Table of Contents

INTRODUCTION ......................................................................................................................... 3
  Work Experience (CSH 4000) ................................................................................................... 3
  Volunteer Experience (CSH 4010) .......................................................................................... 3
  Internship Experience (CSH 3398) ......................................................................................... 3

INTERNSHIP DESCRIPTION ....................................................................................................... 4
  General Information .................................................................................................................. 4
  The Internship Experience ....................................................................................................... 4
  Internship Organizations ......................................................................................................... 4
  Faculty Member Supervisor ..................................................................................................... 6
  Organization Supervisor .......................................................................................................... 6
  Internship Student ................................................................................................................... 7
  Length of the Internship .......................................................................................................... 7
  Holiday and Sickness Policy .................................................................................................... 7
  Early Start or Late Completion Policy ...................................................................................... 8
  Insurance Policy ..................................................................................................................... 8

PREPARATION FOR THE INTERNSHIP .................................................................................. 8
  Prerequisites ............................................................................................................................ 8
  Organization Search and Selection ......................................................................................... 9
  Joint Agreement between the Organization and the Leven School ..................................... 10

INTERNSHIP ASSIGNMENTS ................................................................................................. 10
  Initial Report ............................................................................................................................ 10
  Bi-Weekly Reports .................................................................................................................. 10
  Organization Description ...................................................................................................... 10
  Special Project and Special Project Report .......................................................................... 11
  Mid-Internship and Final Evaluations .................................................................................... 11
  Grade Recommendation ....................................................................................................... 11
  Leven School Student Exit Evaluation .................................................................................. 12

Grade Criteria Rubrics for Internship Assignments ................................................................. 12
  Bi-Weekly Reports .................................................................................................................. 12
  Organization Description ....................................................................................................... 13
  Special Project ....................................................................................................................... 14
  Evaluations ............................................................................................................................. 15

Appendix ..................................................................................................................................... 15
  APPENDIX A .......................................................................................................................... 16
  APPENDIX B .......................................................................................................................... 17
  APPENDIX C .......................................................................................................................... 24
  APPENDIX D .......................................................................................................................... 26
  APPENDIX E .......................................................................................................................... 30
  APPENDIX F .......................................................................................................................... 32
  APPENDIX G .......................................................................................................................... 33
  APPENDIX H .......................................................................................................................... 34
  APPENDIX I .......................................................................................................................... 37
  APPENDIX J .......................................................................................................................... 38
INTRODUCTION
The application of classroom learning to professional practice is a crucial element in the education of students who are preparing for careers in culinary sustainability and hospitality services. The Michael A. Leven School of Culinary Sustainability and Hospitality program at Kennesaw State University (the "Leven School") is committed to a process which will provide students with practical learning experiences under the direct supervision of well qualified and experienced business organizations (referred to also as “host employers”) and the ongoing tutorial supervision of a Leven School faculty member.

Practical participation is included in many of the Leven School academic offerings, and three requirements are specifically structured as experiential learning opportunities. These three requirements are:

Work Experience (CSH 4000)
This experience requires individual involvement with the industry. Culinary Sustainability Hospitality (“CSH”) majors must complete a minimum of 400 hours of directly applicable experience (e.g., summer jobs, full-time or part-time employment) prior to enrolling in the CSH 4000 course. Students may use one or more field experiences to meet this 400-hour requirement.

Volunteer Experience (CSH 4010)
In addition, every student is required to finish a minimum of 200 hours providing degree-focused volunteer (non-paid) service hours through VKSU. Giving back to the community is an important factor in understanding service and the impact we can have on our community. When students have completed the required 200 volunteer hours they should register for CSH 4010 for approval of their hours.

Internship Experience (CSH 3398)
The Culinary Services Management course, known also as the Internship, requires direct observation and supervised professional participation in a public or not for profit, organization. The CSH Internship is a work experience that generally encompasses a minimum of 10 hours per week over 15 consecutive weeks for 3 hours of credit. CSH students are required to successfully complete a supervised, on-site internship experience with culinary and hospitality service organizations approved by the CSH department during their senior year of study. Emphasis is placed on application of knowledge and skills to actual job roles and responsibility.

This handbook has been prepared to assist students, faculty members, administrators, and host employers in understanding the aims, objectives, principles, policies, and requirements for the professional CSH Internship.
INTERNSHIP DESCRIPTION

General Information
Generally, the Internship experience is 15 consecutive weeks in length. If a student works less than 10 hours in a given week, the remaining hours must be made up prior to completion of the Internship (i.e., overtime or extension of completion date) or the internship grade will be significantly impacted. Work hours in excess of 10 hours per week will be infrequent if ever, and may not be used to reduce the total number of weeks of the Internship.

The primary purpose of the Internship is to enable each student to meet his or her education objectives through participation in a well-planned and organized practical experience. The Internship, therefore, is an individualized program of study. Students are encouraged to seek and select Internship organizations that offer a diversity of leadership and administrative opportunities in areas that correspond to their own professional goals. As a result, students may request some organizations frequently, while others are selected only occasionally.

The Internship Experience
The host employer’s designated supervisor and student, with the assistance of the Internship faculty member supervisor, should cooperate in planning a comprehensive practical experience that meets the educational needs of the student. This experience should include opportunities in administration, as well as program development and leadership.

If possible, the Internship should provide the student with experience in (or an understanding of) a variety of professional, managerial and operational functions within the business organization. These functions may include budgeting and financial record keeping, personnel and supervision, public relations, sales, marketing, customer service, program planning and implementation, facility planning and design, requisition and maintenance of equipment, evaluation, and other areas of concern to professionals in the culinary and hospitality field.

Internship students should be afforded the opportunity to participate in administrative meetings that are related to their assigned duties. If possible, students should be allowed to attend the organization’s policy-advisory board meetings. In addition, students are expected to attend relevant workshops and training sessions whenever possible.

Internship Organizations
Organization selection as a host employer is approved by the Internship faculty member after consultation with the student. Students are strongly encouraged to locate a placement that meets the criteria for internship sites as soon as possible. To qualify as an internship site, the organization should meet the following criteria:
1. Have a sound professional business philosophy that is applied in the organization’s programs and services.

2. Meet professional association standards for their field, including appropriate national or state regulations and/or certifications.

3. Express a willingness and commitment to provide the student intern with a high quality internship by:

   a. Assigning the student intern to a host employer on-site supervisor with appropriate training and experience who will supervise and mentor the intern student for the duration of the internship experience;

   b. Providing the assigned on-site supervisor with appropriate time for the express purpose of supervising and mentoring the intern student;

   c. Supplying the student intern with the organization’s materials appropriate to the internship including orientation, guidelines, safety rules and regulations, together with a prearranged schedule of assignments;

   d. Providing a training program to meet the learning objectives of the student, the organization and the Leven School curriculum;

   e. Outlining and approving specific goals and objectives for the student intern prior to the start of the internship;

   f. Providing reasonable opportunities for the student intern to gain exposure in as many phases of your operation as possible (rotating through different units);

   g. Agreeing to provide an evaluation of student involvement and performance at mid-term and at the completion of the internship;

   and

   h. Agreeing to provide compensation in the form of part-time minimum wage (or greater) for the student intern’s work.

4. If an organization uses a contract that must be agreed upon by Kennesaw State University, the organization is expected to initiate that process at the earliest possible time. Students are unable to confirm or begin an internship until such contract has been negotiated and executed.

Qualified organizations wishing to participate in the Leven School Internship program are encouraged to submit brochures, internship policies/procedures, and other descriptive materials to the faculty member instructor on record for the program.
Cooperative agreements between the Leven School and participating organizations are initiated by the Leven School using the Internship Joint Agreement form Appendix B. After a student selects an organization and it is approved by the faculty member, an Internship Joint Agreement form is sent to the organization (if none is on file) by the student. Once this form (or comparable contractual agreement) is signed by both the organization and the Leven School or Kennesaw State University personnel, as applicable, a cooperative agreement is established and the organization is eligible to accept the Leven School Internship students.

Students generally are not allowed to complete an Internship with an organization for whom they have been employed or are currently employed. If the Internship responsibilities differ significantly from the previous work opportunities, a student may submit a letter of exception to the faculty member (with written support from the organization) with details defining the differences. The faculty member will make the final decision regarding approval.

**Faculty Member Supervisor**
Kennesaw State University will designate one Leven School faculty member to monitor the experience of each Internship student. Generally, the faculty member supervisor will contact the student by telephone, email and D2L (internal web design program utilized for the course) to provide feedback on written assignments and receive periodic updates on the Internship process. The host employer supervisor is encouraged to contact the faculty member supervisor as needs arise (and vice versa). All assignments for the Internship are turned into the Assignment folder on D2L through student access.

All students working on their Internship course must attend classes as established by the faculty member supervisor.

The faculty member supervisor will visit (or make arrangements for a departmental representative to visit) Internship organizations located in Georgia. In general, organizations located outside of Georgia will not be visited.

**Organization Supervisor**
Each Internship organization will designate one professional staff member to serve as the student’s host employer supervisor. This individual is responsible for working with the student to develop and implement a systematic program designed to help the student meet his or her Internship goals. In addition, the host employer supervisor will review and sign all written reports/papers submitted by the student, evaluate the student’s special project, and complete a mid-term and final evaluation (see Appendix forms) on the student’s performance during the Internship.

The host employer supervisor is, in effect, the student’s "teacher" and mentor throughout the Internship process, and the quality of his or her supervision is
critical to the success of the Internship experience. It is expected that weekly conferences will be scheduled between the student and the host employer supervisor to discuss written reports, evaluate the student’s progress, and plan future assignments and activities. These conferences should also provide an opportunity to answer the student’s questions and to discuss issues and trends related to the field of study.

**Internship Student**
The Internship is a course of study with both an experiential and academic component. The Internship student, therefore, has the responsibility to conduct him or herself in a professional manner throughout the Internship process, and to document his or her experience through submission of written reports and assignments to the faculty member supervisor. It is expected that the experiential component will involve a minimum of 10 hours (20 hours in summer semester) per week during the supervised work experience. In general, student preparation of written reports and papers required by the Leven School is not to be included as part of the workweek; however, organization visitations, special project development, evaluation conferences, etc., should be included within the 150 total hours for the course.

**Length of the Internship**
Generally, the Internship experience is 15 (8 weeks in summer) consecutive weeks in length. If a student works less than 10 hours (20 hours in summer) in a given week, the remaining hours must be made up prior to completion of Internship (i.e., overtime or extension of completion date). Work hours in excess of 10 (20 hours in summer) hours per week may not be used to reduce the total number of weeks of Internship. The only exemption is summer class where the total hours (minimum 150) have to be finished in the length of summer class schedule.

**Holiday and Sickness Policy**
Students are given credit for official organization holidays (or closings due to inclement weather unless projects can be completed online by distance learning), providing this does not result in missing more than one workday in a given week. If more than one workday is missed in a week due to holidays, the student is expected to make up the additional days/hours prior to the completion of Internship.

In case of illness or need for personal leave, students are expected to notify their host employer supervisor according to established organization procedures. Students are entitled to one sick day (or personal leave day) during their Internship, without the necessity to make up the working time that is missed. Additional work days/hours missed due to illness, observance of religious holidays, or other matters of personal necessity, are expected to be made up prior to completion of the Internship.
Early Start or Late Completion Policy
Except in unusual circumstances, the Internship is to be completed during a given semester (or combined summer sessions, including intercession). Specifically, all work-related hours credited to the Internship experience are to be completed between the first and last day of classes (or last day of exams during summer only). If the student selects an Internship organization that requires an early start or late completion, all work-related hours that are not during the scheduled semester (or summer sessions) will not be part of the Internship experience. Early start and/or late completions are considered to be voluntary arrangements between the student and the organization. These voluntary hours will not count toward voluntary hours needed to graduate from the CSH program.

Insurance Policy
Kennesaw State University does not provide insurance coverage for students on the Internship; however, students are encouraged to have their own personal medical and personal liability insurance during their Internship experiences.

If the Internship organization requires a student to have medical, liability or other insurance coverage, the organization is expected to communicate this requirement in writing to the student. The student is expected to submit proof of the required coverage to the organization prior to the start of the Internship experience. The Leven School considers all such arrangements to be between the student and the Internship host employer.

PREPARATION FOR THE INTERNSHIP

Prerequisites

1. Students should have completed at least two-thirds of their academic curriculum program before seeking an internship program.

2. Student’s Letter of Intent

3. Resume (approved by the Department of Career Planning & Development at KSU)

4. Copy of Transcripts
   a. Students shall possess a Grade Point Average of 2.5 at the time of the Internship. If the student does not possess the appropriate grade point average he/she will need to meet with the Leven School department chair prior to registering for the course.
b. Industry indicates students who do not possess at least a 3.0 grade point average are less likely to obtain a quality internship from a credible organization.

5. Students will be required to maintain a journal of their internship experiences. These journals are a required part of the CSH course and should be presented at the times requested by your internship faculty member. Failure to do so could lead to a reduction of grade.

6. Students wishing to take the internship courses will make their intentions known to the Leven School faculty member supervisor one semester prior to the experience and will be held accountable at that time to present all criteria previously mentioned in steps I through VI.

7. Register and pay all tuition and fees for CSH 3398.

Organization Search and Selection
In order to assist students with identifying and selecting organizations that meet their educational goals, the Leven School office maintains: folders containing organization brochures and descriptive materials, and updated lists of potential approved Internship organizations. These resources enable each student to identify organizations that appear to offer suitable Internship experiences.

After discussing tentative plans for the Internship with the faculty member, each student is expected to:

1. Call potential organizations to identify the appropriate contact person(s) and determine the availability of Internship positions during the semester in question.

2. Mail a cover letter, resume and list of internship goals to the contact person for each potential Internship organization. The cover letter, resume and goal statements must have been approved by the faculty member instructor of CSH 3398 prior to mailing.

3. Call to arrange for an interview with each potential Internship organization. Although the student is strongly encouraged to visit several organizations, only one interview is required. If an on-site interview is not possible due to financial or logistical considerations, a telephone or Skype interview may be conducted.

4. Select his or her Internship organization, confirm selection by telephone and follow-up written correspondence with the host employer, and notify the Internship faculty member of this selection using the Internship Organization Designation Form Appendix A.
Immediately notify all other potential organization supervisors (those interviewed for the Internship) that he or she has accepted placement with another organization.

**Joint Agreement between the Organization and the Leven School**

In order for a student to be placed with an organization for the Internship, a Joint Agreement Form Appendix B (or other contractual arrangement) must be on file with the Leven School Office. This agreement is signed by both the Leven School and organization personnel, and specifies the minimum obligations of each party. Upon submission of the Internship Organization Designation Form by the student, the Internship faculty member will determine if the organization has a Joint Agreement Form (or contract) on file, and:

a. If so, confirm selection by written correspondence with the organization supervisor, or
b. If not, initiate action to approve the organization for placement by having the student send a Joint Agreement Form and supporting materials to the organization supervisor.

**INTERNERSHIP ASSIGNMENTS**

The Leven School students are required to submit a number of written assignments and forms during the Internship experience as part of CSH 3398. These include:

**Initial Report**
Within the first week of the Internship, the student must complete and submit an Initial Report. This report (see Appendix C) provides the faculty member supervisor with information for contacting the student and his or her host employer supervisor.

**Bi-Weekly Reports**
Throughout the entire length of the Internship, the student is required to submit bi-weekly reports to his or her faculty member supervisor. These reports contain a cover page, a daily log and an analysis of one or more events (or issues) that occurred during the 2-week period. The analysis portion of the bi-weekly report is generally two typewritten pages (double spaced) and should conform to the Weekly Report Guidelines (see Appendix D).

*Note: Students must receive an orientation to the other programs, departments and disciplines within their Internship organization. This cross training must be documented in the bi-weekly reports.*

**Organization Description**
Each student is expected to gain a thorough understanding of his or her Internship host employer. The organization description assignment allows the student to
demonstrate this understanding, and provides a written document that is placed in the organization’s Internship file to assist CSH majors with their Internship selection. The organization description should be typed, double-spaced and conform to the Organization Description Guidelines (see Appendix E).

**Special Project and Special Project Report**

Each Internship student, in cooperation with his or her host employer supervisor, is expected to design and complete a special project of significance and lasting value to the organization. The nature and scope of the special project should be consistent with the student’s educational background and career goals; however, the primary purpose of this project is to make a professional contribution to the Internship organization. Prior to starting the project, the Internship Special Project Proposal form (see Appendix F) must be submitted to the faculty member supervisor. One such proposed project may focus on increasing the environmental sustainability of the organization.

The student must prepare a thorough, typewritten (double spaced) report that describes both the process and results of the special project. This report must conform to the Special Project Report Guidelines (see Appendix H).

**Mid-Internship and Final Evaluations**

The host employer supervisor is expected to conduct formative evaluations of the student’s performance at least twice during the Internship. The mid-Internship evaluation conference is especially important because (1) it provides structured feedback to the student on his or her performance to date, and (2) it offers an opportunity for the student and host employer supervisor to reestablish goals for the second half of the Internship. The final evaluation allows the student to assess his or her progress during the Internship and should assist the host employer supervisor to determine his or her grade recommendation for the student (see below).

The host employer supervisor may use the evaluation form supplied by the Leven School (see Appendix H), or an organization personnel evaluation form may be substituted, if desired. Regardless of what form is selected, it is important that the mid-Internship and final evaluations be conducted using identical forms. (Due: Mid-Internship - one week following mid-point; Final - one week after the Internship, but no later than the last day of classes)

**Grade Recommendation**

At the conclusion of the Internship, the host employer supervisor is expected to submit a Grade Recommendation Form (see Appendix I) to the faculty supervisor. This form enables the host employer supervisor to assign a letter grade that reflects the total progress and level of achievement attained by the student during the Internship. This form also requests that the host employer supervisor assign a letter grade for the student’s special project. (Due: one week after the Internship, but no later than the last day of classes)
The final grade for the student's Internship is assigned by the faculty member supervisor. This overall grade is based on the recommendation of the host employer supervisor and the quality (including promptness) of the student's written assignments.

**Leven School Student Exit Evaluation**

At the conclusion of the Internship each student will complete the CSH Student Exit Evaluation (see Appendix J). The evaluation is designed to obtain important feedback with regard to the overall CSH program. The evaluation should give students an opportunity to discuss, analyze and provide insight into their various CSH educational experiences. *(Due: one week after the Internship, but no later than the last day of classes)*

**Grade Criteria Rubrics for Internship Assignments**

**Bi-Weekly Reports**

**A** Report is submitted on time. The report consists of a cover page containing the student's full name, the number of the report, the dates covered by the report, the complete name and address of the organization, the number of internship hours covered by the report, the total number of internship hours to date, signature spaces for the student and host employer supervisor, a space for comments by the host employer supervisor, and a signature space for the faculty member supervisor.

The daily log of an “A” report reflects a detailed list of the daily experiences for the period of time covered by the report. All experiences in the log are described in detail, and the student indicates his/her role in the activity or event described. All days are accounted for including days off, and sick or personal days.

The analysis section of an “A” report identifies a relevant event or issue to the student’s internship experience and provides an in-depth discussion integrating information from course work, practical experience, and personal reflection. Potential consequences are discussed as well as what the student learned from the event or issue. Finally, a plan of action should be proposed as a result of the analysis. Potential solutions to a problem should be identified and explained.

