ASU® SCHOOL FOR THE FUTURE of Innovation in Society
ARIZONA STATE UNIVERSITY

INTERNSHIP HANDBOOK

for students in
Applied Ethics and the Professions MA – Science, Technology and Ethics
Global Technology and Development MS (Campus and Online Students)
Human and Social Dimensions of Science and Technology PhD
Master of Science and Technology Policy

Internship Coordinator
Andra Williams
andra.williams@asu.edu
480-727-9498

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INTERNSHIP OVERVIEW

All students in the School for the Future of Innovation in Society are eligible to participate in an internship experience for academic credit. The experience will involve working for a public, private or non-profit agency for a minimum of 45 contact hours per credit hour with an approved internship site, usually over a period of 8 – 15 weeks during Fall, Spring, or Summer terms. Historically, students have spent more than minimum numbers of required contact hours at their internship site, which greatly enhances the experience. The student will work on a project that allows the student to demonstrate mastery of program skills. The objectives are to provide the opportunity to:

- Enhance learning in a professional environment
- Gain professional experience by contributing to projects at the internship site
- Build communication, interpersonal, teamwork and other leadership skills
- Network with people to learn about career opportunities
- Develop a resume that displays skills and professional experience

DEGREE PROGRAM SPECIFIC INFORMATION

Students in the Master of Science and Technology Policy (MSTP) degree program are required to take three (3) credit hours (minimum of 135 contact hours) of HSD 584 Internship as part of their plan of study.

Online students in the MS Global Technology Development (GTD – Online ) degree program can complete three (3) credit hours (minimum of 135 contact hours) of GTD 584 Internship as the capstone experience for their degree.

Students in the Applied Ethics and the Professions – Biomedical and Health Ethics (AEP-BHE) may choose to do a three (3) credit internship as part of their Applied Project. However, those students do not use this handbook. See the AEP-BHE Handbook for information and appropriate forms.

Graduate Certificate students in the Responsible Innovation in Science, Engineering and Society (RISES) may also do a three (3) credit internship type experience to meet the Practicum requirement for their program. However, those students do not use this handbook. See the RISES Handbook for information and appropriate forms.

Students in other degree programs in the School for the Future of Innovation in Society may choose to do an internship as an elective. Approvals from the student’s faculty mentor and degree program chair are required.

INTERNSHIP PARTICIPANTS

- STUDENT
  Initiates the search for the internship, locates an appropriate site approved by ASU University Provost, assists with paperwork for Provost approval of the internship site if needed, gets approval for the internship from the Degree Program Chair, and plans the project(s) of the internship with the assistance of their Internship Site Supervisor, Degree Program Faculty Mentor, and Degree Program Chair.
• SITE SUPERVISOR
Plans projects and learning outcomes with the student, serves as site contact, manages the day-to-day activities of the student intern, verifies the student intern’s work hours, and evaluates the student intern’s performance during the internship experience.

• DEGREE PROGRAM CHAIR
Approves the internship site and the project criteria, monitors student progress and awards the student’s grade for the internship class.

INTERNSHIP GUIDELINES

• ACADEMIC STANDING
Students must be in good academic standing with both a degree coursework GPA and a Plan of Study GPA of 3.0 or better. The majority of the coursework required for the degree program must be completed prior to the internship.

• APPROVAL
All internships must be approved by the Degree Program Chair before the student starts at the internship site. The Internship Approval Form on page 13 must be submitted to the Internship Coordinator the academic term prior to the planned internship term for approval by the Degree Program Chair. If the Chair approves the internship site, the student will work with the Internship Coordinator to get a Student Placement Agreement signed by the internship site and ASU. All internship sites must be approved by the ASU Office of the Provost in order for the student to receive academic credit.

• CONTRACT
The Internship Contract on page 15 must be signed by the Student, the Site Supervisor, and the Degree Program Chair no later than the end of the first week of the internship and submitted to the Internship Coordinator.

• PROJECTS
Students should work with their site supervisor to develop a project or projects that will use the knowledge and skills acquired through the degree program. A detailed internship project description with specific learning goals is required and must be attached to the Internship Contract.

• CREDIT HOURS
The Arizona Board of Regents specifies the academic credit earned for time spent in internship activities. For example, to earn three units of academic credit, you must spend at least 135 hours at an approved site working on tasks directly associated with the internship project described in the Internship Contract. Historically, students have spent more than 135 contact hours at their internship site, which greatly enhances the experience.

<table>
<thead>
<tr>
<th>Academic Credit</th>
<th>Required Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit</td>
<td>45 hours</td>
</tr>
<tr>
<td>2 units</td>
<td>90 hours</td>
</tr>
<tr>
<td>3 units</td>
<td>135 hours</td>
</tr>
</tbody>
</table>
• **ATTENDANCE**
  Regular attendance at the work site is required. With the Site Supervisors approval, interns may work on their projects remotely. All interns must schedule regular meetings with their Site Supervisors so progress can be monitored. Hours dedicated to the internship project are tracked on a *Work Hours Log* form on page 25 and verified by the Site Supervisor. Interns who fail to work the minimum number of hours will fail the course.

• **EVALUATIONS**
  You must schedule regular meetings with your supervisor to monitor your progress and complete our formal evaluations.

• **GRADES**
  Attendance, successfully meeting deadlines, project success, and submission of documents and reports in a timely manner will all contribute to your grade. Grading options are Y (passing) or E (failing).

• **COMPENSATION**
  Internships can be paid or unpaid. For-profit private sector employers must follow the guidelines established in Fact Sheet #71 from the U.S. Department of Labor on page 5. See page 17 for the check sheet for *The Test for Unpaid Interns*. The form is completed by the student and site supervisor and attached to the *Internship Contract*.

• **CURRENT EMPLOYER**
  It may be possible to arrange an internship with a current employer if certain conditions are met. The student and employer must define a new project that differs from the everyday job requirements. The student must submit the *Internship Work Variance Form* on page 19 and all the required attachments, and receive approval from the Degree Program Chair at least four weeks prior to starting the internship.

• **COLLECTING YOUR WORK**
  Keep everything you produce as part of your internship project – including notes, plans, drafts, proofs, as well as any input from your Site Supervisor or co-workers. All this is evidence of your efforts and that you have spent your time working on your project as your contract requires. **However** – do not make photocopies of any controlled documents – talk with your Site Supervisor before making any copies for your records.

• **FINAL WRITTEN REPORT OF INTERNSHIP**
  A final *Written Report of Internship* is due at the end of the internship period. The document should follow the basic format as that for an analytical paper. More information is given on the form located on page 27.

• **INTERNATIONAL STUDENTS – Campus Based (does not apply to students in online degree programs)**
  International students on F1 visas are eligible to work in any *unpaid* internship if the internship qualifies as a trainee experience by FLSA standards**. To be eligible to work in a paid internship, international students must hold an F1 visa, apply for *Curricular Practical Training* (CPT), and receive
approval prior to starting the internship. See the information on page 7 concerning F-1 Curricular Practical Training (CPT).

** The U.S. Fair Labor Standards Act (FLSA), which applies to all companies that have at least two employees directly engaged in interstate commerce and annual sales of at least $500,000.00, severely restricts an employer’s ability to use unpaid interns or trainees. It does not limit an employer’s ability to hire paid interns.

Employers don’t have to pay interns who qualify as trainees. The U.S. Department of Labor has outlined six criteria which must be met to qualify an intern under a trainee status:

1) Interns cannot displace regular employees
2) Interns are not guaranteed a job at the end of the internship (though you may decide to hire them at the conclusion of the experience)
3) Prior to starting the experience, interns clearly understand and accept that they are not entitled to wages during the internship
4) Interns must receive training from your organization, even if it somewhat impedes the normal work of your organization
5) Interns must get hands-on experience with equipment and processes used in your industry
6) Training must primarily benefit interns, rather than the organization.
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background
The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

The Test For Unpaid Interns
There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.
Similar To An Education Environment And The Primary Beneficiary Of The Activity
In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer’s operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA’s minimum wage and overtime requirements because the employer benefits from the interns’ work.

Displacement And Supervision Issues
If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer’s regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement
The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information
This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: [http://www-wagehour.dol.gov](http://www-wagehour.dol.gov) and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[http://www.dol.gov/whd/contact_us.htm](http://www.dol.gov/whd/contact_us.htm)

- The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.
DEFINITION OF CURRICULAR PRACTICAL TRAINING (CPT)
Curricular Practical Training (CPT) is a type of off-campus employment authorization for F-1 students who must complete an internship course in order to graduate from their current degree program.

ELIGIBILITY FOR CPT
Maintenance of F-1 status for a minimum of one academic year in current degree program.

ELIGIBILITY REQUIREMENTS
- Maintenance of F-1 status for a minimum of one academic year in current degree program.
- Proposed employment must be an integral part of an established curriculum and meet one of the following requirements:
  1. Internship is required of all candidates for a particular degree program
  2. Internship is required of a particular student's degree program as a planned option in their degree plan (the intent to include internship is established between student and advisor early on and not added to accommodate employment opportunity).
- Internship must appear on the Interactive Plan of Study (iPOS) or the Degree Audit Reporting System (DARS) as a requirement to complete the degree program and should not be added on in addition to course work or academic requirements.
- Student must receive academic credit for the work experience.
- Internship must be listed as a course for your program/degree plan option in the appropriate university catalog. Independent Study Research, Practicum and similar courses do not qualify as a class for CPT and cannot be substituted.
- Employment starts at the beginning of the semester or summer session and ends at end of the semester or summer session. A period longer than a regular term will only be considered based on justification of the internship class or curriculum requirement.

