

## GENERAL GUIDELINES FOR INDS INTERNSHIPS

1. *INDS 410 - internship* is open only to INDS majors.
2. A three credit internship requires 120 hours per semester on site. Four credit internships, which are only approved under special circumstances by Interdisciplinary Studies advisors, require 160 hours on site. The maximum number of internship credits allowed in an INDS degree proposal is eight.
3. Students may be paid for internships.
4. Students will receive a Pass/Fail grade for internships. The grade will be assigned by the Interdisciplinary Studies advisor.
5. **To receive permission from your Interdisciplinary Studies advisor, you must complete and submit pages one and two of the Internship Form.** The job description/responsibilities and learning objectives should be clear. All signatures must be obtained before permission will be granted for the internship.
6. **Students must submit the following by the last day of class in order to receive a passing grade:**
  - a. **Personal journal** Maintain a daily journal tying your internship experience to readings and material from academic courses. Personal observations and reflections are appropriate.
  - b. **Mid-point meeting** Schedule an appointment with your Interdisciplinary Studies advisor midway through the internship to review your journal and discuss your progress.
  - c. **Annotated bibliography\*** Read and review six articles from four different academic journals. Two are due at the midpoint progress meeting.
  - d. **Final report\*** Write a 5-8 page final paper synthesizing the experience. Be sure to incorporate an interdisciplinary perspective.
  - e. **Evaluation forms** Submit student and site supervisor evaluation forms.

\* Additional instructions attached



SPECIFIC LEARNING OBJECTIVES:

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I have discussed the learning objectives and internship responsibilities with this student and accept him/her as an intern.

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Site supervisor signature

I give my approval for this internship.

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Interdisciplinary Studies Program Advisor signature

Date and time of midpoint progress appointment.

Due date for paper, journal, student and supervisor evaluations.

I agree to fulfill the requirements for this internship.

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Student signature

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Date

## STUDENT INTERNSHIP PERFORMANCE EVALUATION

To be completed by the student's supervisor, and returned by mail to UMBC.

Name of student (please print):

	Outstanding		Satisfactory		Inadequate
FACTORS	5	4	3	2	1
Quality of work					
Quantity of work					
Learning ability					
Problem solving ability					
Writing skills					
Speaking skills					
Attendance and punctuality					
Work attitude					
Dependability					

1. Describe any strengths or limitations not mentioned above that affected the student's progress in the internship.
  
2. Discuss whether your student accomplished the learning objectives that were established at the beginning of the placement.
  
3. How would you rate the student overall?
  
4. Comments:

Name and title of supervisor

(please print):

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Supervisor's signature

**PLEASE RETURN BY MAIL TO: UMBC**

Interdisciplinary Studies, Fine Arts 543  
 1000 Hilltop Circle, Baltimore, MD 21250

## STUDENT INTERNSHIP PERFORMANCE EVALUATION

To be completed by the student.

Name of student  
(please print): \_\_\_\_\_

Position/title: \_\_\_\_\_

Dates covered by evaluation

From: \_\_\_\_\_ To: \_\_\_\_\_

Date of Evaluation (Due the last day of classes): \_\_\_\_\_

1. List, in order of importance, the functions of your internship.

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2. Was your assignment interesting, and did it provide increasing responsibility? If not, in what way did the projects or tasks fail to meet your expectations?

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3. Discuss any training provided to you to enhance your job performance.

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4. Describe the relationship between your internship and your academic major or career interests.

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5. Comments.

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Signature

Date

## GUIDELINES FOR REPORT ON INTERNSHIP EXPERIENCE

Describe, evaluate, and summarize your internship experience in a paper of 5-8 pages in length. Your paper should contain the following information:

1. Statement of purpose - your reasons for taking an internship.
2. Interdisciplinary nature of the internship experience.
3. Description of the type/nature of the organization. What is the mission statement of this organization?
4. Description of your internship activities: duties, functions, responsibilities.
5. Statement of skills used, and new skills acquired.
6. Description of how the experience relates to your education and career aspirations.
7. Description of the relation between your internship duties and the mission of the organization. How did your work contribute to the goals of the organization?
8. Overall evaluation of the internship and a description of the personal growth you attained from this on-the-job experience. If you were you to do the internship again, what changes would you recommend?

**THIS PAPER MUST BE SUBMITTED TO YOUR INTERDISCIPLINARY STUDIES ADVISOR BY THE LAST DAY OF CLASSES.**

## Annotated bibliography... What? Why? How?

Essentially, an annotated bibliography is a summary of research articles from academic journals. The bibliography provides a scholarly basis for what you are learning in your internship by giving you the opportunity to research questions or topics that arise during your practical experiences. After you have graduated from UMBC and entered the work force, we hope you will continue to look to experts in the field to improve your job performance.

You should discuss issues relating to your internship with your site supervisor before you begin the research. For you to benefit from this assignment, the summaries should be completed throughout your internship as questions or topics of interest arise. Your research should cover articles from at least 4 different *scholarly journals*. Journals can be found on the second floor of the Kuhn Library and through the Library homepage. Please note that articles from popular magazines (e.g., USA Today, Newsweek) should not be used.

Your annotated bibliography should contain following elements for every article:

- *The source of the article, appropriately cited.* Each citation should include: author(s), year of publication, article title, journal name, volume number, and pages on which the article can be found. The reference style (e.g., APA, MLA) should be consistent with the conventions of disciplines closely related to your INDS concentration.

Example: Zettle, R., & Raines, S. (2000). The relationship of trait and test anxiety with mathematics anxiety. College Student Journal, 34, pp. 246-258.

- *A summary of the article.* The article summary should be 1-2 paragraphs in length and should review the important details of the article. The summary must be written in your own words.
- *A brief explanation of why you chose each article.* The explanation should be 2-3 sentences in length and should explain how the article relates to your interests and your internship experience.

If you have any questions, please ask your INDS advisor.