**B** Report is submitted 1 day late. The cover page is missing 1-2 pieces of required information (identified above in the first paragraph).

The daily log of a “B” report provides a summary of activities but with gaps or blocks of time unaccounted for. The role of the student in the activities described in the daily log is not clearly articulated. Descriptions of the activities and experiences of the student are not complete.
The analysis section of a "B" report identified relevant event(s) or issue(s) to the student’s internship experience, but does not provide an in-depth discussion reflecting the student’s understanding of the situation described. The analysis reflects sound reasoning and judgment with most major issues identified, but the importance of the smaller issues may not be clearly conveyed. A “B” report demonstrates the student’s ability to understand the information at hand and their ability to apply and minimally integrate the information.

C Report is submitted 2 days late. The cover page is missing a substantial amount of the required information as noted above.

The daily log of a “C” report provides an average summary of activities containing blocks of time unaccounted for. The student’s role in the activities described is not identified, nor are descriptions of the activities and experiences of the student clearly communicated.

The analysis section of a “C” report identified event(s) or issue(s) that are not truly relevant, nor does the student provide an adequate justification for the relevance of their analysis topic. The report reflects an adequate understanding of the basic information, and usually offers a reason for making a particular statement. A few correct applications of the information are typically present. The information is generalized, but not integrated.

D Report submitted 3 days late. No cover page is included. The report is not typed.

The daily log of a “D” report provides only a sketch of the time period covered. Time blocks are unaccounted for, articulation of experiences and activities is not clear, nor can be understood by the reader. The student’s role in the activity is not stated.

The analysis section of a “D” report does not identify a relevant event or issue. The analysis demonstrates an inadequate understanding of the topic. Little or no generalization, analysis and synthesis of information is included.

F Report submitted 4 or more days late. The report is not typed and does not include the required components, such as cover page and daily log. The analysis section is poorly written and/or contains numerous errors in fact and/or format. It does not demonstrate understanding of the information at any level, and may be a simple recitation of facts.

Organization Description

A Report submitted on time. The organization description provides a thorough presentation of information about the intern’s organization reflecting their
understanding of the organization and its operations. All the components of the
description (i.e., title page, table of contents, overview of organization, and
summary of internship opportunities) are complete and explained in detail. The
overview of the organization provides thorough descriptions of the history,
purpose, and philosophy of the organization, along with a description of the
personnel, services and clientele served. Funding sources and problem areas
faced by the organization should also be identified and explained with the
student providing ideas for addressing these issues.

B Report submitted 1 day late. The organization description provides a good
presentation of the organization yet the intern’s understanding of the
organization and its operations are not totally complete. Most major aspects of
the organization are identified, but the importance of smaller issues may not be
clearly conveyed.

C Report submitted 2 days late. The organization description reflects an adequate
understanding of the organization and its operations. One to two sections of the
overview of the organization are missing.

D Report submitted 3 days late. The organization description demonstrates an
inadequate understanding of the organization and its operations.

F Report submitted 4 or more days late. The organization description is poorly
written and/or contains numerous errors in fact. It does not demonstrate
understanding of the organization or its operations at any level.

Special Project

A The special project receiving an “A” should include the following components:
title page, table of contents, introduction, description of the project, and an
evaluation. The introduction should consist of a brief description of the project
and its relevance to the organization. The evaluation of the project should go
beyond the student’s subjective opinion of their work, and include results from
questionnaires, interviews or the host employer supervisor’s formal feedback.
Submitted on time.

B The special project receiving a “B” includes all the required components.
Submitted 1 day late.

C Missing required components. Submitted 2 days late.

D Missing substantial information. Demonstrates inadequate understanding of
presented information. Submitted 3 days late.
F Poorly written, contains numerous errors, and does not demonstrate understanding of the information on any level. Submitted 4 or more days late.

**Evaluations**
A Receives 90% or higher score on the criteria.
B Receives 80% - 89% score on criteria.
C Receives 70% - 79% score on criteria.
D Receives 60% - 69% score on criteria.

**Appendix**

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Internship Organization Designation Form</td>
<td>16</td>
</tr>
<tr>
<td>B</td>
<td>Internship Joint Agreement</td>
<td>17</td>
</tr>
<tr>
<td>C</td>
<td>Initial Report</td>
<td>24</td>
</tr>
<tr>
<td>D</td>
<td>Bi-Weekly Report Information</td>
<td>26</td>
</tr>
<tr>
<td>E</td>
<td>Internship Organization Description Guidelines</td>
<td>30</td>
</tr>
<tr>
<td>F</td>
<td>Internship Special Project Proposal</td>
<td>32</td>
</tr>
<tr>
<td>G</td>
<td>Special Project Report Guidelines</td>
<td>33</td>
</tr>
<tr>
<td>H</td>
<td>Internship Evaluation Form</td>
<td>34</td>
</tr>
<tr>
<td>I</td>
<td>Grade Recommendation Form</td>
<td>37</td>
</tr>
<tr>
<td>J</td>
<td>Leven School Exit Evaluation</td>
<td>38</td>
</tr>
</tbody>
</table>
APPENDIX A

INTERNSHIP ORGANIZATION DESIGNATION FORM

Submission of this form to the Internship faculty member constitutes official notification of the student’s intention to do his or her Internship at the organization specified below. Any change in the student’s Internship organization or semester of enrollment must be made in consultation with the Internship faculty member and the host employer supervisor.

PLEASE PRINT:
Name of Student: ____________________________
Leven School Address: Michael A. Leven School of Culinary Sustainability and Hospitality
Prillaman Hall
Room 2301 MD 4106
520 Parliament Garden Way
Kennesaw, Georgia 30144
University Phone: (470) 578-6276
Internship Organization: ____________________________
Department (if applicable): ____________________________
Organization Address: ____________________________
City: ________________ State __________ Zip Code __________
Organization Main Phone Number: (_______) _______ Fax: (_______) _______
Host Employer Supervisor: ____________________________
Title: __________________________________
Host Employer Supervisor's Phone Number or Extension: (_______) _______
Host Employer Supervisor's Email Address: __________________
Semester/Year for the Internship: □ Fall  □ Spring  □ Summer
Credits for the Internship: ___3____
Tentative Starting Date: ________________
Ending Date: ________________
Is there a Joint Agreement form on file for the above Organization? □ Yes □ No

This is to certify that I have completed an interview with appropriate personnel from the above organization, and they have accepted me for placement during the semester specified above.

Signature of Student: ___________________ Date: ________________

Signature of Internship Faculty Member: ___________________ Date: ____________
ORGANIZATION – INTERNSHIP JOINT AGREEMENT (Please print clearly)

Student: _______________________________________________________

AND-

(To be completed by Organization)

Organization Name: ________________________________________________

Address: __________________________________________________________

City: ______________________ State: _______________ Zip: _____________

Telephone Number: _______________ Fax: _____________________________

Supervisor: ______________________________________________________

Start Date: ___________________________ End Date: ____________________
(Host employer supervisors must notify the Internship faculty member immediately
if any changes are made to the Internship start date after submitting the Joint
Agreement to the Leven School)

Work hours per week: _____________________________________________

Major Duties Assigned: ____________________________________________

The primary purpose of the internship is to enable each student to meet their
educational objectives through participation in a well-planned and organized
practical experience. Due to the variation in settings, work assignments, internship
level and academic credit, no single set of objectives can serve all placements; therefore, the CSH Internship faculty member, in cooperation with the host employer supervisor and student, will plan a comprehensive practical experience that meets the educational needs of the student and the requirements of the Leven School curriculum.

ORGANIZATION RESPONSIBILITIES

The Organization agrees to:

1. Maintain a sound professional business philosophy that is applied in the organization’s programs and services.
2. Maintain professional association standards for its field, including appropriate national or state regulations and/or certifications.
3. Provide the student intern with a high quality internship by:
   a. Assigning the student intern to a host employer on-site supervisor with appropriate training and experience who will supervise and mentor the intern student for the duration of the internship experience;
   b. Providing the assigned on-site supervisor with appropriate time for the express purpose of supervising and mentoring the intern student;
   c. Supplying the student intern with the organization’s materials appropriate to the internship including orientation, guidelines, safety rules and regulations, together with a prearranged schedule of assignments;
   d. Providing a training program to meet the learning objectives of the student, the Organization and the Leven School curriculum;
   e. Outlining and approving specific goals and objectives for the student intern prior to the start of the internship;
   f. Providing reasonable opportunities for the student intern to gain exposure in as many phases of the organization’s operation as possible (rotating through different units);
   g. Agreeing to provide an evaluation of student involvement and performance at mid-term and at the completion of the internship; and
   h. Agreeing to provide compensation in the form of part-time minimum wage (or greater) for the student intern’s work; the amount of such compensation to be agreed upon by the Organization and the student intern.
ORGANIZATION – INSURANCE

The Leven School does not provide insurance coverage for students on the Internship; however, students are encouraged to have their own personal medical and personal liability insurance during their Internship experience.

If the Organization requires a student to have medical, liability or other insurance coverage, the Organization is expected to communicate this requirement in writing to the student in advance of agreeing to be the host employer for the student’s Internship. The student is expected to submit proof of the required coverage to the Organization prior to the start of the Internship experience. The Leven School considers all such arrangements to be between the student and the Organization.

INTERNSHIP ASSIGNMENTS

The Leven School CSH majors are required to submit a number of written assignments and forms during the Internship experience. These include:

Initial Report: Within the first week of the Internship, the student must complete and submit an Initial Report.

Bi-Weekly Reports: Throughout the entire length of the Internship, the student is required to submit bi-weekly reports to his or her faculty member supervisor.

Note: Students must receive an orientation to the other programs, departments and disciplines within their Internship organization. This cross training must be documented in the bi-weekly reports.

Organization Description: Each student is expected to gain a thorough understanding of his or her Internship Organization. The Organization description assignment allows the student to demonstrate this understanding, and provides a written document that is placed in the Organization’s Internship file.

Special Project and Special Project Report: Each Internship student, in cooperation with his or her host employer supervisor, is expected to design and complete a special project of significance and lasting value to the organization. The nature and scope of the special project should be consistent with the student’s educational background and career goals.

Mid-Internship and Final Evaluations: The host employer supervisor is expected to conduct formative evaluations of the student’s performance at least twice during the Internship.
**Grade Recommendation:** At the conclusion of the Internship, the host employer supervisor is expected to submit a Grade Recommendation Form to the faculty member supervisor. This form enables the host employer supervisor to assign a letter grade that reflects the total progress and level of achievement attained by the student during the Internship.

**CSH Student Exit Evaluation:** The evaluation should give students an opportunity to discuss, analyze and provide insight into their various CSH educational experiences.

**EXPECTATIONS OF HOST EMPLOYER SUPERVISOR**

Before placement, complete all required paperwork that stipulates the student's internship position, work responsibilities, start date and end date, along with the designated expected work hours.

Appoint a knowledgeable host employer supervisor to work with and mentor the student. Provide a variety of learning opportunities that will help the student gain valuable knowledge and skills. The CSH 3398 course learning objectives are:

*By the end of the semester, every student who performs the necessary preparatory work, attends class, and successfully completes the course assessments will be able to:*

1. Discuss the philosophies of service leadership and their relationships to a variety of work environments.
2. Recognize cultural awareness training needs critical to succeed in today's global hospitality industry.
3. Define leadership and explain the importance of leadership skills in the workplace; leading with integrity, leading by example, understanding self-leadership and how these qualities can affect those around you.
4. Lead effective teams, demonstrating teamwork and how to be a good team player.
5. Explain the implications of current actions and decisions on future abilities to exercise influence.
6. Define the roles and responsibilities of culinary food service and hospitality managers.
7. Critically evaluate workplace culture and its impact on successful operations.

The host employer supervisor, in conjunction with the student are required to sign all internship paperwork (initial report, bi-weekly reports, etc.) before it can be submitted to the Internship faculty member.

Complete and submit a mid-internship report to the Internship faculty member concerning the student’s progress.
After internship completion, complete and submit a final evaluation and the grade recommendation form to the Internship faculty member.

The host employer supervisor should meet with the students as often as possible to discuss the student’s progress.

Immediately call the Internship faculty member if the performance or behavior of the student is unsatisfactory and/or detrimental to the organization and/or the Level School CSH program.

**EXPECTATIONS OF THE LEVEN SCHOOL**

Before placement, the Internship faculty member will provide each host employer supervisor the appropriate documents (Internship Joint Agreement, etc.) to allow the student the opportunity to complete their internship at the Organization.

During this period the Internship faculty member will email the student periodically in order to monitor his/her progress. The faculty member will also be contacting the host employer supervisor to make certain that the student’s performance is meeting the organization’s expectations. If at any time the organization or the host employer supervisor has any concerns or questions, please contact the internship faculty member.

**EXPECTATIONS OF THE STUDENT INTERN**

Before placement, the student must meet with the Internship faculty member to decide on a potential internship organization, review internship work experiences activities and requirements, and due dates for submitting all required paperwork.

Report to the internship organization on the date specified by the organization.

As a representative and ambassador of Kennesaw State University and the Leven School, be professional at all times, during working and non-working hours.

Become acquainted with the overall structure of the Organization, as well as its staff members.

Be professionally dressed at all times in accordance with the Organization’s dress code.

Meet with your host employer supervisor immediately upon arrival at the Organization to discuss your goals for the internship.
Meet with your host employer supervisor periodically throughout the internship to discuss your progress.

Submit all required paperwork on time and with the proper signatures.

Complete and submit Final Evaluation, Grade Recommendation Form, and Leven School Student Evaluation Form at the conclusion of your internship.

**SIGNATURES**

**STUDENT**

*I have read the Leven School Internship Handbook, Internship Joint Agreement, and agree to fulfill the stipulated requirements.*

__________________________________________  __________________________________________
Student Name – Print                          Student’s Telephone Number

__________________________________________  __________________________________________
Student Signature                            Student’s E-mail Address

_____________
Date

**ORGANIZATION**

*The organization agrees to follow the policies and procedures regarding the internship as outlined in the Leven School Internship Handbook, a copy of which has been provided to the Organization by the student intern. Your signature also acknowledges that you agree to support the student with their current Leven School internship requirements.*

__________________________________________  __________________________________________
Host Employer Supervisor – Print              Organization Telephone Number

__________________________________________  __________________________________________
Host Employer Supervisor – Signature          Host Employer Supervisor’s Email Address

_____________
Date

**LEVEN SCHOOL PROGRAM**

*Cooperate with Organization personnel in identifying and selecting students for the internship. Assist in the internship process by periodic consultation with the*
Organization personnel and by close supervision of the students who are assigned to the Organization for the internship.

________________________________________________________
Leven School Internship Faculty Member – Print

________________________________________________________
Leven School Internship Faculty Member – Signature

________________________________________________________
Date
APPENDIX C

INITIAL REPORT

Instructions: To be completed by the student, signed by the Host Employer Supervisor and returned to the Internship Faculty Member during the first week of Internship

Student’s Full Name ____________________________

Student’s Address ____________________________

City       State       Zip Code

Student’s Phone Number ____________________________

Student’s E-mail Address ____________________________

Full Name of Internship Organization ____________________________

Department (if applicable) ____________________________

Organization’s Address ____________________________

City       State       Zip Code

Full Name of Host Employer Supervisor: ____________________________

Title of Host Employer Supervisor: ____________________________

Host Employer Supervisor’s Phone Number: ____________________________

Host Employer Supervisor’s Email Address: ____________________________

START DATE OF INTERNSHIP: ____________________________

TENTATIVE COMPLETION DATE: ____________________________
Regular Work Days/Hours:

Major Duties Assigned:

Student’s Signature _________________________________ Date: ________________

Host Employer Supervisor’s Signature ______________________________ Date: _______
APPENDIX D

Bi-Weekly Report Information

The bi-weekly report is an important aspect of the Internship because it serves a number of vital functions for the student, the host employer supervisor and the faculty member supervisor. The bi-weekly report:
1. Provides early and consistent feedback to the faculty member supervisor regarding important aspects of the student’s field experience.
2. Ensures a systematic method of communication between the host employer supervisor and the student.
3. Requires that the student reflect upon the previous week’s experiences and analyze relevant events or issues.
4. Offers an opportunity for either the student or the host employer supervisor to put comments in writing to the faculty member supervisor.

Cover Page
The bi-weekly report cover page should include the student’s full name, the number of the report, the dates covered by the report, the complete name and address of the Organization, the number of Internship hours covered by the report, the total number of Internship hours to date, signature spaces for the student host employer supervisor, a space for comments by the host employer supervisor, and a signature space for the faculty member supervisor. A sample cover page is included with this information.

The Daily Log
The daily log requires the student to keep a detailed record of his or her daily experiences during the Internship. This written record should give the faculty member supervisor an understanding of the student’s many duties and responsibilities. The log may also provide the student with a framework for discussing the previous week’s activities with his or her host employer supervisor.

In general, the student should summarize activities in time blocks of 1/2 hour or greater. Entries in the log must include sufficient detail to allow the faculty member supervisor to understand the breadth and depth of each day’s experiences. The first time an Organization staff member is mentioned in the daily log, his or her complete name and title should be included and underlined. At the conclusion of each day’s entry, the student should report the total number of Internship hours for that day (excluding routine meals and breaks). A sample daily log is included with this information.

Tips for doing a good daily log include:
1. Make sure the experience described can be understood by someone unfamiliar with your situation.
2. Indicate your role in activity or event described.
3. Account for all days of the week (indicate days off, sick or personal leave days, etc.).

4. When using abbreviations, initials or acronyms, write the word(s) out the first time. Show in parentheses the abbreviation, initials or acronym that will be used in the remaining reports.

The Analysis
This section of the weekly report offers the Internship student an opportunity to reflect upon the events of the previous 2 (two) weeks and to demonstrate his or her analytical skills. The student is expected to select one (or more) of the events (or issues) and provide an in-depth discussion that goes beyond mere summarization. Because of its importance in problem solving and decision-making, the ability to analyze is an essential skill for any recreation professional; therefore, the quality of the Analysis section is the primary criteria for assigning a grade to the student’s bi-weekly report.

In completing the Analysis portion of the bi-weekly report, the student should ensure that the following components are included:

a. Identification of the relevant event(s) or issue(s)
It is not expected or required that the event(s) or issue(s) be of "earth shattering" magnitude. It should, however, be an event/issue that is relevant to the student’s work experience or professional development. Examples include: a problem that needed to be solved; a professional issue that has implications for the Organization's service delivery; the student's use of a specific type of leadership style.

b. Determination and explanation of relevant components
The analytical process involves identifying the multiple factors that (1) comprise the event/issue, and/or (2) are interrelated with or have an impact upon the event/issue, and/or (3) are potential outcomes of the event/issue. A very important part of the analysis is to state the implications of the event/issue. In other words: What are the potential consequences? What was learned by the student or other staff members? To whom (or what) is the event/issue relevant (the Organization, the community, the profession)?

c. Plan of action (if appropriate)
Whenever possible, an analysis should propose a plan of action. This plan may be for the student to implement, or it may constitute suggestions for others. If a problem has been identified, one or more potential solutions should be proposed. If the analysis focuses on positive events, it may be possible to identify ways to continue (or repeat) these favorable events.

It is important to write and reflect upon the analysis prior to typing it for submission. In so doing, it can be examined to ensure that the above items are clearly and concisely
presented. Generally, the analysis section of the bi-weekly report will be approximately two typewritten (double spaced) pages, although some topics may require more or less space.

In a well-written analysis all statements are supported by data and/or observations. For example, "the participants had a good time" should be followed by how that was determined; "things did not happen as anticipated" should be followed by what happened and, more importantly, why it happened. It should be kept in mind that an analysis is more than a summary of what occurred - it is an investigation into the causes, components, and outcomes (including implications) of the event/issue. It is a skill that, once mastered, will be extremely helpful in all aspects of the student’s professional life. **BI-WEEKLY REPORTS SHOULD BE TYPED!**

**SAMPLE BI-WEEKLY REPORT**

ANITA JOBB

Internship Report No. 2

February 6-17, 2017

ORGANIZATION: Green Valley Resort

This week’s work hours (excluding routine meals, breaks, etc.) = _____ hours

Total Internship work hours to date = _____ hours

Student’s Signature: ________________________________

Host Employer Supervisor’s Signature: ________________________________

Comments by Host Employer Supervisor:
Sample Daily Log (for three days)

BI-WEEKLY REPORT NO. 2

Mon, Feb 6, 2017  Hours = 7.25 hrs.*
9:00-12:00  Assisted Paige Turner and Sarah Bellum with registration for Summer programs (greeted registrants, recorded information, and answered questions).
12:00-12:45  Lunch
12:45-2:00  Developed cleaning plan for use in new cafe (to begin on July 15th). Submitted form for typing.
2:00-4:00  Worked at front desk answering phone, referring inquiries to proper person, filing registration materials, etc.
4:00-4:30  Discussed possibility of future job with the Organization
4:30-5:00  Showed Chef Boyd Ardee, the form I developed and discussed potential revisions to meet his needs.

Tue, February 7, 2017  Day off

Wed, February 8, 2017  Hours = 8.5 hrs. (included working lunch)
8:30-9:00  Dressed for front of the house
9:00-10:00  Assisted Dawn Baker, breakfast chef, with plans for next few days.
10:00-10:30  Got dressed for back of the house, then discussed plans for the rest of today with Dayton Tymer.
10:30-12:00  Went to local American Red Cross (A.R.C.) office with Dayton and Clara Barton and assisted with awarding certificates to members who passed ARC tests.
12:00-1:15  Lunch with Dayton (discussed ideas for Internship special project - no firm decision reached yet; also talked about menus and other work-related matters).
1:15-3:00  Returned to office, prepared for party next week.
3:00-5:00  Attended orientation class for the new phone system being installed next week. Topics included proper transfer procedures for calls and ways to conduct conference calls.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

NOTE: Some Internship students will change activities more often than the above student, while others will remain at specific tasks for a longer time. When many different tasks of short duration (e.g., 10-20 minutes) are performed, it is acceptable to group these within a larger time block (e.g., 2 hrs.). Sufficient detail should be included, however, to inform the faculty member supervisor of the student’s major responsibilities during the time block specified. Be certain to include the total number of hours worked per day, as well as placing a total for the week on the cover page.
During the first few weeks at the Internship, the student should be gaining a thorough understanding of the Organization and its operations. The Organization description assignment enables the student to demonstrate this understanding, and provides a typewritten (double space) resource for future Leven School Internship students. Two copies of this report are to be submitted to the faculty member supervisor.

At the conclusion of the semester, a copy of the student’s Organization description will be placed in the Organization’s Internship file. It is important, therefore, that the host employer supervisor review and sign the Organization description prior to its submission. If necessary, the host employer supervisor may wish to add handwritten comments that clarify or expand upon the student’s efforts.

It is essential that the Organization description include a thorough presentation of information that would be helpful to students considering this organization for a Leven School Internship experience. The completed assignment should include:

1. **Title Page**
   Provide the title of the report, name and address of the Organization, student’s name, date, and a signature block for the host employer’s supervisor. It is important that the host employer supervisor sign the title page after reviewing and approving the final form of the Organization Description.

2. **Table of Contents**
   Give all headings and subheadings and their corresponding page numbers.

3. **Overview of Organization**
   Provide an in depth overview of the Organization (or department of the Organization, if the Organization is exceptionally large). This section should include:

   a. Introductory Statement - Give the name of the Organization and briefly describe the type of service that this Organization (or unit) represents.

   b. History/Development - From an historical perspective, how has this Organization evolved into what it is today? What were its stages of development and growth? When and why was it originally founded in its present location?
c. Purpose/Philosophy - What is the mission or purpose of the Organization? What is the Organization's philosophy as it relates to providing culinary or hospitality services to its clientele?

d. Personnel - What are the job titles of personnel with whom an Internship student might interact on a regular basis? Give one-sentence job descriptions for these individuals, and include whether they are part-time, full-time, seasonal, and/or volunteers.

e. Services - What services or activities are offered? How are these services organized and programmed (e.g., when, where, how often, types of program, group structures, etc.)?

f. Clientele - What populations are served (e.g., general public, youth, persons with disabilities, economically disadvantaged, etc.)? What restrictions are there, if any?

g. Funding - What are the funding sources for the Organization?

h. Problem Areas - What are the major areas of concern for the Organization (e.g., growing demand for services, sluggish economy, vandalism, strong competition, legal liability issues, funding shortages, job freezes)? How are they addressing these issues?

4. Summary of Internship Opportunities

Describe, in detail, the potential experiences that may be available for Internship students. Information should be included regarding job responsibilities, salary (if any), expenses that might be anticipated, availability of housing, need for personal transportation, special clothing requirements, certifications required (e.g., CPR, Senior Life Saving, etc.) and any other information that would be helpful for a potential Internship student to know. The student should also differentiate among Fall, Spring, and Summer semesters in terms of potential Internship experiences. Finally, a list of recommended books, resources, courses, etc., should be provided that would help an Internship student prepare for the experience.
APPENDIX F

SPECIAL PROJECT PROPOSAL
(for use during the Internship)

Name of Student: _______________________________________________________________

Organization and Department: ______________________________________________________

Phone: (         ) __________________________________________________________________

Name of Host Employer Supervisor: _____________________________________________________

DESCRIPTION OF PROJECT:

PURPOSE OF PROJECT FOR ORGANIZATION:

MAJOR COMPONENTS OF PROJECT:

PROJECT SCHEDULE (TIME LINE):

Student’s Signature: ___________________________  Date: __________

Host Employer Supervisor’s Signature: __________________________  Date: ______

Faculty Supervisor's Signature: __________________________  Date: ______

Back of form may be used for comments by Student, Host Employer Supervisor or Faculty Member Supervisor.
APPENDIX G

Special Project Report Guidelines

The student’s special project should be communicated to Leven School in a report which adequately reflects both the process and results of the project. This typewritten (double spaced) report, which is separate from the project itself, should include:

1. **Title Page**
   Include the title of the report, name and address of the Organization, student’s name, date, and a signature block for the host employer supervisor. The host employer supervisor should sign the title page after reviewing and approving the final form of both the special project and special project report.

