

INTERNSHIP ASSIGNMENTS BA 0/1-CR & GRADUATE 0-CR

Students who have registered for a 0 or a 1-CR internship with AUP are required to complete a series of short assignments to clear the incomplete grade for their internships. The assignments are designed to help students reflect on the internship experience and to prepare for their next professional and academic steps.

Assignments for 0 & 1 Credit Internships	
Organization Summary	One to two pages , in English, PDF format. Please mention your sources. Please indicate: name of the organization, location(s), activities (product, service), structure and size, brief history, slogan and mission statement. When applicable, also include the function of the particular department in which you were working. Describe the “corporate culture”.
Student evaluation form	Student evaluation form The aim of this exercise is for you to reflect on your internship experience: to compare your expectations with actual results, whether you feel better equipped to enter this field/industry as a result of this internship, the internship’s contribution towards your future choices (next internship, graduate school, career, etc.). You will also submit your assignments using this web form.
Updated resume/CV	One or two pages, in English, PDF format, including internship tasks and responsibilities.
Informational Interview (Guidelines below)	Write-up of a brief informational interview (one page , in English, PDF format) with a colleague or your internship supervisor. See array of questions below for examples and ideas. The aim of this exercise is to acquire useful information for your career plans.
Employer evaluation form	By submitting the student evaluation form, you trigger an automatic email to your internship supervisor prompting him/her to fill out the online employer evaluation and comment on your performance during the internship.
Submission process	
Submission deadline	Your assignments are due one month after the internship’s official end date. All materials (organization summary, interview, & CV) must be saved as individual documents (PDF format) and are to be uploaded and submitted via the online student evaluation web form.
Grade awarded	0-Credit internships: Approved/Not Approved (AP/NA) 1-Credit internships: Credit/ No Credit (CR/NC)

Guidelines for the informational interview

RECOMMENDED PROCEDURE

1. Call or write directly to request permission to interview your contact. You should inform him or her of the interview's purpose and approximately how much time it will take. Schedule an appointment.
2. Prepare the interview by making a list of questions (see below). Please avoid personal questions.
3. Be on time for the interview. Ask for permission to take notes or record the interview should you wish to do so. If discussing confidential information, make sure that the contact understands that the written summary will be read exclusively by members of the AUP community.
4. Within a week following the interview, send a note to your contact to express thanks for his/her time, consideration and ideas. Send him or her a copy of the interview if he or she wishes to receive one.
5. It is important to aim for a written copy of the interview that is informative and interesting, and which clearly sums up the interviewee's responses.

POSSIBLE QUESTIONS FOR INFORMATIONAL INTERVIEWS

Select the questions most appropriate to the person you are interviewing, and/or create some of your own.

1. How did you get involved in this line of work?
2. Are any degrees or qualifications required or recommended for this position?
3. In your opinion, what are some key skills and personality traits needed to succeed?
4. How many hours a week do you work? Is it common to bring work home?
5. How much variety is there in your work? How much specialization?
6. What is a typical day like? A typical week?
7. What are the most difficult problems and decisions you have ever faced? What about weekly decisions/problems?
8. Does this job have any travel obligations?
9. Are there any civic or social obligations that go with this job?
10. Is it easy for someone in this field to move to another location?
11. In your opinion, what is the best thing about this job? The worst?
12. How visible are you in this job?
13. What trends do you see happening in your field?
14. What is a typical starting salary? What can someone expect to earn after five or six years of experience?
15. Are there ways to "try out" this line of work, i.e. internships, summer jobs, part-time work?
16. What is the supply/demand situation in this field?
17. What do you wish you had known when you began your career?
18. What advice would you offer to a recent graduate interested in working in this field?



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Confidentiality

When preparing your assignments, please be aware of any confidentiality or non-disclosure agreements you may have signed with your organization. Employers may ask interns to sign confidentiality statements, which may have a bearing on the information you disclose in your internship report and elsewhere. If this is the case, individuals and client corporations may be described rather than named, and projects may be recounted in general terms rather than specific details.

Students with this type of agreement are encouraged to discuss any questions that may arise with the Internship Office to make sure they fully understand the terms and conditions of the agreement.

Plagiarism

The assignments may be inspired in part by the organization's corporate literature, but the bulk of the project must be the student's own. **Students who draw heavily from other sources without proper citation will be subject to university disciplinary action.**