CPT AUTHORIZATION
- The department must certify that proposed work meets the eligibility criteria and requirements of the CPT work authorization.
- The employer must certify that this work will satisfy a degree requirement.
- The student may engage in CPT only for the specific employer, location and period approved and recorded in SEVIS by the ISSC.
- The student must be enrolled full-time while on CPT unless the internship occurs during the summer, the last semester of their degree program and/or other ISSC-approved exceptions to the full-course-of-study requirement.

If the student still has courses to take in addition to the internship during the Fall or Spring semester, the class cannot be taken through on-line or distance education in order to meet the physical presence requirement. If a student has questions on how a Fall/Spring internship is impacted when they still have courses left to take in the semester or would like to discuss their internship options, they should email isoeadvisor@asu.edu.
- Out-of-state internships and full-time internships are acceptable for summer internships.
- During regular semesters, CPT will only be approved under certain conditions:
  - When there is academic justification that such an internship is necessary for degree completion, and it will not interfere with other degree requirements.
  - The internship is part-time (20 hours per week), and local (in the Phoenix area)
• Students who enroll in full-time CPT for one year or more will become ineligible for OPT.
• Internship classes cannot be added to the iPOS after the degree requirements have already been met.
• iPOS or DARS cannot be modified because of a work opportunity (OPT is the appropriate work permit for this). The iPOS submitted with a student’s first CPT application must show ALL future planned internship credits. Internship credits cannot be added to an iPOS after CPT has been approved.
• CPT work authorization cannot be extended. Any additional employment after CPT work authorization ends would be OPT.

Notes:
If you have further questions regarding CPT, please email ISOeadvisor@asu.edu or call 480-727-4776 to make an appointment with an advisor.
If you are certain that you are eligible to apply for CPT, please follow the application procedures on the CPT web site.

SOCIAL SECURITY NUMBER
You will be able to apply for a Social Security Number after your CPT is approved and you have received your CPT I-20. You will need to apply for a Social Security Number through the Social Security Card Center. You will not be able to apply for a SSN more than 30 days prior to the employment start date listed on your I-20.

Follow the instructions on the CPT web site.
# Internship Procedures

## The Semester Before Your Internship --

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Identify internship opportunities through all available resources.</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td>Campus-based International Students who anticipate being on a <em>paid</em> internship must apply for Curricular Practical Training (CPT). This is not necessary if the internship will be unpaid.</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td>Discuss internship site options and procedures with your Faculty Mentor, Degree Program Chair or Internship Coordinator. Select some possible sites and make contact with these sites to see what their application requirements are and start submitting applications for internships. As soon as you are awarded an internship, notify the Internship Coordinator.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>Once you have secured an internship, complete, sign and submit the SFIS Internship Approval Form to the Internship Coordinator. All internship sites must be on the approved affiliation list for the University. If the site you choose is not on the approved list, SFIS will need to seek approval from the Provost before you begin your internship.</td>
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## At Least Four Weeks Before the Internship Begins --

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<thead>
<tr>
<th>Step</th>
<th>Description</th>
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| **Step 5** | Complete the following documents and submit to the Internship Coordinator in the SFIS Office, Interdisciplinary B, Room 366:  
- If your internship is unpaid - *The Test for Unpaid Interns* – complete the form, acquire the appropriate signatures and attach to the Internship Contract.  
- If you will be doing your internship at your current employer, submit the *Internship Variance Form* – attach all required documents and obtain all necessary signatures  
- *Consent to the Release of Information* form with your signature (does not need to be completed by students in online degree programs)  
- *Liability Release Form* – please provide the list of activities you anticipate to perform during your internship, provide health insurance coverage information, emergency contact information and sign the form |
| **Step 6** | Register for the appropriate XXX 584 “Internship” course during the term of your internship |
| **Step 7** | If possible, meet with your Site Supervisor before beginning the internship to create a project plan including the project description, project goal, project tasks and responsibilities, project outcomes, and how the project will be evaluated. If you are unable to meet with them prior to starting the internship, do this the first day or two that you are at the internship site. |
| **Step 8** | Complete and submit the *Internship Contract* -- attach all required documents and obtain all necessary signatures |

## During Your Internship --

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<tr>
<th>Step</th>
<th>Description</th>
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| **Step 9** | Track your hours on the *Work Hours Log* form and take the form with you to your regular meetings with your Site Supervisor. The Site Supervisor will verify your hours for SFIS at the end of your internship by signing the form.  
- Make sure to follow up with your Site Supervisor when evaluations are due. *Midterm and Final Evaluations of Student* are part of the evaluation process. Discuss the evaluations with your Site Supervisor and make sure the evaluation forms are submitted to the Internship Coordinator in the SFIS Office, Interdisciplinary B, Room 366 at the appropriate times  
- Make sure your Site Supervisor submits the *Midterm Evaluation of Student* |

## At the End of Your Internship --

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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</table>
| **Step 9** | Make sure your Site Supervisor submits your *Final Evaluation of Student*  
Turn in your final *Written Report of Internship* and *Work Hours Log* form to the Internship Coordinator in the SFIS Office, Interdisciplinary B, Room 366. |

## After Your Internship --

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Step 10</strong></td>
<td>Completed and sign the <em>Student Evaluation of Internship Site and Experience</em> form and submit to the Internship Coordinator in the SFIS Office, Interdisciplinary B, Room 366.</td>
</tr>
</tbody>
</table>
INTERNSHIP FORMS

It is the responsibility of the student intern to provide the appropriate forms to the appropriate office and/or participants before the internship begins and to follow up to make sure all completed forms are returned to:

Internship Coordinator
School for the Future of Innovation in Society
Interdisciplinary B, Room 366
480-727-9498
Andra.Williams@asu.edu

- **Internship Approval Form**
  This form provides background information about the student, the possible internship site and the time frame for the internship. Possible internship sites not on the approved affiliate list from the Office of the Provost will need to go through the approval process before an intern can draw up an internship contract with that entity. The form is due to the internship coordinator the academic term prior to the planned internship term.

- **Internship Contract**
  This form provides details about the internship site, supervisor, start and end dates, projects and outcomes of the internship and is the binding contract for the internship. The form is due to the internship coordinator no later than the end of the first week of the internship. Every effort should be made to complete this document prior to beginning the internship.

- **The Test for Unpaid Interns**
  This check sheet allows the internship site and the intern to determine if the internship should be paid or unpaid, based on the U.S. Department of Labor Fact Sheet #71 on page 5. The form is due to the internship coordinator no later than the end of the first week of the internship.

- **Work Variance Form (only for students doing their internship at their current place of employment)**
  This form provides an opportunity for a student to request approval to use their current employer to meet their internship requirements. If applicable, the form is due to the internship coordinator at least four weeks before the internship begins.

- **Consent to the Release of Information (does not need to be completed by students in online degree programs)**
  This form provides permission by the student for the University to release records to SFIS for review of internship eligibility. The form is due to the internship coordinator at least four weeks before the internship begins.

- **Internship Liability Release Form**
  This form provides a liability release, health insurance information and emergency contact information. The form is due to the internship coordinator at least four weeks before the internship begins.

- **Work Hours Log Form**
  This form is used by the intern to log the hours they work towards their internship project. The log must be verified and signed by the Site Supervisor and submitted with the Final Evaluation.
• Internship Written Report

GTD STUDENTS ONLY – Campus Based and Online (capstone experience): Interns are required to submit a 7-10 page written analytical report at the same time as the Internship Final Evaluation of Student (by the Site Supervisor) and the Internship Work Hours Log Form. The report should be attached to the Internship Written Report Form – GTD STUDENTS ONLY.

ALL OTHER SFIS STUDENTS: Interns are required to submit a 5-7 page written analytical report at the same time as the Internship Final Evaluation of Student (by the Site Supervisor) and the Internship Work Hours Log Form. The report should be attached to the Internship Written Report.

NOTE: These forms are Word form fill documents. You may save the handbook to your computer, use the form fill function, re-save, print and sign. Or you may print the forms, fill in by hand and sign. We prefer that you use the form fill function for readability.
Select Degree Program:

☐ HSDST-PhD ☐ GTD – MS (campus) ☐ GTD – MS (online) ☐ AEP-MA (SciTech) ☐ MSTP

This approval form must be completed (fill in all form fields), printed, signed by the student and submitted to the Internship Coordinator for the School for the Future of Innovation in Society (SFIS), Interdisciplinary B Room 366, the academic term before the planned internship term.

I. STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU AFFILIATE ID (10-DIGIT)</td>
<td>ASU EMAIL ADDRESS</td>
<td>PHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>LOCAL ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP</td>
</tr>
<tr>
<td>GRADUATE COURSEWORK GPA</td>
<td>PLAN OF STUDY GPA</td>
<td>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</td>
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II. PROPOSED INTERNSHIP INFORMATION

<table>
<thead>
<tr>
<th>PLANNED INTERNSHIP SESSION (SELECT ONE)</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSSIBLE INTERNSHIP SITE NAME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITE ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>CONTACT PERSON</td>
<td>PHONE NUMBER</td>
<td>EMAIL ADDRESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARE YOU CURRENTLY EMPLOYED AT THIS SITE?</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

| NAME OF CURRENT SUPERVISOR | PHONE NUMBER | EMAIL ADDRESS |
| CURRENT WORK SCHEDULE | CURRENT NUMBER OF HOURS PER WEEK |

I have read the Internship Handbook and I understand the requirements for my degree program. I certify that all the information provided here is accurate to the best of my knowledge. I further agree to abide by the policies of internship programs for the School for the Future of Innovation in Society (SFIS). I will provide a copy of this handbook to my Internship Site Supervisor once my internship is approved.

Student Intern Signature ____________________________ Date ____________

Degree Program Chair Signature ____________________________ Date ____________
INTERNSHIP CONTRACT

Select Degree Program:
☐ HSDST-PhD  ☐ GTD – MS (campus)  ☐ GTD – MS (online)  ☐ AEP-MA (SciTech)  ☐ MSTP

This contract must be completed (fill in all form fields), printed, signed by the appropriate individuals and submitted to the Internship Coordinator for the School for the Future of Innovation in Society (SFIS), Interdisciplinary B Room 366, no later than the end of the first week of the internship.

I. INTERNSHIP AGREEMENT
I, (Student Name – Last, First, MI) , (ASU 10 digit ID) , on this date agree to an internship with for a minimum of 135 total contact hours to begin on this date and to be completed by this date .

Based on a minimum of 45 contact hours per credit hour, the intern will earn (select credit hours) semester hours of credit in (select course) during the (Fall, Spring, Summer) (select term) Session (select session) school term of (Year) .

The internship will be supervised by , (Title of Supervisor) , who may be contacted at (Email) and (Phone) .

The internship site address is:
Address Line 1: 
Address Line 2: 
City: State: Zip Code:

II. INTERNSHIP PROJECT DESCRIPTION
Attach a separate document which provides the following information about the project(s). This should be developed by the intern and the site supervisor. The document should include the following:
• Project Goal – briefly explain the context and scope of the project.
• Project Description – briefly describe the task/responsibilities that will be performed.
• Project Objectives – briefly describe the specific learning objectives.
• Project Deliverable – briefly describe what will be developed.
• Project Evaluation – briefly describe how the student’s project will be evaluated.

III. INTERNSHIP SCHEDULE
Please indicate the expected work schedule for the intern.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
</table>

☐ Check here if substantial work will be completed off-site or if schedule will be at the intern’s discretion. Regularly scheduled meetings with the Site Supervisor are required.

IV. INTERNSHIP COMPENSATION
Please indicate if the internship is paid or unpaid. Consult FACT SHEET #71 from the Department of Labor on page 5.
☐ Paid – Brief Description of Payment Terms:
☐ Unpaid – Attach the check sheet “The Test for Unpaid Interns” on page 17.

V. SIGNATURES
Student Intern Signature _______________________________________________________ Date ______________

Site Supervisor Signature _______________________________________________________ Date ______________

Degree Program Chair Signature ________________________________________________ Date ______________
THE TEST FOR UNPAID INTERNS - Based on Fact Sheet #71 from the U.S. Department of Labor and information from the National Association of Colleges and Employers

Submit to the Internship Coordinator for the School for the Future of Innovation in Society (SFIS), Interdisciplinary B Room 366, at least four weeks BEFORE the internship begins.

Student Name (Last, First, MI):
Internship Site:
Site Supervisor:

Is the intern a paid “employee” or an unpaid “trainee”? Here are some considerations to review to help determine if the intern meets the criteria set forth by the Fair Labor Standards Act.

Is the internship site a non-profit entity?  ☐ YES  ☐ NO
If YES, the internship can be UNPAID.
If NO, answer the questions below:

Please circle YES or NO for all the following statements:

YES  NO The work is an integral part of the student’s course of study.
YES  NO The student will receive credit for the work or the work is required for graduation.
YES  NO The student must prepare a report of his/her experience and submit it to a faculty supervisor.
YES  NO The employer has received a letter or some other form of written documentation from the school stating that it sponsors or approves the internship and that the internship is educationally relevant.
YES  NO Learning objectives are clearly defined.
YES  NO The student does not perform work that other employees perform.
YES  NO The student is in a shadowing/learning mode.
YES  NO The employer provides an opportunity for the student to learn a skill, process, or other business function, or to learn how to operate equipment.
YES  NO There is educational value to the work performed, i.e. it is related to the courses the student is taking in school.
YES  NO The student is supervised by a staff member.
YES  NO The student does not provide benefit to the employer more than 50 percent of the time.
YES  NO The employer did not guarantee a job to the student upon completion of the training or completion of the schooling.

If the internship site is for-profit and if all the circled responses are YES, the internship can be UNPAID.

If the internship site is for-profit and if one or more of the circled responses is NO, the internship must be a PAID internship. If you have questions or need more information, please contact the SFIS Office at 480-727-9498.

Student Signature ________________________________________ Date _____________________
Site Supervisor Signature ________________________________ Date _____________________
INTERNSHIP WORK VARIANCE FORM
(for students who wish to do an internship with their current employer)

Select Degree Program:
☐ HSDST-PhD ☐ GTD – MS (campus) ☐ GTD – MS (online) ☐ AEP-MA (SciTech) ☐ MSTP

Request to Utilize Current Employer for Internship Credit

Submit to the Internship Coordinator in the School for the Future of Innovation in Society, Interdisciplinary B Room 366, at least four weeks BEFORE the internship begins.

Date (00/00/0000):

Student Name (Last, First, MI: ASU 10 Digit ID:

Current Position: Hours Per Week:

Dates of Employment:

Employer Name:

Supervisor Name:

Employer Address:
    Line 1: Line 2:
    City: State: Zip Code:

Employer Phone Number:

Internship Semester: ☐ Fall ☐ Spring ☐ Summer Year:

REQUIRED MATERIALS FOR VARIANCE APPROVAL:
• This Request to Utilize Current Employer for Internship Credit form (Work Variance Form)
• A letter from the student, requesting approval and briefly describing the project and task that are different from the student’s employment.
• A current job description.
• A letter from the current supervisor which clearly states that the student’s internship requirements will be allowed by the employer.

ACTION TAKEN:
☐ Approved ☐ Denied Brief Description of Reason for Denial:
________________________________________________________________________
________________________________________________________________________

Degree Program Chair Name:
Degree Program Chair Signature ____________________________ Date _____________
CONSENT TO THE RELEASE OF INFORMATION  
(does not need to be completed by students in online degree programs)

STUDENT NAME (Last, First, Middle):

STUDENT AFFILIATE ID NUMBER (10 digit):

EDUCATIONAL RECORD(S) TO BE RELEASED: Disciplinary Records.

PARTY OR CLASS OF PARTIES TO WHOM DISCLOSURE OF RECORDS MAY BE MADE, “AUTHORIZED RECIPIENT(S)”:
  Internship Coordinator
  School for the Future of Innovation in Society (SFIS)
  Mail Code:  5603

PURPOSE OF THE DISCLOSURE: Confirmation of disciplinary standing.

By presenting a signed and dated copy of this Consent to Arizona State University “ASU”, Student consents to the release by ASU of the Records to the Authorized Recipient(s) for the Purpose identified above. The Student further agrees that ASU may discuss the information contained in the Records with the Authorized Recipients. This Consent applies to educational records that may otherwise be protected under the Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g.

STUDENT SIGNATURE: _________________________________________________   DATE: ___________

______________________________________________________________

Send the completed form to:  Student Life, Mail Code 0512
Student Life will return this form with the disciplinary report to the College/Department. The student may not start the internship until the report is returned from Student Life.
Select Degree Program:
- [ ] HSDST-PhD
- [ ] GTD – MS (campus)
- [ ] GTD – MS (online)
- [ ] AEP-MA (SciTech)
- [ ] MSTP

Submit to the Internship Coordinator in the School for the Future of Innovation in Society, Interdisciplinary B Room 366, at least four weeks BEFORE the internship begins.

Date (00/00/0000):

Student Name (Last, First, MI):

I am signing this Release so that I can participate in the Internship activities listed below that will be associated with my enrollment in coursework as part of my degree program.

List of activities (include all activities associated with your internship):

1. 
2. 
3. 
4. 
5. 

I agree to assume the risk that unexpected events may occur and result in harm, injury or illness to me while I am participating in these Activities or in connection with transportation to and from the destinations or any associated food or lodging. I agree to indemnify ASU and not to sue ASU for any harm or damage associated with my participation if the harm or damage is not due to the negligence or fault of ASU.

☐ I DO carry health insurance coverage for myself through:
   Health Insurance Provider:
   Insurance ID Number:
   Insurance Group Number:
   Health Insurance Provider Phone Number:

☐ I DO NOT have health insurance coverage for myself.

If I require emergency medical treatment, please contact:

   Name of Emergency Contact Person:
   Is this Emergency Contact Person a family member, or friend?
   If this Emergency Contact Person is a family member, please enter the relationship:
   Emergency Contact Home Phone:
   Emergency Contact Work Phone:
   Name of Doctor:
   Doctor Phone:

If the Emergency Contact Person nor my Doctor are available at these phone numbers, I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the doctor rendering the treatment. In this agreement, “ASU” means Arizona State University, the Arizona Board of Regents, the State of Arizona and their employees and agents.

Signature of Student __________________________ Date _____________
INTERNERSHIP WORK HOURS LOG

Select Degree Program:
☐ HSDST-PhD  ☐ GTD – MS (campus)  ☐ GTD – MS (online)  ☐ AEP-MA (SciTech)  ☐ MSTP

Student Name (Last, First, MI):
Internship Site:
Site Supervisor:

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<thead>
<tr>
<th>WEEK DATES 00/00/0000 to 00/00/0000</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>TOTAL For Week</th>
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TOTAL HOURS for INTERNSHIP:

Student Signature _____________________________________________________ Date _____________

Site Supervisor Signature _______________________________________________ Date _____________
At the end of the internship, interns are required to submit an Analytical Paper to the Internship Coordinator in the School for the Future of Innovation in Society, Interdisciplinary B Room 366.

Student Name (Last, First, MI):
Internship Site:
Site Supervisor:

The paper is due at the same time as the Internship Final Evaluation of Student Form and the Internship Work Hours Log Form. Please attach your written analytical report to this form.

The analytical paper should consist of 7-10 pages and follow this outline:

1. Description (approximately 1-2 pages)
   - What was the overall mission or goal of your Internship Site?
   - How does this organization fit into wider issues and goals of global development?
   - What were your duties and responsibilities as an intern?
   - What was your work situation and environment?
   - What resources were available to help you carry out your duties?
   - What skills did you acquire as a result of your internship?
   - How did the internship evolve and change over time?

2. Evaluation (remaining pages)
   What did you learn?
   - About the Site you worked in for your internship, functions of the Site, and how it relates to global development and the role of technology? You must bring in at least one concept, theory or approach from one of your core GTD courses.
   - About the strengths and limitations of this Site in carrying out its missions and goals? How does this fit into the bigger picture of global development and current solutions?
   - How has the internship changed your perception of development theory and policy?
   - What are the most significant things you learned from the internship?
   - How does what you experienced/learned affect your evaluation of your education in global technology and development? How would you change your academic program?
   - About yourself - your own strengths and limitations; about how this experience affected your own personal goals and career objectives?
Select Degree Program:

☐ HSDST-PhD  ☐ AEP-MA (SciTech)  ☐ MSTP

At the end of the internship, interns are required to submit an **Analytical Paper** to the Internship Coordinator in the School for the Future of Innovation in Society, Interdisciplinary B Room 366.

Student Name (Last, First, MI):

Internship Site:

Site Supervisor:

The paper is due at the same time as the Internship Final Evaluation of Student Form and the Internship Work Hours Log Form. *Please attach your written analytical report to this form.*

The **analytical paper** should consist of 5 – 7 pages and follow this outline:

1. **Description** (approximately 1-2 pages)
   - What was the overall mission or goal of your Internship Site?
   - What were your duties and responsibilities as an intern?
   - What was your work situation and environment?
   - What resources were available to help you carry out your duties?
   - What skills did you acquire as a result of your internship?
   - How did the internship evolve and change over time?

2. **Evaluation** (approximately 4-5 pages)
   - What did you learn?
     - About the Site you worked in for your internship, the Internship Site Supervisor you worked with during your internship, the responsibilities of this individual and the functions of the Site?
     - About the strengths and limitations of this Site in carrying out its missions and goals?
     - About the experience of working in a professional setting?
     - About yourself - your own strengths and limitations; about how this experience affected your own personal goals and career objectives?
     - How has the internship changed or enhanced your perception of the fundamentals you have acquired in your graduate studies?
     - What are the most significant things you learned from the internship?
     - How does what you experienced/learned affect your evaluation of your graduate education? How would you change your academic program?
     - About yourself - your own strengths and limitations; about how this experience affected your own personal goals and career objectives?
INTERNSHIP EVALUATIONS

Evaluations provide a wonderful opportunity for feedback and growth. The student intern and the Site Supervisor will meet twice during the internship experience, midterm and final, to discuss the job performance. This gives the Site Supervisor an opportunity to help the intern identify strengths, skills and knowledge areas, as well as areas in which the intern should seek additional experience and/or training. These evaluations are part of the determination of the student’s grade for the internship. Students are also given an opportunity to evaluate their internship site and the overall internship experience.

- **Midterm Evaluation of Student by Site Supervisor**
  This evaluation is an assessment by the Site Supervisor of the intern’s performance midway through the internship project. The form is completed and signed by the Site Supervisor, discussed with the student, signed by the student, and submitted by the student to the SFIS Office for review by the Degree Program Chair.

- **Final Evaluation of Student by Site Supervisor**
  This evaluation is an assessment by the Site Supervisor of the intern’s performance at the end of the internship project. The form is completed and signed by the Site Supervisor, discussed with the student, signed by the student, and submitted by the student to the SIFS Office along with the completed Internship Work Hours Log form. They will be reviewed by the Degree Program Chair.

- **Student Evaluation of the Internship Site and Experience**
  This evaluation is an assessment by the student of the internship site and the overall internship experience. The form is signed by the student and submitted to the SFIS Office.
Select Degree Program:
- HSDST-PhD
- GTD – MS (campus)
- GTD – MS (online)
- AEP-MA (SciTech)
- MSTP

To be completed by Site Supervisor

Date (00/00/0000):
Student Name (Last, First, MI):
Internship Site:
Site Supervisor:

**EVALUATION RATING SCALE**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td><strong>Outstanding:</strong> This is the highest rating. The intern’s performance consistently excels beyond expectations in all aspects of the internship.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Strongly meets expectations:</strong> Performance is above what is expected. The intern is proficient in all aspects of the internship and excels beyond expectations in some aspects of the internship.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Meets Expectations:</strong> Intern is proficient in all aspects of this component/position.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Partially meets expectations:</strong> The intern’s performance is proficient in most aspects of the internship, but he or she has immediate development needs in at least one area.</td>
</tr>
<tr>
<td>1</td>
<td><strong>Does not meet expectations:</strong> The intern’s performance does not meet the minimal expectations of performance for the internship. Immediate improvement is needed.</td>
</tr>
</tbody>
</table>

Please use the evaluation rating scale above and circle the number which best corresponds to how you rate the performance of the intern in each of the categories listed below. Share this with the student to help them identify their areas of strengths and opportunities for growth.

<table>
<thead>
<tr>
<th>Category</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
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<tr>
<td>Is Punctual</td>
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<td>Is willing to assume all tasks</td>
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<td>Completes tasks with little supervision</td>
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<td>Completes tasks with few or no mistakes</td>
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<td>Assumes responsibility once a routine task has been done</td>
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<td>Shows outstanding preparation</td>
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<td>Applies academic knowledge to real work situations</td>
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<td>Displays initiative and good judgment</td>
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<tr>
<td>Overall Performance</td>
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</table>
Please answer the following questions:

1. What aspects of the Intern’s performance were most positive?

2. What aspects of the Intern’s performance need improvement?

3. Additional Comments:

Signature of Student __________________________________________________ Date _____________

Signature of Internship Supervisor _______________________________________ Date _____________

Return completed form to the Internship Coordinator in the School for the Future of Innovation in Society in Interdisciplinary B Room 366 no later than one week after the midterm date of the internship experience.
To be completed by Site Supervisor

Date (00/00/0000):
Student Name (Last, First, MI):
Internship Site:
Site Supervisor:

EVALUATION RATING SCALE

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>5</td>
<td><strong>Outstanding:</strong> This is the highest rating. The intern’s performance consistently excels beyond expectations in all aspects of the internship.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Strongly meets expectations:</strong> Performance is above what is expected. The intern is proficient in all aspects of the internship and excels beyond expectations in some aspects of the internship.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Meets Expectations:</strong> Intern is proficient in all aspects of this component/position.</td>
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<td><strong>Partially meets expectations:</strong> The intern’s performance is proficient in most aspects of the internship, but he or she has immediate development needs in at least one area.</td>
</tr>
<tr>
<td>1</td>
<td><strong>Does not meet expectations:</strong> The intern’s performance does not meet the minimal expectations of performance for the internship. Immediate improvement is needed.</td>
</tr>
</tbody>
</table>

Please use the evaluation rating scale above and circle the number which best corresponds to how you rate the performance of the intern in each of the categories listed below. Share this with the student to help them identify their areas of strengths and opportunities for growth.

<table>
<thead>
<tr>
<th>Category</th>
<th>Scores</th>
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<tbody>
<tr>
<td>Professionalism/Work Ethic</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Teamwork/Collaboration</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Critical Thinking/Problem Solving</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Leadership</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Communication Skills – Written</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Communication Skills – Verbal</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Self-Direction</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Creativity/Innovation</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Overall Performance</td>
<td>5 4 3 2 1</td>
</tr>
</tbody>
</table>
Please answer the following questions:

4. Was the Intern academically prepared for the internship?

5. What aspects of the Intern’s performance were most positive?

6. What aspects of the Intern’s performance need improvement?

7. Did the Intern successfully complete the objectives specified in the contract?

8. Additional Comments:

Signature of Student ___________________________________________________ Date _____________

Signature of Internship Supervisor ________________________________________ Date _____________

Return completed form to Internship Coordinator in the School for the Future of Innovation in Society in Interdisciplinary B Room 366 no later than one week after the internship is completed.
EVALUATION OF SITE
And EXPERIENCE by STUDENT

Select Degree Program:
- HSDST-PhD
- GTD – MS (campus)
- GTD – MS (online)
- AEP-MA (SciTech)
- MSTP

To be completed by Student Intern

Date (00/00/0000): __________
ASU 10-digit ID: __________
Student Name (Last, First, Middle): __________
Internship Site: __________
Site Supervisor: __________

EVALUATION RATING SCALE
5 = Excellent
4 = Good
3 = Average
2 = Below Average
1 = Poor

Please use the evaluation rating scale above and check the box which best corresponds to how you rate your internship experience in each of the categories listed below:

Quality of Projects/Assignments
- 5
- 4
- 3
- 2
- 1
- N/A

Opportunity to Work With Others
- 5
- 4
- 3
- 2
- 1
- N/A

Opportunity to Learn on the Job
- 5
- 4
- 3
- 2
- 1
- N/A

Opportunity to Apply Coursework
- 5
- 4
- 3
- 2
- 1
- N/A

Experience Working with Site Supervisor
- 5
- 4
- 3
- 2
- 1
- N/A

Relevancy of Internship to your Degree
- 5
- 4
- 3
- 2
- 1
- N/A

1. How did you find your Internship?
- □ ASU Staff or Faculty
- □ Referral from Friend or Family
- □ Company Website
- □ Other (please explain)

2. Would you recommend this Internship site to other students in the future?
- □ Yes
- □ No

3. Explain your answer to question #2.

4. How would you improve the internship process for your degree program?

5. Additional Comments:

Signature of Student ________________________________ Date __________

Return completed form to the Internship Coordinator in the School for the Future of Innovation in Society in Interdisciplinary B Room 366 after all internship requirements have been met.