2. **Table of Contents**
   Give all headings and subheadings and their corresponding page numbers.

3. **Introduction**
   Include a brief description of the special project and describe its importance to the Organization.

4. **Description of Project**
   Provide a detailed description of the finished project. If the completed project is a manual, brochure, or other written document, this portion of the report may simply refer the reader to the accompanying project. If the project is not in a form that can be sent to the Leven School (e.g., promotional display, equipment adaptation, etc.) a complete, written description of the finished product must be included. Photographs, diagrams or other visual aids may be helpful (they may be included here or in an Appendix).

5. **Evaluation**
   Include a description of the evaluation methods used with the special project. These methods should include but go beyond the student’s own subjective opinion of the project. Surveys, interviews, and the host employer’s supervisor’s formal feedback are all ways in which the special project (and its contribution to the Organization) may be evaluated by the student. The grade for this portion of the report will not depend upon the success of the project; rather, it will be based upon the thoroughness of the evaluation process, as described.

The student should ensure that the host employer supervisor has sufficient time to evaluate the special project and review the special project report prior to the assignment’s due date. As with most Internship assignments, the complete report (including the project, if sent with the report) may be picked up from their faculty member supervisor by the student after the semester.
Name of Student __________________________ Evaluation Date ______________

Name of Host Employer Supervisor ________________________________

Position or Title ________________________________

Organization ____________________________________________

Period Covered by Rating:  Mid-Internship Evaluation

(Circle One)  

Final Evaluation

This evaluation should be made with care and fairness for the interest of the student. Reflect carefully upon the person’s work and make an honest judgment of the qualities of the intern. Base your judgment on the entire period covered and not upon isolated incidents alone. This evaluation is to be made on a bi-term basis, and the evaluation should be shared with the student. Your discussion of the evaluation with the student, especially at mid-term, is an opportunity to set up personal growth goals based upon the feedback.
EVALUATION

Space is provided below for comments concerning this evaluation. If more space is needed, please attach sheet or use the back of this form.

1. Briefly describe the student’s *professional performance* to date? (Ex. has the student displayed the ability to organize people and resources, do they complete assignments on or before due dates, do they have the ability to communicate ideas, etc.)

2. Briefly describe the students’ *professional knowledge*? (Ex. has the student shown the ability to apply knowledge in a practical way, have they shown the ability to think independently, etc.)

3. Briefly describe the students’ *professional personality*? (Ex. are they courteous and tactful, do they exhibit pleasant, tasteful personal appearance, etc.)

4. Briefly describe the students’ *professional attitude*? (Ex. do they display initiative and imagination, a zeal for the profession, accepts assignments willingly, demonstrates a positive relationship with Organization staff members, accepts suggestions, direction and critical evaluation, etc.)
5A. (midterm evaluation) As a supervisor, what would you like to see the student accomplish during the second half of their internship?

5B. (final evaluation) In your opinion, what was the student’s best accomplishment(s) during their internship?

COMMENTS

HOST EMPLOYER SUPERVISOR’S COMMENTS (if needed):

STUDENT’S COMMENTS:

SUMMARY OF EVALUATION CONFERENCE:

Host Employer Supervisor's Signature  Date

Student’s Signature  Date

Faculty Member's Signature  Date
APPENDIX I

GRADE RECOMMENDATION FORM

FROM: INTERNSHIP HOST EMPLOYER SUPERVISOR

TO: INTERNSHIP FACULTY MEMBER SUPERVISOR

This form should be completed at the end of the internship term and returned to the Faculty Member Supervisor.

We realize that the internship is a learning experience for the student. Therefore, the evaluation forms are used primarily for feedback to students regarding their progress. However, the grade recommendation is your assessment of the total progress and level of achievement for the student that you supervise.

Academic letter grade system

A = excellent Indicates exceptional achievement.
B = good Indicates above average achievement.
C = satisfactory Indicates average achievement
D = poor Indicates below average achievement.
F = failure Indicates inadequate achievement necessitating a repetition of the course in order to secure credit

You may use a "+" or "-" if desired. (i.e. B+ or B-)

Please select one of the above grade designations and write in your grade selection as follows:

I recommend the grade of_____ for the total internship experience.

I recommend the grade of_____ for the special project that the student completed for our Organization.

Comments:

Student name: ___________________________ Date: __________________

Host Employer Supervisor:

________________________________________

Host Employer's Signature: __________________ Date: __________
APPENDIX J

LEVEN SCHOOL EXIT EVALUATION

Name of Student ___________________________ Evaluation Date _____________________

Non-KSU email address: _________________________________________________________

As a student who is the final semester(s) of his/her degree program, you can provide extremely important feedback to the Leven School. We are very interested in your perceptions of the quality of your academic preparation so that we can continuously improve the department and our services to students. Please rest assured that your responses to this questionnaire will not affect your internship grade in any way. We would very much appreciate candid and constructive responses.

Rate the quality of your CSH (department) courses.
5 Excellent
4 Very good
3 Good
2 Fair
1 Poor

Rate the quality of the CSH faculty.
5 Excellent
4 Very good
3 Good
2 Fair
1 Poor

What is your overall level of satisfaction with your degree program?
5 Extremely satisfied
4 Very satisfied
3 Moderately satisfied
2 Slightly satisfied
1 Not at all satisfied

What were your most beneficial classes?

What were your least beneficial classes?
Identify the three greatest strengths of the Leven School.

Identify the three greatest weaknesses of the Leven School.

Is there a particular faculty member that you would like to recognize as being instrumental in your academic experience with the Leven School? If so, please share the name of the faculty and a brief comment.

Other comments:

May we use your non-KSU email address above for alumni purposes?  Yes       No

Will you be graduating immediately after this internship?  Yes       No

If yes, do you have a job in the field after graduation?  Yes       No

If yes, where?  _______________________________