OL 4025 Community-Based Internship

Internship Policies and Procedures

Brenda E. Kraner, Director of Internships
brenda.kraner@wright.edu/937.775.3951

Leadership Studies in Education and Organizations
477 Allyn Hall - Wright State University
3640 Colonel Glenn Hwy.
Dayton, OH 45435
Internship Policies and Procedures
Leadership Studies in Education and Organizations
Wright State University

Wright State University, as an institution of higher learning, supports those initiatives that complement productive research, competent teaching, knowledgeable academic and/or career advisement, and pro-active community service. In an effort to provide our Organizational Leadership (OL) undergraduates greater work experience, the Department of Leadership Studies in Education and Organizations in the university’s College of Education and Human Services has developed an internship course for its majors. The course supports the university’s efforts in graduating students who are knowledgeable about their discipline’s applied academic tenets relevant to the community and their profession.

Internship Defined

An internship in OL provides students with an on-site experiential learning experience coupled with specific academic assignments in which the intern demonstrates his/her familiarity with a related scholarly literature base, while also identifying specific career/learning objectives joined with performance indicators.

Learning Purpose of the Internship

The internship course offered by the Department of Leadership Studies in Education and Organizations and its Organizational Leadership Program at Wright State University is designed to give qualified students the opportunity to gain experiential learning through the professional undertakings and/or observations of leadership in organizations. Student interns will interact with employees and clients of the host organization in a manner that will permit them to witness theory and practice. It is a learning experience for both personal and professional growth. The internship is not intended to provide students with on the job training or to provide the cooperating agencies with a gratis student employee.

Internship Qualifications for Organizational Leadership Majors

1) The intern applicant must officially be an OL major.
2) All students participating in the internship course (OL 4025) must have successfully completed OL 2010, OL 3020, OL 3030, and OL 3040.
3) Students registering for the internship course must have at least junior status, be in good academic standing, and not be on academic or judicial probation
4) Students are responsible for securing an internship, preferably, before the semester begins. The Director of Internships has possible host organizations if a student is interested in an internship but is struggling to find one.
5) Students who work full time can use the current organization where they work for their internship. However, the assignments given must differ and not duplicate the current professional experiences accrued.
Organization, University and Student Intern Responsibilities

The internship involves a three-way understanding and mutual obligations. The organization undertakes to provide the individual with an educational experience to better qualify him/her for future employment. The student is expected to derive maximum value from the opportunity to observe work rules, to cooperate with the organization personnel, and to meet reporting requirements. The University is obligated to confer credit if the student completed the internship successfully; it is also concerned with the general nature of the assignments to assure that the proper type of experience is being attained. Occasional visits may be made by the department’s internship faculty or designee to observe the intern work.

Termination of an Internship

Prior to a student’s possibly terminating their internship before its full completion in a given semester, both the organization’s representative and the assigned faculty member must attempt to, in a collegial manner, resolve whatever discrepancies might have developed. In addition, there may be other circumstances in which all participants agree that the internship should be discontinued. Such action is not to be unilateral. Before final action is taken, the situation is carefully reviewed to see what adjustments can be made. If the difficulties stem from the placement, the department can follow an option to locate (with the student’s assistance) another organization, provided one is available.

If unsatisfactory student performance, determined by the organization, is the basis for discontinuation, the department has no obligation to place the student elsewhere.

If the student drops out of the internship for personal reasons, no credit will be given for the portion of the internship that was served. The student must meet all work clock hours and complete all assignments.

Internship Credit – Course Option vis-à-vis Course Requirement

Organizational Leadership majors have the option to take OL 4020, Service Learning, rather than the internship course.

Organization Selection and Student Responsibility

Credit cannot be conferred ex post facto. Students may have a given preference or provide the Director of Internships with specific contact information pertaining to an organization they might have an interest in, but the department and the organization under consideration must agree in advance as to the particulars of the internship prior to any student intern being placed.

Intern Evaluation and Responsibilities

Intern responsibilities and evaluation process is outlined in the course syllabus.

Updated December 9, 2013
OL 4025 – Community-Based Internship – Memo of Understanding

Student’s Name: ________________________________  Phone Number: ______________

Semester:  Fall _____  Year 20____

Spring _____

Summer _____

Site Organization:  __________________________________________________________

Address:  ________________________________________________________________

Phone: ______________  City: ______________  State: _____  Zip Code: __________

Website (if applicable):  __________________________________________________

This Memo of Understanding is entered into between ________________________________, (Site Supervisor’s Name)
site supervisor for ________________________, an internship student from Wright State University, College of Education and Human Services, Department of Leadership Studies in Education and Organizations as represented by ______ Brenda E. Kraner ______. The site supervisor agrees to assume responsibility for assisting the internship student in performing functions, duties, and activities related to his/her internship experience. These experiences are defined between the student and the College of Education and Human Services and are agreed to by the site supervisor by phone and to make site visits as necessary to confirm the student’s progress.

Site Supervisor’s email address: _____________________________________________

Site Supervisor’s phone number: ___________________________________________
Expectations

Faculty

1) Provide site supervisor with a letter verifying that the student is receiving academic credit for the internship, along with a course syllabus that details the requirements for earning credit. The requirements include:
   • agreed to learning outcomes for the internship
   • reflective journals
   • time sheets
   • written papers
2) Monitors the intern’s progress, makes contact with the site supervisor at least once during the semester, and grades the student’s work.

Site Supervisor

1) Completes the Memo of Understanding and submits along with it a copy of his/her business card that includes a job title and name of organization for the student to hand in within the first two weeks of class.
2) Creates learning outcomes with their intern to ensure they appropriately connect to the internship position description and expectations of the course.
3) Works to provide:
   a. Activities and projects which are professional rather than administrative
   b. The development of new skills and increasing responsibility
   c. An overview of several departments or an in-depth look at one department
   d. Opportunities to observe and work with professionals, such as attending meetings with staff or clients
   e. A designated space for the intern to work while at the site
4) Regularly approve the intern’s time sheet.
5) Connect with the intern’s faculty member during the semester to discuss the student’s progress in meeting the established learning objectives.
6) Provides the intern with a safe work environment.
7) Completes the final evaluation form given to them by the intern’s faculty member by the due date.

Students

1) Commit a minimum of 85 total hours to the organization during the semester.
2) Fulfill the requirements outlined in the syllabus.
Wright State University believes that internships can be an important part of the student experience. Internships do, however, involve significant risks, both to students participating in them and also to the University based upon the manner in which students conducts themselves while participating in internship opportunities.

By signing the form, the above-named student agrees as follows:

1. To observe standards of conduct set forth in the Wright State University Code of Student Conduct and all University policies and procedures applicable while participating in the internship activity referenced above, understanding that such compliance is important to the success of the internship and to the University’s willingness to permit future internship activities.

2. That he or she will not act as an agent or representative of Wright State University and, accordingly, shall not have or hold himself or herself out as having the power or authority to bind or create liability for the University by virtue of his or her negligent or intentional acts or omissions.

3. To obtain and maintain such health, accident, disability, hospitalization and travel insurance as he or she may deem necessary during the internship, and to be responsible for the costs of such insurance and for any expenses not covered by insurance.

4. To immediately disclose to the University any physical or emotional conditions or problems that might impair his or her ability to complete the internship, and that he or she hereby releases the University and its trustees, officers, employees, agents and representatives from any and all claims, demands, injuries, damages, losses, actions, causes of action, or expenses whatsoever arising out of his or her failure to disclose such conditions or problems.

5. That participation in the internship is entirely voluntary, and that he or she is fully aware, having sought and obtained such information and advice as he or she feels are necessary and appropriate, that such participation involves risk of injury and property damage, including possibly short-term and long-term disability and even death. These risks can come from causes that are many and varied, may not be foreseeable, and may include negligent or intentional acts or omissions of others. He or she assumes responsibility for any injury, loss, or damage resulting directly or indirectly form participation in the internship and releases the University and its trustees, officers, employees, agents and representatives from any and all claims he or she may have in the future, waives all such claims, and agrees not to sue these parties for any such claims arising out of his or her participation in the internship, including but not limited to claims arising out of the negligent or intentional acts or omission of others.

Signature _______________________________ Date_________________________________________
SAMPLE SYLLABUS
OL 4025
Organizational Leadership Internship
Fall 2013/Wednesday 12:20 p.m. – 3:00 p.m.
229 Allyn Hall

Brenda Kraner, M.A.
Office: 466 Allyn Hall
Phone: 937-775-2516
Email: brenda.kraner@wright.edu
Office Hours: Monday 10:00 a.m. – 2:00 p.m. and Wednesday 9:30 a.m. – 11:30 a.m. If you need to meet with me at another time, email me to schedule an appointment. The absolutely BEST way to contact me is through my Wright State email account, NOT Pilot.

Course Description

Students will be provided with an on-site experiential learning experience coupled with specific academic assignments in which the intern demonstrates his/her familiarity with a related scholarly literature base, while also identifying specific career/learning objectives joined with performance indicators.

Knowledge – Students will be able to demonstrate their understanding of:

- Increase knowledge and understanding of the role leadership plays within organizations
- Understand the connection between leadership theory and application

Skills – Students will be able to demonstrate their ability to:

- Self-understanding as it relates to the work environment
- Critical thinking, problem solving, and effective interpersonal skills
- Investigation of current, real-world leadership issues
- Articulation and application of leadership principles in a work environment

Dispositions – Students will be able to affirm their disposition toward:

- Realize the importance of leadership in organizations
- Appreciate the role effective leadership plays in strengthening organizations

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<tr>
<th>WEEK</th>
<th>ASSIGNMENT</th>
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<tr>
<td>Week 1 –</td>
<td>Introduction to Internships/Overview of Expectations/Assignments</td>
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<td>Aug. 28</td>
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<td><strong>Assignment #1</strong>: Begin reading the first two chapters of the text.</td>
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<td>Responses to the questions on pages 23-26 are due in Dropbox by 12:20 p.m.</td>
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<td>on Sept. 11th.</td>
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<td>Week 2 –</td>
<td>Two forms MUST be submitted: Memo of Understanding, and the Risk</td>
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<td>Sept. 4</td>
<td>and Medical Consent Form. All forms can be found in the content section</td>
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<td><strong>Pilot Only</strong></td>
<td>of Pilot. A pdf of the forms can be placed in the “forms” and “waivers”</td>
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<td>Dropbox in Pilot or dropped off in person to the main office: 490 Allyn</td>
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<td>Week 3 –</td>
<td>Learning Contract Due in Dropbox</td>
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<td>Sept. 11</td>
<td>Assignment #1 is due in Dropbox by 12:20 p.m.</td>
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<td><strong>Pilot Only</strong></td>
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<td>Week 4 –</td>
<td>Assignment #2: Organizational Introductory Paper Due in Dropbox</td>
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<td>Week 5 –</td>
<td>Reflection Post #1 Due – to include chapter 3 from the text</td>
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<td>Sept. 25</td>
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<td>Week 6 –</td>
<td>Reflection Post #2 Due - to include chapter 4 from the text</td>
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<td>Oct. 2</td>
<td>Instructor makes contact with site supervisors</td>
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<td>Week 7 –</td>
<td>Reflection Post #3 Due – to include chapter 5 from the text</td>
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<td>Oct. 9</td>
<td>Instructor makes contact with site supervisors</td>
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<td><strong>Pilot Only</strong></td>
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<td>Week 8 –</td>
<td>Reflection Post #4 Due – to include chapter 6 from the text</td>
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<td>Oct. 16</td>
<td>Instructor makes contact with site supervisors</td>
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<td><strong>Pilot Only</strong></td>
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<td>Week 9 –</td>
<td>Reflection Post #5 Due – to include chapter 7 from the text</td>
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<td>Oct. 23</td>
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<td>Week 10 –</td>
<td>Reflection Post #6 Due – to include chapter 8 from the text</td>
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<td>Oct. 30</td>
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Updated December 9, 2013
WEEK | ASSIGNMENT
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Week 11 – Nov. 6  
**Pilot Only** | No assignment due, prepare for presentations

