operational procedures
 - a. Organizational chart
 - b. Relationships with other organizations, departments and organizations
 - 2. Planning and conducting a board meeting
 - a. Agendas
 - b. Minutes
 - 3. Board/Superintendent (Organization/director) Relations
 - a. Operational procedures; methods of handling issues that concern the Board and the aviation professional
- B. Internal organization
 - 1. Line/staff relationships
 - 2. Personnel operations and policies
 - a. Job analysis and assignment of duties
 - b. Recruiting, hiring, and firing of employees; evaluation; salaries; absence policies
 - c. Morale and discipline
 - 3. Use of volunteers (selection, training, assigning)
 - 4. Job orientation and training
 - 5. Office procedures; records and reports; filing systems
- C. Finances
 - 1. Reasons for careful control of finances
 - 2. Tax structure and variations; local levy; procedures for obtaining funds
 - 3. Policies and procedures for handling various funds
 - a. Receipts, expenditures, and similar procedures for accounting for funds
 - b. Detailed procedures: vouchers, purchase orders; approval process; bids; etc.
 - 4. Budget
 - a. Steps in planning and preparing the organizational budget
 - b. Budget forms and procedures
 - c. Budget operation
 - 5. Special finance issues
 - a. Fees and charges
 - b. Rentals
 - c. Special funds (e.g., grants)
 - 6. Record keeping

III. Public Relations

- A. Objectives of the Organization public relations program
- B. Responsibility for public relations
 - 1. Administrators; supervisors; leaders; volunteers; participants
 - 2. Handling correspondence
- C. Budget for public relations
- D. Public relations media; use of newspapers, radio, television, telling people about the programs and services; visual aids (use of logos, slides, movies, etc.)
- E. Publications
 - 1. Annual reports, newsletters, bulletins, special publications
 - 2. Direct mail, use of the Internet, program books
- F. How to develop public relations
 - 1. Creative public relations projects
 - 2. New horizons in reaching people
 - 3. Human relations: how to deal with people effectively (examples) do's and don'ts in Human relations in the office and in the community
- G. Handling complaints
 - 1. Process, policies, and procedures
 - 2. Authority to implement policy

IV. Program Planning

- A. What approach to programming is used?
- B. Use of needs assessments
- C. Target populations
- D. How much of the budget goes for programming?
- E. Staff selection and assignment
- F. Schedules (daily, weekly, monthly, master schedule)
- G. Time table in program planning
 - 1. Steps in program planning
 - 2. Principles and procedures, factors affecting program planning
 - 3. Evaluation plan

V. Program Operation

- A. Objectives of the program
- B. Supervision of the program
- C. Coordination of staff efforts
- D. Year-round program operation
- E. Program evaluation
 - 1. Measuring effectiveness of the program
 - 2. Measuring program quality
 - 3. Use of formative, summative, product, and process evaluation
 - 4. Tools and techniques utilized
- F. Leadership methods
 - 1. Addressing diversity in staff, program, and target populations
 - 2. Qualities of a good leader
 - 3. Originality; creativeness; adaptability
 - 4. Issues in leadership; how to develop group control; disciplinary problems
- G. Services

VI. Areas, Facilities, and Maintenance

A. General standards for grounds, facilities, and equipment

B. Evaluation of facilities

1. Types and functions of various facilities

2. Design and layout

3. Functional operation; analysis of general and detailed needs for operation of various facilities

4. Accessibility

5. Risk management

C. Maintenance

1. How maintenance is accomplished

2. Cost of maintenance

3. Scheduling selection, repair, and upkeep of supplies and equipment

4. Risk management

APPENDIX B-6

Student Evaluation of Internship Site

(Please TYPE all responses)

Date _____

Organization _____

Address _____

Student _____

Instructions: Please rate the strengths and weaknesses of the site in terms of meeting your needs as an Internship student. Use the following scale:

1 - poor • 2 - fair • 3 - adequate • 4 - more than adequate • 5 - excellent

_____ Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs and projects.

_____ Provided relevant experiences in administration, consultation, programming, and leadership.

_____ Cooperation of organizational staff to provide professional growth experiences through training programs, seminars, and similar activities.

_____ Provided assistance in helping you meet your personal and professional goals and objectives.

_____ Availability of resources essential to the preparation of professionals (library, equipment, supplies, etc.)

_____ Employment of qualified, professional staff with demonstrated capability to provide competent oversight.

_____ Adequate scheduling of conferences with you and ongoing evaluation of your performance.

_____ Opportunities to relate classroom theory to practical situations.

_____ Willingness to listen to suggestions or recommendations you offered and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.

_____ Overall rating of Internship site. **[NOTE: Be sure to attach your written narrative evaluation of the Organization.]**

Strengths/advantages of the site:

Drawbacks/disadvantages of the site: