

**M.A. in Aging Studies
Internship Packet**

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Graduate Internship Overview

The purpose of the M.A. in Aging studies internship is to provide an opportunity for graduate students to integrate knowledge and theory into practice while participating in the activities of a specific agency, organization, or institution. The experience is also intended to provide employment options in the field of aging/gerontology.

The job description and specific work activities for individual students will be determined by the mission and purpose of the cooperating agency and the student's goals, competencies and needs. The student should work with a site supervisor to identify specific internship objectives, plan of activities, timeline, and how outcomes will be disseminated for the internship experience. It is anticipated that the internship site supervisor will provide the student with opportunities. In order to receive academic credit, the student must complete three semester credits that equals 150 clock hours, weekly activity logs, an internship project, a mid-term self-evaluation and a final self-evaluation. Students may or may not receive final compensation for this internship experience; the employer will determine this. The field experience may not be a continuation of a previously held responsibility at an existing place of employment.

Note that while an intern may register for more than three semester hours of credit, only three semester hours will be counted towards the M.A. in Aging Studies graduation requirement.

The cooperating agency internship supervisor must have expertise in the field of aging studies/gerontology. Various academic credentials and/or work experience can qualify an individual to supervise a M.A. in Aging Studies intern. The site supervisor must possess significant expertise in the field of aging studies/gerontology as evidence by a Master's degree in aging studies/gerontology or related discipline and/or significant work experience in the field of aging. Also, the site supervisor must be primarily involved in gerontological activities at the cooperating agency.

Graduate Intern Responsibilities

1. Obtain the Student Internship Information Packet and Site Supervisor's Information Packet prior to the term in which you plan to register for the internship.
2. Consult with the M.A. in Aging Studies Graduate Coordinator and discuss possible field experience sites.
3. Complete the Graduate Internship Application Form and obtain approval to register for field experience from the M.A. in Aging studies Graduate Coordinator by midterm of the semester prior to your internship.
4. Select an internship that will provide new learning in the field of aging studies/gerontology.
5. Prepare a letter of application and resume to present to the prospective site director at the agency, organization, or institution.
6. Make an appointment to interview with the potential site director at the agency, organization, or institution.
7. Interview the potential site director discussing:
 - Internship objectives
 - Possible learning experiences
 - Your work schedule and hours
 - Your responsibilities
 - The evaluation process
 - The requirements of the internship (e.g. midterm and final evaluations, weekly logs, final project).
8. Submit the completed Graduate Internship Agreement Form with appropriate signatures to the M.A. in Aging Studies Graduate Coordinator and site supervisor to discuss internship project ideas.
9. Consult with M.A. in Aging Studies Graduate Coordinator and site supervisor to discuss internship project ideas.
10. Participation for a minimum of 50 clock hours for each one semester hour of credit. In other words, a 3-credit internship would equal a minimum of 150 clock hours of internship work.
11. Assume responsibility for housing, transportation, and living expenses incurred during the internship.
12. Maintain the work schedule and complete the project as agreed upon by you the site supervisor, and the faculty internship supervisor.
13. Maintain contact with the faculty internship supervisor during the internship.
14. Complete all written assignments, including weekly log of activities, self-evaluations, projects, and other responsibilities as necessary.
15. Completed weekly logs must be submitted to the faculty internship supervisor on a weekly basis during internship.
16. In the event of illness, notify both the employer and the faculty internship supervisor.
17. Write a letter of appreciation to the site supervisor at the end of the internship.

M.A. in Aging Studies Graduate Coordinator's Responsibilities

1. Consult with the student to identify potential internship sites.
2. Secure signatures on the student's Graduate Internship Application Form and send to the Faculty Internship Supervisor (if different from the Graduate Coordinator) and HSCL Chair.
3. Discuss internship requirements with the student and make referral to the Faculty Internship Supervisor (if different from the Graduate Coordinator).
4. Secure signatures on the student's Graduate Internship Agreement Form after placement has been obtained and refer to Faculty Internship Supervisor (if different from the Graduate Coordinator).

Cooperating Employer Responsibilities

1. Provide for a conference with or interview the prospective intern.
2. Offer the intern placement verbally or in writing if participation by the business, agency, or institution desired.
3. Assign one middle management or above employee as the intern's site supervisor who will direct the work experience of the intern for the duration of the internship.
4. Provide the physical facility and space for the intern.
5. Reimburse the intern at the agreed upon stipend, if applicable.

Site Supervisor Responsibilities

(Site Supervisor may be the employer or an individual designated by the employer.)

1. In coordination with the intern, develop specific work objectives and a specific job description.
2. Organize and supervise the entire work activities of the intern.
3. Plan and supervise specific work activities of the intern in keeping with the stated job description on the Graduate Internship Agreement Form and work objectives developed with the intern.
4. Provide specific job skills training along with appropriate emotional, mental, and physical support of the student.
5. Discuss possible internship project options with the student.
6. Facilitate interpersonal relationships between the intern and other employees if necessary.
7. Treat the intern as any regular employee whether the intern is paid or volunteer.
8. Insure the internship is not exploited on the job.
9. Complete and return to the faculty internship supervisor both the mid-term and final evaluation forms concerning the intern's performance.
10. Conduct a conference with the intern after the Final Evaluation to provide feedback for the intern regarding the internship experience.

HSL 5985 Aging Studies Internship
M.A. in Aging Studies
Eastern Illinois University

Graduate Internship Application Form

1. This is a request permission to be registered in HSL 5985 Aging Studies Internship for the semester as indicated below:

Semester _____ Year _____ Credit Hours _____

2. Name of the Student _____

3. E Number _____

4. Address (during internship)

5. Have you secured an internship site location?

Yes _____ No _____

6. Name/City & State of Internship site

7. Do you have a valid driver's license and will you have access to a car during your internship?

Yes _____ No _____

Signatures:

Student

Date

Aging Studies Graduate Coordinator

Date

Faculty Internship Supervisor
(if different from Graduate Coordinator)

Date

Project Outline Form

(Submit to Faculty Internship Supervisor prior to completion of 35 clock hours)

I. Project Title

II. Objectives/Purposes

III. Action Plan

IV. Plan to Disseminate Outcomes of Project

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Mid-Term Self Evaluation
(To be completed by the intern)

Name of Intern

Name of Site Supervisor

Signature of Intern

Name of Internship Site

Date

Address/City/State/Zip Code of Internship Site

Instructions:

This evaluation is to be conducted immediately after completing one-half of the total number of hours required. The completed form is to be sent to the faculty internship supervisor.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Knowledgeable of subject matter and applies knowledge to professional practice							
Effective in verbal communication							
Effective in written communication							
Interacts with others effectively and appropriately							
Works well with co-workers and clients (e.g., respect, patience, courtesy, tact)							
Displays a positive attitude							
Effective time management skills							
Displays ethical behaviors and practices							
Displays practical judgment and common sense							

Mid-Term Self Evaluation

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Displays sound decision-making							
Brings an adequate amount of education/training to internship							
Accepts and follows directions							
Self-motivated/follows through with tasks on own initiative							
Displays problem-solving skills							
Demonstrates flexibility and readily adapts to new situations/responsibilities							

Professionalism	4	3	2	1	0	NA	Comments
Projects a professional image							
Reports to/departs from internship site on time							
Maintains a satisfactory attendance report							Days absent Days present
Accepts and implements constructive criticism							
Adapts to physical demands of the job							
Exhibits dedication to profession							
Overall Evaluation							

Suggest professional development activities which the intern might undertake to strengthen performance:

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Eastern Illinois University

Final Self Evaluation
(To be completed by the intern)

Name of Intern

Name of Site Supervisor

Signature of Intern

Name of Business/Agency/Institution

Date

Address

Instruction:

This evaluation is to be conducted at the conclusion of the total number of hours required. The completed form is to be sent to the faculty internship supervisor.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Knowledgeable of subject matter and applies knowledge to professional practice							
Effective in verbal communication							
Effective in written communication							
Interacts with others effectively and appropriately							
Works well with co-workers and clients (e.g., respect, patience, courtesy, tact)							
Displays a positive attitude							
Effective time management skills							
Displays ethical behaviors and practices							
Displays practical judgment and common sense							

Final Self Evaluation

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Displays sound decision-making							
Brings an adequate amount of education/training to internship							
Accepts and follows directions							
Self-motivated/follows through with tasks on own initiative							
Displays problem-solving skills							
Demonstrates flexibility and readily adapts to new situations/responsibilities							

Professionalism	4	3	2	1	0	NA	Comments
Projects a professional image							
Reports to/departs from internship site on time							
Maintains a satisfactory attendance report							Days absent Days present
Accepts and implements constructive criticism							
Adapts to physical demands of the job							
Exhibits dedication to profession							
Overall Evaluation							

Suggest professional development activities which the intern might undertake to strengthen performance:

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Final Self Evaluation
(To be completed by the intern)

Name _____ Date _____

Briefly describe the learning experiences during the internship.

Briefly discuss the impact the internship has had on your career direction.

What additional guidance and/or mentoring could the employer and/or site supervisor offer to the internship experience?

Other comments:

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Mid-Term Evaluation of Intern
(To be completed by site supervisor)

Name of Intern

Name of Site Supervisor

Signature of Intern

Name of Business/Agency/Institution

Date

Address

Instruction:

This evaluation is to be conducted immediately after completing one-half of the total number of hours required. The completed form is to be sent to the faculty internship supervisor via email or mail. Intern will supply contact information, if needed. Agency or business employer evaluation forms may be used instead.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Knowledgeable of subject matter and applies knowledge to professional practice							
Effective in verbal communication							
Effective in written communication							
Interacts with others effectively and appropriately							
Works well with co-workers and clients (e.g., respect, patience, courtesy, tact)							
Displays a positive attitude							
Effective time management skills							
Displays ethical behaviors and practices							
Displays practical judgment and common sense							

Mid-Term Evaluation of Intern

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Displays sound decision-making							
Brings an adequate amount of education/training to internship							
Accepts and follows directions							
Self-motivated/follows through with tasks on own initiative							
Displays problem-solving skills							
Demonstrates flexibility and readily adapts to new situations/responsibilities							

Professionalism	4	3	2	1	0	NA	Comments
Projects a professional image							
Reports to/departs from internship site on time							
Maintains a satisfactory attendance report							Days absent Days present
Accepts and implements constructive criticism							
Adapts to physical demands of the job							
Exhibits dedication to profession							
Overall Evaluation							

Suggest professional development activities which the intern might undertake to strengthen performance:

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Final Evaluation of Intern
(To be completed by the site supervisor)

Name of Intern

Name of Site Supervisor

Signature of Intern

Name of Business/Agency/Institution

Date

Address

Instruction:

This evaluation is to be conducted immediately after completing one-half of the total number of hours required. The completed form is to be sent to the faculty internship supervisor via email or mail. Intern will supply contact information, if needed.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Knowledgeable of subject matter and applies knowledge to professional practice							
Effective in verbal communication							
Effective in written communication							
Interacts with others effectively and appropriately							
Works well with co-workers and clients (e.g., respect, patience, courtesy, tact)							
Displays a positive attitude							
Effective time management skills							
Displays ethical behaviors and practices							
Displays practical judgment and common sense							

Final Evaluation of Intern

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not applicable

Performance	4	3	2	1	0	NA	Comments
Displays sound decision-making							
Brings an adequate amount of education/training to internship							
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Professionalism	4	3	2	1	0	NA	Comments
Projects a professional image							
Reports to/departs from internship site on time							
Maintains a satisfactory attendance report							Days absent Days present
Accepts and implements constructive criticism							
Adapts to physical demands of the job							
Exhibits dedication to profession							
Overall Evaluation							

Suggest professional development activities which the intern might undertake to strengthen performance:

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Final Evaluation of Intern
(To be completed by the site supervisor)

Intern's Name _____ Date _____

Describe growth and learning that you have observed in the intern during the internship.

Suggest academic courses and/or professional development activities that the intern might pursue to better prepare for career success.

Describe the type of position(s) for which you feel the intern might be best prepared.

State the reasons the intern would or would not be suited for a position with your employment site.

Other comments:

Site Supervisor Signature

Date

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Release for Placement File

You may wish to include copies of your internship site supervisor's mid-term and/or final evaluations in your placement file. The evaluation will be available from the University faculty internship supervisor for the following semester. To include the evaluation form(s) in your placement file, complete the release forms below and return them to the faculty internship supervisor. Copies will be sent by M.A. in Aging studies personnel to the Placement Center at the time you indicate your file will be established.

I am requesting that M.A. in Aging Studies/Department of Human Services and Community Leadership send copies of the evaluation(s) completed by my internship supervisor to the Eastern Illinois University Placement Center. Please send me the copy(ies) marked below.

_____ Mid-term Evaluation
_____ Final Evaluation

Signature of Student _____ Date

_____ Semester of Internship
E Number

Semester Placement File will be established

Date _____

To: Placement Center

From: M.A. in Aging Studies Graduate Program/Department of Human Services and Community Leadership

Attached is a copy of the mid-term and/or final evaluation forms completed by the faculty internship site supervisor of the M.A. in Aging Studies student indicated below. Please place the copy(ies) in the student's placement file. Thank you.

Student's E Number _____ Student's Name