Week 12 – Nov. 13  
**IN CLASS** | Presentations – Final Reflection Paper due
Group #1

Week 13 – Nov. 20  
**IN CLASS** | Presentations – Final Reflection Paper due
Group #2

Week 14 – Nov. 27  
**Pilot Only** | Presentations – Final Reflection Paper due
Group #3

Week 15 – Dec. 4  
**IN CLASS** | Presentations – Final Reflection Paper due
Group #3

Assignment #1: (40 points/ 5 points per question) After reading the first two chapters, respond to the questions posed on pages 23-26. Submit your responses in a Word document in Dropbox by 12:20 p.m. on Sept. 11th.

Assignment#2: Organizational Introductory Paper (40 points) Please post in the appropriate Dropbox by 12:20 p.m. on Sept. 18th.

This paper should be a maximum of three pages in length, written in 12 point Times New Roman font and double-spaced, with 1 inch margins and should describe the organization as a whole and the student’s place within the organization. It should also include:

(1) The mission of the organization, background, and history

(2) The client/customer base of the organization

(3) The product/service of the organization

(4) The key people the student will be working with

(5) Areas within the organization where the student will be exposed
**Learning Contract (20 points)** Please post in the appropriate Dropbox by 12:20 p.m. on Sept. 11th.

The learning contract should contain 3 to 5 specific and measurable objectives/deliverables, developed with and agreed to by the site supervisor. The student and site supervisor should have a general idea of how each objective/deliverable will be achieved and list it next to the stated objective/deliverable.

Each student must create a Learning Contract resembling the following format:

**Student Name:**

<table>
<thead>
<tr>
<th>Objective/Deliverable</th>
<th>Activities/Tasks</th>
<th>By When?</th>
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<tbody>
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Student Signature

Date:

Site Supervisor Signature

Date:
# SAMPLE Learning Contract

**Student Name:**

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<thead>
<tr>
<th>Objective/Deliverable</th>
<th>Activities/Tasks</th>
<th>By When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I want to learn how to address buyer’s questions relating to commercial real estate by accompanying a Licensing Associate during a property viewing.</td>
<td>Meet with 3 agents and schedule times to go with them to property viewings.</td>
<td>2/15/13</td>
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<tr>
<td>2. I want to become proficient in Microsoft Excel by creating spreadsheets of various companies to conduct financial analysis.</td>
<td>Participate in the Excel class offered by my host organization. Assist an associate with a client project that requires financial analysis.</td>
<td>3/1/13</td>
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<tr>
<td>3. I want to learn how to effectively lead a meeting.</td>
<td>Attend meetings with my site supervisor. Ones s/he leads and ones where s/he is a participant.</td>
<td>3/24/13</td>
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<tr>
<td>4. Gain a better understanding of the strategic planning process.</td>
<td>Participate on the strategic planning committee at my host organization.</td>
<td>4/1/13</td>
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<td>5.</td>
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_____________________________  
Student Signature

_____________________________  
Date:

_____________________________  
Site Supervisor Signature

_____________________________  
Date:
**Reflection Posts (20 points each x 6)** Please post each Post in the appropriate Dropbox by 12:20 p.m. the day it is due.

The reflection posts are the primary place for demonstrating meaningful reflection as the student works to fulfill the expectations outlined in the learning contract. These reflections should contain challenges encountered by the student, observations and feelings related to the internship and thoughts regarding progress toward stated objectives/deliverables.

Reflection posts should be 2 pages, type-written and double-spaced in Times New Roman and address the following:

1. Specifics about jobs/tasks/projects accomplished.
2. Progress towards stated objectives/deliverables.
3. Problems encountered with job assignments, the work environment, or site supervisor. What did you learn and how did you learn it?
4. Highlight any connections you can make from your observations or experiences during your internship to the content in the chapter assigned for that specific week.
5. What are the expectations for the upcoming week?

Consider keeping a daily log reflecting on the following: (1) What did I learn today? (2) What challenges or frustrations did I encounter today? (3) How did I use critical thinking or problem-solving to address the issue?

These posts will be graded based on the following:

1. Evidence of thoughtful reflection, critical thinking, problem solving, complex interpretation
2. Consistent reference towards achieving stated objectives/deliverables
3. Demonstrated awareness of self in the work environment and role of others
4. Adherence to the writing guidelines for Reflective Posts and timely completion
5. Connection to the assigned chapters
Final Reflection Paper and Presentation (60 points) Please post the final paper and the presentation in the appropriate Dropbox by 12:20 p.m. the day it is due, i.e., when you present.

The final reflection paper should be a maximum of 3 pages and include the following:

1. Your observations of the company’s strengths and weaknesses.
2. Your perceived strengths and weaknesses.
3. What was your biggest challenge during this internship?
4. List each objective/deliverable and discuss the extent to which the objective was met as well as the tasks you did to accomplish the objective.
5. If an objective was not accomplished, then an explanation should be provided as to why, and what was accomplished in place of that objective.
6. What skills do you wish you had acquired before beginning this internship that would have made it easier for you to complete assigned tasks?
7. How were you able to apply classroom knowledge and experiences gained through the OL Program to your internship experience?
8. How can you utilize this internship experience when re-entering the classroom or workplace?
9. What characteristics would the ideal intern possess to excel at this internship site?
10. How has this internship solidified or changed your career focus?

Your presentation should highlight key aspects from your final paper. The presentation needs to be profession and clearly describe the learning that occurred. Samples of work or completed projects are encouraged. The use of Power Point, Prezi, or other presentation software is required. Failure to present will result in an incomplete for the course.
Time Sheets (100 points)

Time sheets are due on a weekly basis, if possible. The purpose of the time sheet is to help monitor the student’s contact hours at the internship site. The more contact the student has at the internship site, the greater opportunity there is to learn more about the organization, industry, and/or leadership.

It is the student’s responsibility to keep an accurate account of time spent at the job site or in job related activities. Travel time to and from the internship is not to be included in the hours. Generally, lunches are not included, however, if the lunch is a “working” lunch, then the student may report those hours.

The time sheet must be signed by both the student and the site supervisor and submitted (faxed, hand delivered, or placed in Dropbox as a pdf file) on a weekly basis. If you did not put in hours for one week, there is no need to submit a time sheet.

Make copies of the sample time sheet on the following page. You may create your own or use one from the internship organization. The time sheet must contain dates and signatures of the student and site supervisor. Below is a SAMPLE time sheet. You are welcome to create a time sheet of your own or use one from your internship organization. The dates, times, and hours have to be included and the document signed by both the student and site supervisor.

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## Community-Based Internships

**Week:**

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Student Signature: ____________________________  Date: ____________________________

Site Supervisor Signature: ____________________________  Date: ____________________________
Course Points

Assignment #1: Responses to chapters 1 & 2 40 points
Assignment #2: Organizational Introductory Paper 40 points
Learning Contract 20 points
Memo of Understanding 20 points
Time Sheets 100 points
Reflection Posts #1, #2, #3, #4, #5, #6 (20 pts/each) 120 points
Final Reflection Paper 50 points
Employer Evaluation 20 points
Student Evaluation 20 points
Presentation (Power Point and Class Presentation) 60 points

TOTAL POINTS 490 points

Grading Scale (points)

A = 441 - 490
B = 392 - 440
C = 343 - 391
D = 294 - 342
F = below 294

All work is to be completed on time. Incompletes will only be given to students with extenuating circumstances.