

BA 2/3/4-CR INTERNSHIPS ASSIGNMENTS

Students are expected to

- Report frequently to their faculty reader and the Internship Office about their progress and their internship experience.
- Provide professional-quality work.
- Comply with the organization’s policies and procedures while actively engaging in the organization’s structure to optimize their learning experience.
- Reflect, from both practical and theoretical perspectives, on work-related issues encountered during their internship.

Requirements for 2/3/4-CR internship portfolios	
Cover sheet	See template below.
Updated resume/CV	One or two pages, in English, PDF format, including internship tasks and responsibilities.
Internship report (Guidelines below)	7 pages for a 2-CR internship 10 pages for a 3-CR internship 15 pages for a 4-CR internship To be written in English on A4 paper, using Times New Roman font size 12, with a line spacing of 1.5. Save in PDF format.
Informational Interview (Guidelines below)	Write-up of a four-to-five-page informational interview with a colleague or your internship supervisor. To be written in English on A4 paper, using Times New Roman font size 12, with a line spacing of 1.5. Save in PDF format.
Student evaluation form	<u>Student evaluation form</u> 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.
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 & recipient	<ul style="list-style-type: none"> • Spring and Summer internships: October 31 • Fall internships: March 31 <ol style="list-style-type: none"> 1. All materials must be printed and given to your faculty reader. 2. All materials (report, interview, & CV) must be saved as individual documents (PDF format) and are to be uploaded and <u>submitted via the online student evaluation web form.</u>
Grade awarded	Credit/No Credit (CR/NC)

	The grade of NC will be awarded for assignments that are incomplete, late, or not submitted.
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Guidelines for the internship report

The report is a reflection of your internship and its relationship to your studies: namely, how has the theoretical knowledge you acquired in your courses prepared you for this professional experience? Did any aspects of your internship surprise you based on what you have learned, and if so which ones? Finally, how has this professional experience impacted your understanding of the subjects you have been studying?

The report is to be written on A4 paper, using Times New Roman font size 12, with a line spacing of 1.5. **Footnotes and bibliography should follow the format required for research in your field.**

RECOMMENDED CONTENT & FORMAT

1. **Cover sheet** (does not count towards the 7/10/15 pages).
2. **Table of contents** (does not count towards the 7/10/15 pages): Indicate the major sections of the report.
3. **The organization:** Name, location, objectives & activities (product, service), structure (size, divisions, personnel, etc.), history, company policies, philosophy, financial data. When applicable, function of the particular department in which you worked.

Information about the company/organization:

Sources such as industry publications, company newsletters and related documents, and interviews with key personnel can help you acquire a deeper understanding of your employer. In the private sector, the annual report in particular will provide the following information: the organization's current objectives and policies, structure, anticipated growth, accomplishments, description of operating divisions, financial review, and contributions to the industry or field. A comparison of the two most recent annual reports can be especially revealing. In the case of an internship in a public service area (NGOs, museums, etc.), mission statements, fundraising documents, and related reports can clarify specific organizational objectives.

4. **An overview of the field/industry:** Growth, dynamics, current trends, socio-economic situation, etc.

Information about the field/industry:

Your report should present information about the history, traditions, organizations, products, and expected growth of the field or industry in which you are working. Where relevant, current issues, developments, and the effect(s) of political and economic trends on the field or industry should be included.

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5. **The work assignment:** Detail your duties and responsibilities, the means at your disposal to accomplish your assignment, your working conditions (physical setting, hours, and benefits), the general atmosphere, your relationship with your supervisor and co-workers and how they interacted with you. Can you describe the “corporate culture?”
6. **The research project:** If you wish to integrate a specific research project into your report, please contact your faculty reader to discuss details.
7. **The internship experience:** Reasons for the choice of this internship, results (completion of projects, acquisition of new skills, application of classroom learning in a professional context).
8. **Evaluation of the internship experience (serves as conclusion):** Comparison of your expectations with actual results, whether you feel better equipped to enter this field/industry as a result of this internship, contribution towards your future choices – graduate school, career plans, etc.

Guidelines for the informational interview

Interns must submit a written summary of an interview with a relevant professional as part of their portfolio. This provides an opportunity to acquire information useful in the formulation of career plans. Students may select the professional supervising their internship or others in the same company or field, but they may not interview family members.

The informational interview is required to be 4 to 5 pages, and is to be written on A4 paper, using Times New Roman font size 12, with a line-spacing of 1.5.

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 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.
5. It is important to create 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.

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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?

Confidentiality

When preparing your report, please be aware of any confidentiality or non-disclosure agreements you may have signed with your organization. Indeed, employers may ask interns to sign confidentiality statements, which may have a bearing on what information you may 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 and/or their faculty reader to make sure they fully understand the terms and conditions of the agreement.

Plagiarism

The report and all related documents 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.**

Library Access

In addition, students enrolled in MA level internships benefit from remote access to AUP library databases, but these databases are intended for non-profit educational use and are for the student’s personal

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research only – NOT for research requested by the employer as part of the student’s internship duties.
Please contact the AUP Library for further clarification: library@aup.edu

Evaluation criteria

- Meeting administrative and academic (learning objectives) requirements.
- Meeting academic writing standards.
- Meeting professional and ethical behaviour expectations.
- Meeting the project deadline.

Indications for the cover sheet

BACHELOR’S DEGREE STUDENT CREDIT-BEARING INTERNSHIP PORTFOLIO

First name, last name:

Student ID number:

Internship semester & year:

Number of credits:

I submit the work enclosed in order to obtain credit for my internship at: _____.

Date of submission of the portfolio: _____.

Checklist:

- Internship report (____ pages)
- Informational interview (____ pages)
- CV/Resume