

**The Ralph W. Ketner School of
Business Experiential Learning**

Checklist

- ❖ Meet with Advisor
- ❖ Complete Experiential Learning Intent Form
- ❖ Obtain approval to register for Experiential Learning class from instructor

Register for class- 3 credit hours=120 hours of work or 6 credit hours=240 hours of work

- ❖ Secure internship
 - Make contacts in your home town
 - Secure through networking
 - Career Services may be of assistance
- ❖ Complete documents:
 - Ethics form and questions
 - Employer Form- to be completed by site supervisor
 - Keep record of hours, duties, responsibilities- include photos (for final presentation)
 - Employer Evaluation (to be completed by site supervisor at end of internship)
 - Student Evaluation (to be completed by student at end of internship)
- ❖ Experiential Learning Class:
 - Please be sure to obtain an override from The Experiential Learning Instructor and register for the Experiential Learning class
 - Attend class and participate in activities designed to prepare you for the workplace
 - **For summer internships, documents and approvals must be completed by the end of prior spring semester by the Experiential Learning Instructor**

The Ralph W. Ketner School of Business
Experiential Learning

STUDENT INTENT FORM-TO BE COMPLETED PRIOR TO BEGINNING

All internships must be approved by the Experiential Learning Instructor **BEFORE** the student begins the internship. The grades of "S" and "U" are used as final grades.

Student's name: _____ Email address: _____

_____ Phone: _____ Campus address: _____

_____ Major: _____

_____ Advisor: _____ Internship focus/
interest: _____

_____ Do you need
assistance with finding an internship? _____ Yes _____ No

If no, what is the name of your intern site (organization, agency, or business)? _____

Do you have your own transportation? _____ Yes _____ No

Are you a student athlete? _____ Yes _____ No

Number of credits desired: 40 Hours=One Credit 120 Hours=Three Credits 240 Hours=Six Credits

Term you intend to register for the internship: Fall Spring

Signature of Advisor _____

Date _____

Signature of Student _____

Date _____

Signature of Experiential Learning Instructor _____

Date _____

**The Ralph W. Ketner School of
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The Role of the Student

- ❖ Ask for advice, guidance
- ❖ Be open to share your ideas and open to accept your supervisor's feedback
- ❖ bring questions to your supervisor if you do not understand a task
- ❖ be proactive
- ❖ follow through on any action plans that are developed by you and your supervisor
- ❖ actively pursue your goals – be goal-oriented
- ❖ seek out your supervisor...don't wait for him/her to contact you
- ❖ Proactively maintain close contact and encourage open communication
- ❖ Seek to develop career finding, networking, and resume building skills
- ❖ Be open to developing your knowledge and understanding of business
- ❖ Work to apply classroom education/knowledge to the practical business world
- ❖ Be introspective – try to understand yourself, your goals, your motivations
- ❖ Maintain privacy/confidentially

Responsibilities of the Student

For an internship program to succeed, both students and supervisors alike must commit to establishing a partnership based on open communications, productive, and proactive interaction. This requires the following:

- ❖ Actively seek out the supervisor for advice.
- ❖ You should keep in contact using face-to-face meetings, email, telephone, or texting.
- ❖ Establish a schedule early on in the experience.
- ❖ Fill out the appropriate paperwork in a timely fashion and maintain communication with your faculty advisor.
- ❖ You represent The Ralph W. Ketner School of Business and Catawba College and our expectations are that you will:
 - Dress appropriately;
 - Be punctual – always on time;
 - Be prepared – always for each meeting
 - Be respectful – to all you encounter; and
 - Be gracious – let people know you appreciate their time, interest in you, and the benefit you will gain from this experience.

I have read and understand the expectations of the roles and responsibilities as a student in the Experiential Learning program through The Ralph W. Ketner School of Business at Catawba College.

Student signature _____

Date _____

**The Ralph W. Ketner School of Business
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Ethics and Commitments for Internships/

Your internship or practicum experience entails important responsibilities. By agreeing to participate in the experience, you have committed to fulfilling certain responsibilities. The following ethics and commitments are guidelines for assuring that you have a productive and positive experience. In the course of your internship or practicum, remember that a responsible investment of your time and talent is greatly appreciated by the sponsoring organization and reflects well on Catawba College as a whole.

❖ **As a Catawba College Representative...**

- I commit to be drug and alcohol free prior to and during my internship or practicum.
- I agree to conduct myself with integrity at all times. This includes being honest and showing respect for individuals and their property. I understand that I am not only serving the organization but the organization is serving me by investing valuable resources in my learning.
- I understand that I am not just an intern, but also a representative of Catawba College and will maintain a high level of professionalism that will reflect positively the values and ideals of Catawba College.

❖ **Responsibility, Commitment, and Follow-through**

- It is important that Catawba students be punctual and responsible, carry out all assigned tasks and duties related to their experience. If you agree to be somewhere or to do something, follow through. Please do not make promises that you cannot keep! Your work site supervisor and others within the organization are relying on you to assist them with accomplishing their work place goals. Emergencies may arise that will prevent you from meeting an obligation, but you must make every effort possible to notify your site supervisor as soon as possible. Please carefully plan your time so that your various responsibilities do not conflict.
- Establish a regular schedule with your work site supervisor and stick to it! The organization you work for is aware of the fact that you are a student and they will make an effort to work with your schedule when possible. Remember, most organizations are not aware of Catawba's academic calendar and will need to be given advance notice of breaks and holidays.

❖ **Dress and Act Appropriately**

- You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly, and appropriately (check with your organization for their conduct and dress codes). Use formal names unless instructed otherwise. Set a positive standard for other students to follow!

❖ **Be Flexible**

- The level or intensity of activity at a fieldwork site is not always predictable, but maintaining a positive attitude is your best line of defense! Please be flexible, as sometimes you will be asked to do something that is part of your "regular duties," but often helps to advance the goals of the organization. Your flexibility to changing situation can assist the partnership in working smoothly and producing positive outcomes for everyone involved. If you feel you are being asked to do something that is well outside of the learning experience, demeaning, or even dangerous, please notify your faculty advisor AND the Experiential Learning instructor immediately.

❖ **Organization Policies and Procedures**

- All Catawba students should be knowledgeable of and act according to organizational rules, policies, protocols, procedures, and expectations. If these policies and procedure are not specified or clearly stated, please ask your work site supervisor. Also, familiarize yourself with the workings of the site, as well as people, places, and things that can assist you in the case that an emergency arises.

❖ **Training**

- Most organizations will conduct some type of training/orientation specific to your duties. It is crucial that you attend all training for your specific experience. Your work site supervisor will ensure that the necessary training is provided. Please see your site supervisor immediately if you encounter difficulty or uncomfortable situation.

❖ **Confidentiality**

- Some internships and/or practicum will have confidentiality requirements. Please be respectful of this. If you are unsure as to whether the information or data you are privy to is confidential, always err on the side of caution and assume it is.

❖ **What to do in the Event of Problems**

- Should a problem arise between you and the people, with whom you are working, notify your work site supervisor as soon as possible. If problems occur with your supervisor, you are unhappy with your experience, or you are treated unfairly within the organization that you are working, please immediately notify your advisor and the Experiential Learning instructor.

Agreement Statement

I have carefully read and understand the Catawba College Ethics and Commitment's statement. I agree to uphold them to the best of my ability and recognize my actions and attitude reflect directly upon Catawba College as a whole.

Student signature_____

Date_____

Signature of Experiential Learning Instructor _____

Date_____

The Ralph W. Ketner School of Business Experiential Learning

**STUDENT EVALUATION OF INTERNSHIP
TO BE COMPLETED AFTER THE EXPERIENCE**

Student's name: _____

Email address: _____ Phone: _____

Campus address: _____

Major: _____ Advisor: _____

Intern Site (name of organization, agency, or business): _____

Supervisor: _____ Title: _____

Email: _____ Phone: _____

Address _____

Please answer the following questions/statements as accurately and honestly as possible by circling the best number.

5= Strongly agree; outstanding; absolutely 4= More than agree; very good; yes
3= Agree; average; mostly 2= Somewhat agree; marginal; not really
1= Disagree; unsatisfactory; not at all N/A

❖ This experience contributed to or enhanced my understanding of business principles in the work place. 5 4 3 2 1 N/A

❖ This experience had a positive impact on my professional development. 5 4 3 2 1 N/A

❖ The internship experience was directly related to my major and/or minor. 5 4 3 2 1 N/A

❖ Adequate training and supervision was provided. 5 4 3 2 1 N/A

❖ My supervisor adhered to the learning objectives/project guidelines established at the beginning of the experience. 5 4 3 2 1 N/A

❖ This was a positive experience. 5 4 3 2 1 N/A

❖ Please briefly describe any skills you feel were either developed or enhanced, as well as valued, during your experience. _____

❖ Please provide any additional information or insight that you feel would be beneficial to future students who are interested in an internship with this organization. _____

❖ I would recommend this experience to future business students: 5 4 3 2 1 N/A

The Ralph W. Ketner School of Business
Experiential Learning
Role of the Site Supervisor

- ❖ **Build confidence**
- ❖ **Act as a role model**
- ❖ **Act as a coach**
- ❖ **Share experiences as learning tools**
- ❖ **Encourage professionalism**
- ❖ **Proactively maintain contact and encourage open communication**
- ❖ **Assist in problem solving**
- ❖ **Facilitate goal-setting and being goal-oriented**
- ❖ **Maintain privacy/confidentiality**

Responsibilities of the Site Supervisor

For an internship program to succeed, both students and supervisors alike must commit to establishing a partnership based on open communications, productive, and proactive interaction. This requires the following:

- ❖ **Be available, as schedules permit, to work with the student.**
- ❖ **You should keep in contact using face-to-face meetings, email, telephone, or texting.**
- ❖ **Establish a schedule early on.**
- ❖ **Provide guidance**
- ❖ **Fill out appropriate paperwork and contact the Experiential Learning Instructor with any questions.**

I have read and understand the expectations of the roles and responsibilities as a Site Supervisor in the Experiential Learning program through The Ralph W. Ketner School of Business at Catawba College.

The Ralph W. Ketner School of Business
Experiential Learning

EMPLOYER AGREEMENT FORM—TO BE COMPLETED BY SITE SUPERVISOR

Intern Site (Site Name, Street Address, City and State):

Site Supervisor's Name: _____

Intern's Name: _____

Site Supervisor's phone number: _____

Site Supervisor's email address: _____

Date of the Internship _____ To _____

Intern's schedule: Total hours per week _____ Days per Week _____

Stipend or compensation for student (PAID/UNPAID): _____

List actual duties/responsibilities to be performed by the student during the internship, please be as specific as possible:

What training/orientation will be provided for the intern? _____

The evaluation of the student intern's performance by the site supervisor is a key component in the academic internship process. Your signature will indicate that the following will be used to evaluate the intern's performance:

- ❖ observation of student's work
- ❖ feedback to student
- ❖ completion of evaluation forms (which will be provided) at the end of internship
- ❖ consultation with faculty sponsor or director of internships, as appropriate
- ❖ other: _____

Print name of site supervisor: _____

Signature of site supervisor: _____

Date: _____

Signature of student: _____

Date: _____

Signature of Experiential Learning instructor _____

Date _____

The Ralph W. Ketner School of Business
Experiential Learning

EMPLOYER EVALUATION FORM

TO BE COMPLETED BY SITE SUPERVISOR UPON COMPLETION OF INTERNSHIP

Intern Site (name of organization, agency, or business): _____

Supervisor: _____ Title: _____

Email: _____ Phone: _____

Address _____

Student's name: _____ Number of Hours Completed _____

Please answer the following questions/statements as accurately and honestly as possible by circling the best number.

5= Strongly agree; outstanding; absolutely 4= More than agree; very good; yes
3= Agree; average; mostly 2= Somewhat agree; marginal; not really 1= Disagree; unsatisfactory;
not at all N/A

- ❖ Student acted in a responsible and professional manner. Was punctual and had satisfactory attendance. 5 4 3 2 1 N/A
- ❖ Student possessed basic organizational and time management skills. 5 4 3 2 1 N/A
- ❖ Student completed assignments efficiently and in a timely manner. 5 4 3 2 1 N/A
- ❖ Student understood assignments and adhered to the learning objectives and project guidelines established at the beginning of the experience. 5 4 3 2 1 N/A
- ❖ Student showed energy and enthusiasm. Took initiative in starting new projects and assignments. 5 4 3 2 1 N/A
- ❖ This student responded well to feedback and suggestions. 5 4 3 2 1 N/A
- ❖ Please briefly describe any skills that you feel were either developed or enhanced, as well as valued, during the experience: _____

- ❖ Describe this student's strengths on the job and their areas needing improvement. _____

- ❖ Hypothetically, if your organization had a position available, would you consider our student for hire? _____
- ❖ I would enjoy supervising/mentoring future business students: 5 4 3 2 1 N/A

Upon completion of this form, please :

- ❖ Fax directly to The Ralph W. Ketner School of Business at 704-637-4422 or
- ❖ Mail via USPS to The Ralph W. Ketner School, C/O Catawba College, 2300 W. Innes Street, Salisbury, NC 28144 or
- ❖ Email a scanned copy to Instructor of Experiential Learning Course

EXPERIENTIAL LEARNING TIME SHEET

WEEK BEGINS ON SUNDAY, ENDS ON SATURDAY****WEEK OF: [START DATE] — [END DATE]



Ketner School of Business

Scholarship. Character. Culture. Service.

Dr. Eric Hake, erhake@catawba.edu
[Fax Number]

YOUR SITE SUPERVISOR WILL REQUIRE YOU TO LOG YOUR HOURS ON ANOTHER TYPE OF FORM; THIS FORM WILL BE HELPFUL TO COMPLETE YOUR FINAL PRESENTATION FOR EXPERIENTIAL LEARNING. YOU WILL NEED TO MAKE COPIES TO RECORD ONE WEEK TO THE NEXT.

STUDENT'S NAME:	STATUS: CATAWBA COLLEGE STUDENT
EMPLOYEE NUMBER: YOUR CATAWBA ID#	SUPERVISOR: SITE SUPERVISOR'S NAME
DEPARTMENT: CAREER SERVICES	SUPERVISOR: SITE SUPERVISOR'S NAME

DATE	START TIME	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
WEEKLY TOTALS:					

STUDENT'S SIGNATURE:	DATE:
SITE SUPERVISORS SIGNATURE:	DATE