

INTERNSHIP HANDBOOK

BIO 488 / CHE 488

CABRINI COLLEGE
SCIENCE DEPARTMENT

2008 EDITION

CABRINI COLLEGE

Science Department Internship Manual

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I. INTRODUCTION

INTERNSHIP FACULTY ADVISORS

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Dr. Kimberly Boyd is an Associate Professor of Biology and Chair of the Science Department. She received her Ph.D. in Physiology from the University of Virginia in 1992 and completed postdoctoral research at the University of California, Berkeley and Princeton University in the fields of ion transport mechanisms in muscle and epithelium and control of cell division, respectively. She teaches Biological Science I and II, Human Anatomy and Physiology I and II, General Physiology, Biological Evolution, Health and the Human Body, Forensic Science, and College Success Seminar. Dr. Boyd specializes in advising Pre-Medicine students preparing for careers as physicians, dentists or physician assistants. She is the advisor for Beta Beta Beta biology honor society and is the Coordinator of First-Year Advising for the College.

Office: IAD 208 Phone: 610-902-8397 e-mail: kboyd@cabrini.edu

Dr. Anne Coleman is an Assistant Professor of Life and Physical Sciences. She received her neuroscience Ph.D. from Alleghany University. She teaches Life and Physical Science for Elementary Education majors, Health and the Human Body, Neuroscience, Ecology, Biological Applications of Earth/Space Science and College Success Seminar. Dr. Coleman serves as the advisor for Pre-Nursing, Pre-Physical Therapy, Pre-Occupational Therapy and Biology/Secondary Education certification majors.

Office: IAD 204 Phone: 610-902-8114 email: amc729@cabrini.edu

Dr. David Dunbar is an Associate Professor of Biology. He received his Ph.D. from Lehigh University in Molecular Biology. He also serves as a Visiting Assistant Professor at Yale University studying small nucleolar RNA and ribosomal subunit biogenesis. Dr. Dunbar teaches Genetics, Cell and Molecular Biology, Developmental Biology, Forensic Science, Human Genetics, College Success Seminar and Senior Seminar. Dr. Dunbar serves as a Biological Sciences major advisor as well as the Pre-Medicine advisor for students interested in attending graduate school.

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Dr. Sherry Fuller-Espie is an Associate Professor of Biology. She received her Ph.D. and DIC in 1987 from the University of London in Biotechnology and completed postdoctoral research at the Royal Postgraduate Medical School, Hammersmith Hospital in London and the Wistar Institute in Philadelphia. Her current research focuses on innate immune responses in *Eisenia fetida*, the earthworm. She teaches Biological Science I, Theory and Practice in Biotechnology, Immunology, General Microbiology, Nutrition, and Senior Seminar. Dr. Fuller-Espie is the academic advisor for majors in both Biological Sciences and Biotechnology.

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Dr. Melinda Harrison recently joined the Science Department as an Assistant Professor of Chemistry. She earned her Ph.D. at Duquesne University. Dr. Harrison teaches General Chemistry I and II, Biochemistry I and II, Analytical Chemistry and Instrumental Chemistry.

Office: IAD 304 Phone: 610-902-8504 e-mail: mah348@cabrini.edu

Dr. Carrie Nielsen serves as an Assistant Professor of Biology. Dr. Nielsen earned her Ph.D. at Stanford University. She teaches Biological Science II, Biological Perspectives of Environmental Science, and Ecology.

Office: IAD 206 Phone: 610-902-8570 email: caroline.b.nielsen@cabrini.edu

Dr. Joseph Smith is an Associate Professor of Chemistry. He received his Ph.D. in 1993 from the University of Washington and completed postdoctoral work at the University of California, Irvine in the field of Organic Chemistry. His interests include synthesis and study of theoretically interesting and biologically important molecules, such as highly pyramidalized olefins. Dr. Smith teaches General Chemistry I and II, Organic Chemistry I and II, Inorganic Chemistry, Scientific Perspectives, Astronomy, Forensic Science, Combinatorial and Computational Chemistry, and College Success Seminar. Dr. Smith serves as the Chemistry major and Pre-Pharmacy advisor.

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INTRODUCTION TO INTERNSHIP PROGRAM

BIO 488 / CHE 488 - Internship (2-4 credits) is required of all qualified Biology and Chemistry majors. The internship is an important component of the science curriculum as this experience is designed to provide practical experiences at a supervised field site that complement your theoretical and lab-based course work at Cabrini College. It should not only be a learning experience, but also an enjoyable one as you move closer to finishing your professional preparation and move towards becoming an independent researcher. What you take away from your internship will depend primarily on what you put into it. A positive attitude and dedication will lead to an exciting, invaluable experience. Interns are expected to be diligent, thorough, responsible, enthusiastic, and professional with all assigned tasks. All interns are to be held to the highest standards so that site supervisors have confidence in them and benefit from their hard work and expertise. Site and academic supervisors will work closely with the intern to ensure that they enjoy a positive learning experience. Always remember you are representing Cabrini College and that when the internship is over, you will most likely request a reference from your supervisor.

A student typically registers for an internship during the second semester of their junior year or in the senior year. To be eligible, students must have earned a 2.3 QPA or higher in the Science curriculum AND have permission of the departmental chairperson. Ineligible students must complete an additional science elective, approved by their academic advisor, to meet graduation requirements. It is the responsibility of the student, not Cabrini College, to obtain internship opportunities.

This handbook is designed to ensure that specific steps are followed for securing your internship, to fully describe all requirements of the internship, describe the grading procedures, and to provide you with all the necessary forms and paperwork.

INTERNSHIP OBJECTIVES

1. To gain practical experience working at an off-campus, science-oriented facility such as a hospital, pharmaceutical company, or academic setting.
2. To improve written and oral communication skills with individuals and groups.
3. To become familiar with the various roles and responsibilities of science professionals.
4. To participate in routine procedures and activities of the organization.
5. To become exposed to a real-world work environment.
6. To enhance organizational and time management skills.
7. To develop professional skills necessary to successfully relate to colleagues, staff and supervisor(s).

II. PROCEDURES AND REQUIREMENTS

SITE SELECTION PROCEDURE

Selection of an internship should be completed the semester before the internship begins. (Fall semester for Spring internships; Spring semester for Summer or Fall internships.) Please schedule an appointment with your faculty advisor to complete this requirement.

1. Prepare a resume. You will need this to interview for most internships. Career and Co-op Services and your advisor can help you with development of your resume.
2. Register for Internship (BIO 488 or CHE 488) during the appropriate semester. Students enrolled in Biology/Pre-Medicine, Biotechnology, or Chemistry are required to complete a minimum of 90 hours of internship. (90-134 hours → 2 credits; 135-179 hours → 3 credits; >180 hours → 4 credits). Students enrolled in the new Biology majors with concentrations in Pre-Medicine, Biotechnology, or Biological Sciences introduced in Fall 2005 must complete a minimum of 135 hours of internship to earn the 3 credits required of these majors.
3. Review internship site list for pre-approved sites. Alternatively, you may suggest an additional site(s) of interest that is not on the list. (Note that internships may be paid or completed on a volunteer basis.) Notify advisor of your choices.
4. Call contacts. Explain to the contact that you are looking for an internship and that you are from Cabrini College. Tell them you would like to set up an interview to discuss what you are looking for and to learn more about what they have to offer. In many cases, they will request a resume or completion of an application.
5. Prepare for interviews (see "Securing the Best Internship"). Bring your resume and a copy of "Responsibilities of the Site Supervisor" to each interview.
6. After all interviews are over, meet with advisor to discuss which internship experiences you were offered and your internship preferences (if you have more than one offer). If the internship site is not part of the pre-approved list, you must provide your academic advisor with a written statement of internship duties. Your advisor will give final approval of the internship site and reserves the right to refuse an internship that lacks "academic merit".
7. Call the site you selected and inform them of you would like to accept their internship offer. Determine start date and work scheduled with your site supervisor. Inform them the "Contract" will be sent or brought to them for completion. Inform the other sites that you have made another selection.
8. Provide your advisor with the signed agreement. Hours can not begin until this is done.
9. Schedule another appointment with your advisor to review grading and assignment policies before your internship begins.

SECURING THE BEST INTERNSHIP

1. Sources for internship opportunities

- ◆ Department list / flyers
- ◆ Other Cabrini students who have completed their internship experiences
- ◆ Office of Cooperative Education and Career Services
- ◆ Your own research – health organizations, hospitals, colleges, pharmaceutical and biotechnology companies, government agencies, private organizations, yellow pages, web site information

2. Interview hints

- ◆ Start searching for internships early! (6-12 months before your internship start date)
- ◆ Schedule several interviews (3-4)
- ◆ Set specific goals - What do you hope to get out of your internship?
- ◆ You do not have to choose an internship that involves the exact type of work you want to do – alternative experiences can help you determine what kind of work you would prefer to do after graduation
- ◆ Sample questions the interviewer may ask of you
 - How long and when are you willing to work?
 - What type of courses have you taken?
 - What experience do you have in the laboratory?
 - Do you have other relevant work experience?
 - What qualities do you have that would make you a good intern?
 - What do you expect out of the internship experience?
 - What are Cabrini's expectations for their students?
- ◆ Sample questions you may want to ask the interviewer. Remember you are interviewing them as much as, if not more, than you are being interviewed!
 - How many internships are available at one time?
 - Who would be your direct supervisor?
 - What are their qualifications?
 - How accessible is the supervisor?
 - How do they view the intern?
 - What will your responsibilities be?
 - What do they see as the most valuable qualities of an intern at their site?
 - What networking opportunities will there be?
 - What is the duration of internship?
 - When will they make their final selections?
- ◆ Other considerations
 - Is there a match between what you want and what they can provide?
 - Personality match – You need to get along with those you work with!
 - Leave with a business card or proper contact information.
 - Status of exchange - Do not commit!
 - Tell your interviewer that you are considering several sites.

RESPONSIBILITIES OF THE STUDENT

1. Follow all procedures for securing an internship site as specified in manual. **Please note that it is the responsibility of the student, not Cabrini College, to obtain internship opportunities.**
2. Appear and carry yourself in a professional manner at your site and when on internship related business. Always remember you are representing Cabrini College.
3. Maintain regular contact with the site supervisor and your academic advisor. Keep your site supervisor informed of your assignment deadlines.
4. Complete assignments and perform all duties assigned by your supervisor in a diligent, thorough, and responsible manner.
5. Submit the "Internship Contract" to your academic advisor prior to the start of your work.
6. Submit your "Objectives" paper three weeks after start date for semester-long projects OR before 30 hours on site for projects of shorter duration. Your advisor will set time guidelines for submission of this paper.
7. Forward blank midterm and final evaluation forms to site supervisor and return completed forms to academic advisor by the dates specified by your advisor.
8. Submit an updated resume to your advisor prior to completion of your internship.
9. Complete the final paper and submit it to your academic advisor no later than 1 month after the conclusion of your hours, regardless of internship duration.
10. Complete the internship site evaluation and faculty advisor evaluation to your academic advisor no later than 1 month after conclusion of your hours.
11. Complete your practice presentation with a peer and formal oral presentation after completion of the internship. Dates – TBA.

RESPONSIBILITIES OF THE SITE SUPERVISOR

1. Discuss with the intern the philosophy and goals of the organization. This information is necessary for the intern to complete his/her first assignment.
2. Discuss with the intern the specific duties and responsibilities to be assigned. Help the student finalize their goals and objectives for the semester.
3. Determine with the intern their schedule for the semester.
4. Provide the intern with a variety of challenging opportunities that will lead to their professional and personal growth. These should be explained in detail in the goals and objectives for the semester.
5. Attempt to introduce the student to all aspects of the operations of the organization.
6. Provide professional networking opportunities including attendance at staff and professional organization meetings.
7. Evaluate the student using the forms provided; discuss the evaluation with the student and send completed forms to the academic advisor mid and end semester.
8. Notify the intern's academic advisor if a problem arises concerning the internship experience.
9. Provide reimbursement of expenses for job related travel according to organization's policy.

RESPONSIBILITIES OF THE FACULTY ADVISOR

1. Hold a meeting with each student the semester prior to their internship to assist the student with the selection of their internship site and course registration.
2. Give final approval for site selection.
3. Maintain contact with the student during the internship experience.
4. Evaluate papers and assignments.
 - ◆ Objectives paper
 - ◆ Final Paper
 - ◆ Resume
 - ◆ Site supervisor's evaluation/quality of performance forms
 - ◆ Oral Presentation
5. Assign a final grade for the internship.

III. GRADING AND ASSIGNMENTS

INTERNSHIP GRADING

Students will be evaluated based on the completion of the following assignments:

◆ Objectives paper	50 pts.
◆ Final Paper	500 pts.
◆ Resume	50 pts.
◆ Supervisor's evaluation/quality of performance (midterm and final)	200 pts.
◆ Oral Presentation	<u>200 pts.</u>
Total	1000 pts.

Grades will be awarded based on the total points earned on the assignment as described in the following table:

<u>Letter Grade</u>	<u>Points</u>	<u>%</u>
A	930-1000	93-100%
A-	900-929	90-92.9%
B+	870-899	87-89.9%
B	830-869	83-86.9%
B-	800-829	80-82.9%
C+	770-799	77-79.9%
C	730-769	73-76.9%
C-	700-729	70-72.9%
D+	670-699	67-69.9%
D	600-669	60-66.9%
F	<600 pts.	<60%

Points may be deducted for assignments received late at the discretion of the academic advisor.

OBJECTIVES PAPER FORMAT

Your objectives paper is due three weeks after start date for semester-long projects OR before 30 hours on site for projects of shorter duration. It should include the following sections:

I. TITLE PAGE

- ◆ Student name
- ◆ Semester
- ◆ Name of agency
- ◆ Name of supervisor

II. ORGANIZATION DESCRIPTION

10 points

You will have to review some materials and ask some questions to do this part.

Taking a tour would be helpful.

- ◆ What is the organization's mission?
- ◆ How does the department/area you work in fit into the mission?
- ◆ Describe the physical site – buildings, campus, etc.
- ◆ History, number of years in operation
- ◆ Describe the facility, equipment, location
- ◆ What are the job title, academic degree(s), work experience, and responsibilities of your site supervisor?
- ◆ Describe the additional staff in your immediate office/department.

III. OBJECTIVES

30 points

Specifically write out your objectives for your internship assignment. Include how you will accomplish each one and by when.

- ◆ Project description
- ◆ Purpose of the project
- ◆ Actions taken to complete your objectives
- ◆ Evaluation methods (How will you know if your goals were completed?)

IV. WRITTEN COMMUNICATION SKILLS

10 points

Papers must be double spaced, Times New Roman, 11 pt. font with 1" margins. Papers should be a minimum of 4 full pages in length, excluding the title page. The objectives section should be completed using the format described in the "Forms" section of the internship handbook. Papers must be well written, organized, no typos, etc.

V. COMPLETED INTERNSHIP OBJECTIVES FORM

See page 16 for a blank form.

FINAL PAPER FORMAT

Your final paper is due 1 month after completion of the internship and should include the following sections:

- ◆ Title Page
- ◆ Brief re-statement of the main goals / objectives of your internship.
- ◆ Introduction of prior research in this field.
- ◆ Full description what was/was not accomplished and why. This may include research findings, methods and materials, clinical case evaluations, etc. (This should be the largest part of the paper.)
- ◆ Discuss in what ways you felt your internship helped you develop as a science professional.
- ◆ Discuss what competencies you felt you have gained and which skills on which you still need to work.
- ◆ Your overall interpretation of the internship experience.
- ◆ Bibliography

Point values for each section will be determined by your academic advisor based on how you developed specific areas of the paper.

Papers must be double spaced, Times New Roman, 11 pt. font, with 1" margins. Papers should be a minimum of 10 full pages, excluding the title page, figures, tables, graphs, and bibliography. Papers must be well written, organized, no typos, etc.

ORAL PRESENTATION FORMAT

BIO 488 and CHE 488 students are required to present their internship work to an audience of their peers, the advisor, and Science faculty. The oral presentation should be similar to the work presented in the formal paper and is designed to help improve oral communication and technology skills. Students will also be required to answer questions posed by the audience on field-related topics. Students should prepare a 15-20 minute power point presentation and allow about 5-10 minute for audience questions. Your oral presentation will typically be scheduled at the end of the academic semester in which you receive credit for the course.

IV. FORMS

Attached are copies of all the forms necessary to complete the internship experience. Please note that some forms will need to be copied prior to their use. Additional copies of the internship manual and forms are available at www.cabrini.edu/science.

CABRINI COLLEGE
Science Department

CHECK LIST/GRADE SHEET

NAME _____

	<u>DUE DATE</u>	<u>DATE RECEIVED</u>	<u>GRADE</u> (if applicable)
Prepare a resume (1 st draft)	_____	_____	
Internship Interview Sites	_____ _____ _____		
Selected site w/advisor's approval	_____		
	<i>(site)</i>		
Contract signed by site supervisor and advisor	_____	_____	
Objectives paper	_____	_____	_____(50 pts.)
Due 3 weeks after start date for semester long projects or completion of 30 hrs. of work for internships of short duration.			
Midterm evaluation	_____	_____	_____(50 pts.)
To be completed by site supervisor half-way through the internship and submitted within one week.			
Updated resume	_____	_____	_____(50 pts.)
Due no later than one month after completion of internship.			
Final paper	_____	_____	_____(500 pts.)
Due no later than one month after completion of internship.			
Supervisor's internship evaluation	_____	_____	_____(150 pts.)
Due no later than one month after completion of internship.			
Student's evaluation of internship site/supervisor	_____	_____	
Due no later than one month after completion of internship.			
Student's evaluation of faculty advisor	_____	_____	
Due no later than one month after completion of internship.			
Oral Presentation	_____	_____	_____(200 pts.)
Specific dates to be determined by the department.			
Final Grade	_____		

INTERNSHIP CONTRACT

**The following is an agreement between
The Science Department
of
CABRINI COLLEGE**

and

_____ (site)

and

_____ (intern)

beginning the month of _____, 20____. The site agrees to provide the intern with opportunities that will lead to their professional and personal growth and to fulfill all of the responsibilities as specified in the manual. The site agrees to provide a safe working environment and accepts all liability for the intern while at the internship site. The intern agrees to approach all duties in a professional manner and strive for excellence in completing assigned tasks and to fulfill all responsibilities as specified in the manual. The Science Department will verify that the intern is a currently enrolled student at Cabrini College and that they have completed all prerequisites.

TERMS OF THE AGREEMENT

This agreement shall become effective when signed by all parties. The student, site supervisor, and academic advisor should each keep a copy.

By signing this agreement, the parties acknowledge that they have read this agreement and the manual sections that outline the intern, site supervisor and academic advisor’s responsibilities. Withdrawal of a student from an internship site may be requested by the site supervisor or the academic advisor. The party requesting such withdrawal shall notify the other as soon as possible and shall be finalized when the terms and conditions of the withdrawal are agreed upon by all parties.

SIGNATURES

Site Supervisor _____

Date _____

Intern _____

Date _____

Academic Advisor _____

Date _____

CABRINI COLLEGE
Science Department

BIO 488/CHE 488 INTERNSHIP CONTRACT

Student's Name _____

Address _____

Phone (H) _____ (S) _____

Current year in school FR SO JR SR

Anticipated Graduation month/year _____

Internship Start Date _____ Completion Date _____

of credits requested _____

Name of Organization _____

Mailing Address _____

Phone _____

Supervisor Name & Title _____

Tentative Work Schedule _____

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Science Department

INTERNSHIP OBJECTIVES

This form and the objectives paper should be completed by intern, approved by site supervisor, and submitted to academic advisor no later than _____ (Due date).

Student Name: _____

Semester/Year _____

Internship site: _____

Site Supervisor: _____

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

CABRINI COLLEGE
Science Department

MIDTERM EVALUATION

This form should be completed by the site supervisor when the intern has completed 50% of their scheduled hours. Supervisors may review the evaluation with the intern to help the intern learn strengths and areas needing improvement. The supervisor should send the completed form as soon as possible to the academic advisor before _____ (Due date).

Student Name _____
Supervisor _____
Site _____

Evaluation date _____

I. PROFESSIONAL TRAITS

	needs much improvement	needs some improvement	satisfactory	good	excellent	
1. Makes use of available resources.	1	2	3	4	5	NA
2. Ability to communicate with coworkers.	1	2	3	4	5	NA
3. Follows through with tasks.	1	2	3	4	5	NA
4. Commitment to the mission & goals.	1	2	3	4	5	NA
5. Assumes leadership when & where appropriate.	1	2	3	4	5	NA
6. Computer skills.	1	2	3	4	5	NA
7. Field-related knowledge.	1	2	3	4	5	NA

II. TIME MANAGEMENT

1. Reports on time to assigned responsibilities	1	2	3	4	5	NA
2. Organizational skills.	1	2	3	4	5	NA
3. Ability to prioritize responsibilities.	1	2	3	4	5	NA
4. Ability to meet deadlines.	1	2	3	4	5	NA

III. INTERPERSONAL SKILLS

1. "Team player" with others.	1	2	3	4	5	NA
2. Friendly toward others.	1	2	3	4	5	NA
3. Working relationship with supervisor.	1	2	3	4	5	NA
4. Accepts & makes use of feedback & suggestions.	1	2	3	4	5	NA

IV. PERSONAL TRAITS ON THE JOB

1. Takes the initiative.	1	2	3	4	5	NA
2. Enthusiasm.	1	2	3	4	5	NA
4. Self-confident and positive attitude.	1	2	3	4	5	NA
5. Positive attitude.	1	2	3	4	5	NA
6. Comfortable in work environment.	1	2	3	4	5	NA
7. Willingness to learn.	1	2	3	4	5	NA

Site Supervisor's Signature

Student's Signature (optional)

Date

Date

**CABRINI COLLEGE
Science Department**

FINAL INTERNSHIP EVALUATION

This form should be completed by the site supervisor when the intern has completed their scheduled hours. Supervisors should review the evaluation with the intern, if possible, and the supervisor should send the completed form as soon as possible to the academic advisor but no later than _____ (Due date).

Student Name _____
Supervisor _____
Site _____

Evaluation date _____

1. WHAT ARE THE STUDENT’S MAJOR STRENGTHS AND ASSETS?

2. WHAT ARE THE STUDENT’S MAJOR PROFESSIONAL AND DEVELOPMENTAL NEEDS?

3. HOW DO YOU FEEL THE STUDENT HAS DEVELOPED PROFESSIONALLY AND PERSONALLY FROM THIS EXPERIENCE?

4. ADDITIONAL COMMENTS ON BACK

5. PLEASE RECOMMEND A FINAL GRADE ON THE SCALE BELOW

Circle one: A A- B+ B B- C+ C C- D+ D F

Site Supervisor’s Signature

Student’s Signature (optional)

Date

Date

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Science Department

INTERNSHIP SITE AND SUPERVISOR EVALUATION

This form should be completed by the intern after they have completed their scheduled hours. This form should be turned in with the final paper on or before _____ (Due date).

Student Name _____
Supervisor _____
Site _____

Evaluation date _____

Please assess your internship experience.

Strongly agree = SA Agree = A Disagree = D Strongly Disagree = DS

1. On site staff members were cooperative. SA A D SD
Comments:

2. On site staff members where knowledgeable in the field. SA A D SD
Comments:

3. There was an organized approach to my training at this site. SA A D SD
Comments:

4. Thorough explanations were provided concerning the various aspects of the agency's programs. SA A D SD
Comments:

5. I was given meaningful tasks to carry out during the majority of the time I spent at this site. SA A D SD
Comments:

6. I felt challenged by my duties at this site.
Comments:

SA A D SD

7. I found my supervisor to be helpful and supportive.
Comments:

SA A D SD

8. I would recommend this site for future internships.
Comments:

SA A D SD

9. What did you like the most about your internship?

10. What was the most exciting thing you learned or were exposed to?

11. What did you most dislike?

12. What improvements can the site make for future interns?

13. What improvements can be made academically to improve the experience?

14. What advice would you give to future interns there or anywhere?

Student's Signature

Date

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Science Department

INTERNSHIP FACULTY ADVISOR EVALUATION

This form is designed to provide feedback on the quality of services faculty members provide to students in assignments like internship, field experience, and student teaching. Please complete this form *anonymously*, seal it in an envelope, sign the flap, and return it to your faculty advisor or to the Faculty Support Office. Please complete it as candidly and completely as possible.

Date _____

Professor's Name _____

EVALUATION OF FACULTY IN ASSIGNMENTS
OUTSIDE THE CLASSROOM

Part I

1. Please indicate the ways in which you interacted with this faculty member:

Internship/Coop _____

Field Experience _____

Student Teaching _____

Study Abroad _____

(Complete Part I and Item #9 Only)

Other _____

2. The faculty member was

A. Available

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

B. Helpful

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

3. Required meetings with the faculty member were worthwhile.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

4. If choices were possible, I would recommend this faculty member to other students who will participate in this program.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

Part II

5. The required manual was of a high quality and relevant to the experience.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

6. The faculty member evaluated me fairly in accordance with the criteria set forth in the manual.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

7. The faculty member interacted effectively with the personnel at my placement.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

8. The faculty member fulfilled the required number of visits at my placement.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

9. Please make any additional comments you'd like about your supervisor and your experience in this program.

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ORAL PRESENTATION EVALUATION

Student Presenter _____
Topic _____ Date _____

Total Pts.

PART A: Presentation Preview. 20 0 _____/20
(Completed at least 1 week prior to formal presentation date.) Completed preview. Did not complete preview.

Signature of preview audience member(s) _____

Presentation Preview Date _____

PART B: Formal Presentation.

Scientific content:
Accuracy 10 9 8 7 6 5 4 3 2 1 0 x 5 = ____/50
Excellent Very Good Satisfactory Fair Poor

Appropriate level of difficulty 10 9 8 7 6 5 4 3 2 1 0 x 2 = ____/20

Presentation skills:
(presence, articulation, volume, engaging the audience, etc.) 10 9 8 7 6 5 4 3 2 1 0 x 2 = ____/20

Use and quality of visual aids:
(Power Point, overheads, handouts, board-work, demo. materials, etc.) 10 9 8 7 6 5 4 3 2 1 0 x 2 = ____/20

Overall organization: 10 9 8 7 6 5 4 3 2 1 0 x 2 = ____/20

Knowledge of field and the ability to answer questions: 10 9 8 7 6 5 4 3 2 1 0 x 4 = ____/40

Time Guidelines 10 5 0 _____/10
Within 15-20 minute time limit Up to 3 minutes too long or too short More than 3 minutes too long or too short

Additional Comments: **Total** ____/200