



ARIZONA STATE UNIVERSITY

**Summer and Winter  
Global  
Internship/Practicum  
Handbook**

# School of Human Evolution and Social Change

## Undergraduate Summer Internships/Practicum

An undergraduate student in may earn ASB/ASM/AML/SSH 484 Undergraduate Internship credit for approved internship opportunities or SSH 402/ASB 452 Community Partnerships for Global Health . In addition to signing up for the internship/practicum, the student must also sign up for 3 credits of ASB 499 where s/he will share on internship experiences, analyze and discuss the workplace environment by turning in a final journal.

The student must enlist the cooperation of two people: the SHESC Internship Coordinator and the Internship Site Supervisor/Employer. A letter grade is assigned for the internship/practicum based upon the Site Supervisor/Employer's evaluations and your time log, and a letter grade for the ASB 499 will be assigned by the School of Human Evolution & Social Change Global Practicum and Internship Program director based on completion of your assignments. Students can earn between 6-9 credit hours.

*ASB/ASM/AML/SSH 484 Internship (3-12 credits)*

*ASB 452/SSH 402 Community Partnerships for Global Health (3-12 credits)*

# Of Credits	Hours Worked	# Of Credits	Hours Worked
3	126	8	336
4	168	9	378
5	210	10	420
6	252	11	462
7	294	12	504

### 1. Identify Internship/Practicum Opportunities

Some students have some well formed independent ideas about where they want to go and what they want to do. Others have a sense of interests or place they might want to go, but want help turning that into a concrete plan. We also maintain a list of current opportunities that the program assistant will share, if you want us to help you come up with interesting new opportunities or ideas for you based on the current work or collaborations that our faculty are doing around the world. Still others are participating in field activities or projects run by other schools or organizations but would like to find a way to get ASU credit for the experience. The activities students can focus on include any combination of service learning, internships, participating in ongoing faculty collaborations or research, independent research, creative projects, or any other type of activity that makes pedagogical sense.

### 2. Meet the Cooperating Person/Employer/Site Supervisor (can be done via email)

During this meeting, you will work out your specific responsibilities. Give the Site Supervisor a copy of the Internship Contract included in this packet and make sure that your duties/tasks are included with the contract. You must get the Site Supervisor's signature on the contract (an email from her/him will do) and return it to SHESC 233 before you start the internship.

### 3. Turn in Internship Contract to SHESC 233 and apply through the Study Abroad Office.

In order to get credit, you must apply through the study abroad office and obtain a line number from the SHESC Internship Coordinator in SHESC Bldg # 233. You must give the Internship Coordinator, the Site Supervisor, and Yourself a copy of the signed Contract two months before you wish to do your program. Return completed internship contract to SHESC Bldg #233. If you are approved by the Internship Coordinator, you will be provided with the appropriate line number via email to register for the internship class.

### 4. Schedule a Midterm Interview with Site Supervisor and turn in completed mid-term evaluation to SHESC 233.

Meet with your Site Supervisor and get the mid-semester evaluation form completely filled out by the seventh week of class in the fall or spring semester, or second week of summer session. Have your Site Supervisor sign your evaluation and turn it into SHESC 233.

### 5. Schedule an Exit Interview with Site Supervisor and turn in final evaluation to SHESC 233.

Meet with your Site Supervisor and get the final evaluation form filled out by the last day of classes. Turn in form, work log, and journal to SHESC 233. The internship coordinator will then assign your grade.





*Final Evaluation for Internship*

Name: (Last, First, MI)	Affiliate ID: (100xxxxxxx)	Date:
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Internship Site: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

<b>Please rate the following:</b>	Not Favorable					Favorable
Intern cooperative?	1	2	3	4	5	
Intern productive?	1	2	3	4	5	
Intern managed time efficiently?	1	2	3	4	5	
Intern worked on own initiative.	1	2	3	4	5	
Intern communicated well?	1	2	3	4	5	
Intern accepts constructive criticism?	1	2	3	4	5	

**What overall grade would you give this student? (circle one)**

**A – Excellent    B – Above Average    C – Average    D – Below Average    E – Failing**

**Please answer the following questions:**

- 1      Was the intern academically prepared for this internship? **Yes**   **No**  
       (a). What aspects of the intern’s overall performance were most positive?  
  
       (b). What aspects of the intern’s overall performance needed most improvement?
  
- 2      Were there major changes in the project from what was originally conceived? **Yes**   **No**  
       If yes, please explain.
  
- 3      Has the intern successfully completed the objectives outlined in the contract? **Yes**   **No**  
       If no, please explain.
  
- 4      Additional Comments:

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Intern Signature	Date	Site Supervisor signature	Date
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### **What kinds of things can I do to enhance my learning during the internship/practicum?**

*Following are some suggestions for what you can do to enhance your learning during the internship experience:*

- Observe daily operations.
- Take a tour of the facilities.
- Read the organization's annual reports (with supervisor permission), studies, professional literature and journals.
- Familiarize yourself with the mission, goals and objectives of the organization.
- Observe and discuss with other staff persons their roles and responsibilities.
- Discuss personal attitudes, values, and services that are expected at the agency.
- Familiarize yourself with in-house forms, library, and resource information.
- When appropriate, ask for permission to sit in on sessions where other services are provided.

After you have completed your initial assignments, discuss with your supervisor the possibility of adding more or varied responsibilities or projects.

*Ask for feedback on an on-going basis.*

### ***Suggestions for Reflective Journaling ASB/ASM/AML/SSH 499***

Write an objective account of the daily events that occur. You should have an entry for each day you work. This will need to be turned in at the end of your internship through the digital drop box on the blackboard site.

Describe your feelings and perceptions, questions, and ideas about what happened during the day. This is your subjective account of the day, and should constitute the bulk of your journaling. Let your thoughts roam freely while doing this portion.

Outline actions for your next contact based upon what you learned during the day/evening. If problems or needs surfaced during the hours in which you worked, be sure to include a plan of action to deal with this as soon as possible. In this way you can use your log as a means for personal development

#### ***Sample Reflective Journaling Questions:***

- What is the best thing that happened today/this week?
- What is the most difficult/satisfying part of your work? Why?
- What do you think is your most valuable/valued contribution?
- Did you receive any compliments/criticisms? What did you learn from these?
- Tell about a person there whom you find interesting/challenging to be with.
- How do people treat you? How do they view your role? Is this congruent or in conflict with how you see your role?
- How is all this relevant to readings, discussions, and what you have learned in general during your academic studies?
- How has this internship changed since you first began (e.g., different activities, more or less responsibility)?
- How does this experience connect to your long-term goals?



