



# Internship Checklist

If you are performing an internship with the CIS program, please use the following checklist to ensure that you fulfill all program requirements:

**I. Schedule an Informational Meeting with the Faculty Internship Coordinator:  
Julie Jackson ([jjackson@edcc.edu](mailto:jjackson@edcc.edu), 425-640-1123, ALD 207).**

The coordinator will provide you with a brief overview of the internship program, and address any specific questions. Qualifying students will receive an internship information packet at this time.

**II. Locate an Internship Site.**

After receiving the permission of the Faculty Internship Coordinator to proceed with the Internship process, you should begin to search for an appropriate internship site. Students needing assistance with the search process should consult the Career Action Center for listing of available internships. (<http://careeractioncenter.edcc.edu/>)

**III. Submit an Internship Application to the Faculty Internship Coordinator,  
Include the following:**

- An up-to-date resume.
- An up-to-date EdCC transcript.
- An Internship position description (not required for ongoing EdCC Internships.)
- Letters of reference if required by the internship position.
- A completed and signed copy of the Internship Agreement (sections I-IV) below.

**IV. Schedule an Interview with the Internship Program Coordinator.**

Having submitted an application, schedule an interview with the Faculty Internship Coordinator. She will evaluate your application and address any questions or concerns regarding the internship process.



## V. Register for the CIS Internship Program

Once final approval for your internship has been received from the Faculty Internship Coordinator, you will receive a sticker bearing a code that will allow you to register for the program. Students who do not have this sticker will not be allowed to register. As the internship program is subject to continuous enrollment, the students may register up to the seventh week of the quarter. Credit will be awarded for all work performed within a quarter, even for hours that were earned prior to registering, but no credit will be awarded for work done in previous quarters.

## VI. Earning Credit

**In order to earn credit for your internship, you must:**

1. have completed 30 hours of work for each credit
2. receive a satisfactory evaluation from your supervisor
3. complete and submit the following items prior to finals
  - Internship Self Evaluation
  - Supervisor's Evaluation of Intern Performance
  - Internship Timesheet

**These documents are due no later than the last day of regularly scheduled class for the quarter in which you are enrolled for the internship. This means the paperwork is due PRIOR to Finals week. It is your responsibility to ensure that all of forms are signed by your supervisor and submitted on time. Late documentation will result in an incomplete grade for the quarter.**

**You may submit your completed paperwork using one of these methods:**

- To the Faculty Coordinator directly (office hours, MW 12:40-2:50)
- By sliding it under Faculty Coordinator's office door (ALD 207)
- To Misty Cline, CIS Program Manager (ALD 235A)
- To the Math/Science Division Secretaries – 2<sup>nd</sup> floor, ALD Hall



## Section II / Accomplishment of Objectives

### How will the student accomplish these objective?

*(Work with your supervisor to develop a list of specific tasks that will provide you with an opportunity to meet the objectives outlined in Section I. Again, use complete sentences: I will perform. . . , I will be responsible for. . . , I will observe..., etc.)*

## Section III / Role of the Supervisor

### How will your supervisor be involved with your internship?

*(Describe the specific role that your supervisor will play in helping you accomplish the objectives outlined in Section I. For example, the supervisor will: assign relevant projects, meet with the student at lease once per \_\_\_\_\_ to provide advice and feedback on the student's progress, and complete both a mid-term and final evaluation of the student's performance.)*

## Section IV / Signatures

We agree that the learning objectives listed above will form the basis for the student's internship experience. At the end of the quarter, the supervisor will complete a written evaluation using the achievement of these objectives as the primary measure of the student's performance.

**Student's Signature:**

\_\_\_\_\_

**Supervisor's Signature:**

\_\_\_\_\_

**Internship Coordinator's Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

# Computer Information Systems Internship Program

(Submit prior to Finals)

INTERN SELF-EVALUATION		
Student Name:	Internship Site	Work Phone:  Home Phone:
Student Email Address:	Supervisor:	Phone:
Beginning Date:	Average hours worked per Week:	Quarter / Year:
Ending Date		Paid:                  Unpaid:

Looking back on the work that you have completed this quarter, and the progress you have made toward achieving the Learning Objectives outlined in your Internship Agreement, please answer the following questions. Be as specific as possible, and feel free to attach additional page as needed:

I. What specific skills and or knowledge have you gained from this experience?

II. Discuss what progress you have made towards achieving the Learning Objectives stated in your Internship Agreement.

III. What areas of your work performance do you feel you could improve?

IV. What are your recommendations for improving the internship program?

Student Signature:	Date:
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Credits Completed: \_\_\_\_\_

Grade Assigned: \_\_\_\_\_

(To be completed by internship coordinator)

## Computer Information Systems Internship Program

(Submit prior to Finals)

### SUPERVISOR'S EVALUATION OF INTERN PERFORMANCE

Student Name:	Internship Site:	Work Phone:
		Home Phone:
Student Email Address:	Supervisor:	Phone:
Beginning Date:	Average hours worked per week:	Quarter / Year:
Date of Completion:		Paid:                      Unpaid:

Please rate the intern's performance in the following areas:

	Outstanding	Exceeded expectations	Met expectations	Needs Improvement
• Professionalism (dress, punctuality, overall manner):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Level or motivation towards the internship:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ability to work independently:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ability to adapt to new situations and challenges:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Time management skills (ability to prioritize, meet deadlines, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interpersonal relations with colleagues, clients, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Level of creativity / initiative:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## EVALUATION OF INTERN PERFORMANCE (Page 2)

Please answer the following questions: (Attach additional pages if needed.)

- How did the intern handle suggestions concerning his / her performance?
  
- Please rate the overall quality of the intern:  
 Outstanding     Above Average     Average     Below Average
- In what areas did the intern excel?
  
- In what areas do you feel the intern needs to improve?

- To what extent did the intern accomplish the objectives set forth at the beginning of the quarter:
  
- Are there any additional comments that you wish to make regarding the intern's performance?

Student's Signature:	Supervisor's Signature:	Coordinator's Signature:
Date:	Date:	Date:



