



ROOSEVELT UNIVERSITY
CAREER SERVICES

Internship Manual

Student

Chicago Campus
430 South Michigan Ave
Chicago, IL 60605-1394
(312) 341-3560 phone
(312) 341-3655 fax
careersdt@roosevelt.edu



Schaumburg Campus
1400 N. Roosevelt Blvd
Schaumburg, IL 60173
(847) 619-7921 phone
(847) 619-7922 fax
careersrc@roosevelt.edu

Internship Learning Contract Student Form

Welcome!

Dear Student:

Thank you for participating in the Roosevelt University Internship Program! We are excited about this endeavor on your career path. Just watch your ability to:

Discover

Your connection to the workforce and a chance to learn from a company that is a good match for you.

Explore

The opportunity to evaluate how a real work experience can shape your values, integrity and vision for your future.

Experience

The positive contribution a mentor working in your field can have on your success as a future leader.

Here's to the beginning of your journey and the promise that it holds!

Sincerely,
Ryan T. Smith
Internship Coordinator
312.341.3562
rtsmith@roosevelt.edu

Visit our website at:
www.roosevelt.edu/ocs/student



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INTERNSHIP PROGRAM GUIDELINES

The purpose of the Roosevelt University Internship Program is to provide college students living in the state of Illinois with an experiential learning opportunity.

GUIDELINES

1. An ideal internship is a perfect match between student, employer and university. It may be paid or unpaid. Program length and daily schedule can be mutually decided upon by joint parties
2. Each student should be clearly partnered with a professional mentor at the host organization.
3. Interns must be currently enrolled Roosevelt University students. Students completing their internship for academic credit must adhere to curriculum, department and program guidelines as well as the university code of conduct.
4. Internship Coordinator will serve as liaison between student and employer communicating via phone, email and site visits.
5. Interns and Roosevelt University must be furnished with concise and specific job descriptions. Interns will be engaged in meaningful work leading to a tangible final product which may include employer written documentation of their completed projects and achievements.

Interns and Employers will both complete program evaluations to manage and expedite clear expectations and ensure program success through assessment.

Please feel free to contact **Ryan Smith**, Career Counselor/Internship Coordinator at the Chicago Campus at (312) 341-3562 or **Teri Cullen**, Career Counselor/Employer Relations Coordinator at the Schaumburg Campus at (847) 619-7925 with any questions regarding the Employer Reimbursement Program.

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Student Application Form

Name: _____ S.S. # _____

Current Address: _____

Major _____ Year in School _____

Phone _____ E-Mail Address _____

Release Authorization

Your signature below will allow the Office of Career Services, Roosevelt University, to release the contents of your file to authorized Cooperative Education and Internship employers.

Signature _____ Date _____

Desired Work Period

Spring _____ Summer _____ Fall _____ Spring _____

Reasons for your interest in the Internship Program:

Desired Field(s) of Interest:

Student Signature and Date

To apply for the Cooperative Education and Internship Program, this form must be completed and returned to the staff of the Office of Career Services, Roosevelt University, Room 828 in Chicago or Room 125 in Schaumburg. Application does not imply approval to or participation in the Cooperative Education and Internship Program.



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Student Contract for Internships

1. _____ agrees to work _____ hours and _____ weeks as has been specified by the employer. The student understands that he or she **must** complete the co-op or internship period.
2. As a condition of employment, the student agrees to adhere to the policies and, procedures of the employer.
3. The student will submit the appropriate paperwork associated with the internship program.
4. The student agrees to complete and submit an evaluation form during the co-op or internship period. This evaluation will be forwarded to the Office of Career Services.
5. The student agrees to abide by the provisions set forth in the "Learning Contract".
6. Students are advised that a minimum of one site visit may take place during his or her work experience. Visits will be arranged by a representative of the University. Prior to each visit, the student will be advised of the date and time of each site visit.

Student's Signature and Date

*Please return form to the Office of Career Services, Roosevelt University
AUD 828 in Chicago or 125 in Schaumburg*

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Internship Learning Contract Student Form

(Pre) Self-Evaluation

Name: _____

Phone Number _____

Major: _____

Due Date: _____

The following evaluation is designed to provide you with an opportunity to assess your skills in many important areas as you complete your internship. Please consider each skill and then rate yourself using the scale below. You will be asked to complete the same evaluation at the end of your work experience. This pre and post evaluation format will enable you to chart your own professional growth and development.

Skill Level (scale)

1	2	3	4	5	N/A
Lacking	Needs Improvement	Appropriate	Exceeds Expectations	Superior	Not Applicable

Communication Skills

1. Articulate ideas in a clear and concise manner.	1	2	3	4	5	N/A
2. Use correct English and grammar in oral and written communication.	1	2	3	4	5	N/A
3. Listen attentively and respond in an appropriate manner.	1	2	3	4	5	N/A
4. Prepare letters, memos, and reports necessary for success in the job.	1	2	3	4	5	N/A

Interpersonal Skills

1. Demonstrate ability to lead a group.	1	2	3	4	5	N/A
2. Contribute to group effort willingly and effectively.	1	2	3	4	5	N/A

Technical Skills

1. Possess the technical skills required for the position.	1	2	3	4	5	N/A
2. Demonstrate competency in computer skills.	1	2	3	4	5	N/A
3. Enhance technical skills when needed.	1	2	3	4	5	N/A
4. Produce sufficient quantity and quality of work.	1	2	3	4	5	N/A
5. Manage multiple tasks simultaneously.	1	2	3	4	5	N/A

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Problem Solving Skills

- | | | | | | | |
|----------------------------------------------------------------|---|---|---|---|---|-----|
| 1. Analyze situation, identify areas of strength and weakness. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Consider implications of suggested alternatives. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Solve problems creatively. | 1 | 2 | 3 | 4 | 5 | N/A |

Self-Management Skills

- | | | | | | | |
|---------------------------------------------------------------------------------------|---|---|---|---|---|-----|
| 1. Prioritize work, utilize time well, and complete tasks on time. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Display professional attitude in all work-related situations. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Dress professionally. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Demonstrate ethical behavior. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Arrive for work on time, use sick time appropriately, and adhere to work schedule. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Accept and implement constructive criticism. | 1 | 2 | 3 | 4 | 5 | N/A |

Career Skills

- | | | | | | | |
|--------------------------------------------------------------------------------|---|---|---|---|---|-----|
| 1. Articulate short and long term goals clearly. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Able to identify personal strengths and weaknesses. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Know and appreciate role within company. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Understand how social and economic trends affect the industry. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Recognize how co-op and internship experience enhances overall career plan. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Seek out opportunities to enhance skills and knowledge. | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Student's Signature

Date

Please return completed form to Office of Career Services, Roosevelt University, Room 125 in Schaumburg and AUD 828 in Chicago.

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(Post) Self-Evaluation

Name: _____

Phone Number _____

Major: _____

Due Date: _____

The following evaluation is designed to provide you with an opportunity to assess your skills in many important areas as you begin your internship. Please consider each skill and then rate yourself using the scale below. You will be asked to complete the same evaluation at the end of your work experience. This pre and post evaluation format will enable you to chart your own professional growth and development.

Skill Level (scale)

1	2	3	4	5	N/A
Lacking	Needs Improvement	Appropriate	Exceeds Expectations	Superior	Not Applicable

Communication Skills

1. Articulate ideas in a clear and concise manner.	1	2	3	4	5	N/A
2. Use correct English and grammar in oral and written communication.	1	2	3	4	5	N/A
3. Listen attentively and respond in an appropriate manner.	1	2	3	4	5	N/A
4. Prepare letters, memos, and reports necessary for success in the job.	1	2	3	4	5	N/A

Interpersonal Skills

1. Demonstrate ability to lead a group.	1	2	3	4	5	N/A
2. Contribute to group effort willingly and effectively.	1	2	3	4	5	N/A

Technical Skills

1. Possess the technical skills required for the position.	1	2	3	4	5	N/A
2. Demonstrate competency in computer skills.	1	2	3	4	5	N/A
3. Enhance technical skills when needed.	1	2	3	4	5	N/A
4. Produce sufficient quantity and quality of work.	1	2	3	4	5	N/A
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Problem Solving Skills

- | | | | | | | |
|----------------------------------------------------------------|---|---|---|---|---|-----|
| 1. Analyze situation, identify areas of strength and weakness. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Consider implications of suggested alternatives. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Solve problems creatively. | 1 | 2 | 3 | 4 | 5 | N/A |

Self-Management Skills

- | | | | | | | |
|---------------------------------------------------------------------------------------|---|---|---|---|---|-----|
| 1. Prioritize work, utilize time well, and complete tasks on time. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Display professional attitude in all work-related situations. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Dress professionally. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Demonstrate ethical behavior. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Arrive for work on time, use sick time appropriately, and adhere to work schedule. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Accept and implement constructive criticism. | 1 | 2 | 3 | 4 | 5 | N/A |

Career Skills

- | | | | | | | |
|--------------------------------------------------------------------------------|---|---|---|---|---|-----|
| 1. Articulate short and long term goals clearly. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Able to identify personal strengths and weaknesses. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Know and appreciate role within company. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Understand how social and economic trends affect the industry. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Recognize how co-op and internship experience enhances overall career plan. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Seek out opportunities to enhance skills and knowledge. | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Student's Signature

Date

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Thank you.

