

Work Site Supervisor Information
Technical Resource Management (TRM) Student Internship Requirements
TRM 319 Occupational Internship

Southern Illinois University Carbondale offers courses leading to the baccalaureate in Technical Resource Management. Internships are designed to give students practical experience in an area of their career field. Students may spend at least 1 to 15 educational credit hours (50 hours/educational credit hour) during the semester working under the supervision of a qualified work site supervisor who will assist the student in establishing learning objectives to achieve during the work experience.

The arrangement for internships will be established by a written agreement signed by the student, the Work Site Supervisor, and the faculty member. This agreement will include a detailed description of the duties to be performed during the internship experience and a definition of the learning objectives for the course.

The Work Site Supervisor is requested to provide a written evaluation of the student's performance and progress at both the midpoint and the end of the internship to the faculty coordinator. Forms will be provided for this purpose. The two (2) evaluations will be a major consideration for determining a final grade for the course; therefore, a reasoned opinion is appreciated.

The student is required to maintain a journal, or log, of the experiences at the work site. This journal should be a complete chronological listing of tasks accomplished, or learning objectives met, rather than a mere hour-by-hour or day-by-day chronology of events. The journal will be turned in at the end of the internship and will be considered as part of the

requirements for a grade. The journal must be signed by both the student and the Work Site Supervisor.

During the internship, the student will be required to prepare documentation for all tasks or functions learned during the internship. This manual should be written in a step-by-step “how to” style. It will be due by the end of the semester in which the student is enrolled.

Near the end of the internship, the student will be required to develop an *Internship Portfolio*, which will consist of:

- (1) his/her resume;
- (2) a sample of the company brochure or other literature/company information of the intern site;
- (3) contact information for a minimum of two individuals that consent to be references to the student’s work (name, title, address, phone, and email);
- (4) a three- to four-page narrative summary of the internship experience to include a general discussion of the achievements in meeting the learning objectives outlined in the Internship Objectives agreement;
- (5) signed original copies of all weekly journals;
- (6) a copy of the organizational chart of the internship site;
- (7) all company contributions to include but not limited to: instructions, manual documentation developed/assisted in;
- (8) any other miscellaneous sample projects or work performed; and
- (9) a copy of the final report of internship experiences.

The Work Site Supervisor's role in this course is critical in determining the value of the learning experience and assigning an academic grade. By accepting this role, you agree to serve as a role model; to contribute your experience, knowledge, and supervisory abilities to an important practical learning experience for an interested student.

Please allow the student to actively contribute to work site activities while he or she is learning from you. Challenge the student with assignments and responsibilities that require application of skills and knowledge. Please do not expect the student to perform only menial tasks or tasks others wish to avoid.

We at Southern Illinois University Carbondale and the Technical Resource Management program appreciate your cooperation and willingness to work with our students and the university and sincerely desire this to provide a mutually beneficial experience for all concerned. Please contact the School Director and/or Faculty Coordinator if you need further information or encounter any problems.

Additionally, the Work Site Supervisor must meet/communicate with the Faculty Coordinator at both the Midterm and Final Evaluation points of the internship to discuss the evaluations.