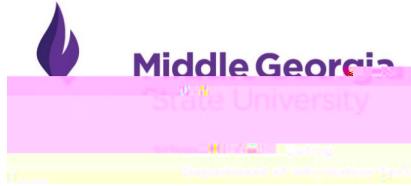




# INTERNSHIP HANDBOOK

2011-2012



## I. Purpose

Students pursuing the Bachelor of Science degree in Middle Georgia State  
Department of Chemistry



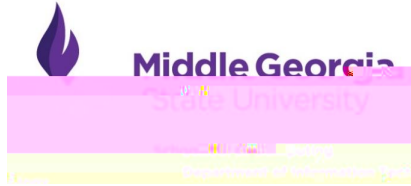


## 1. Internship Midterm Progress Report

A progress report will be due in the middle of the semester (the student will check D' u] o v u CE š or CE u š ). The template for the report ]• À ]o o }v šZ %o CE š u v š }( /d Á %o P X

The purpose of this midterm progress report is to evaluate the actual progress of the internship against the expectations submitted in the internship proposal. It is oneway to update your faculty sponsor or your activities and progress during the internship.

The report has to include the following sections, providing as much detail as possible and including specific examples: I.41a15 (ss)n36 0 2.081shursDR Ti04 T



- c. Scope of Internship stating what you did, what you accomplished, and the hours you invested in the internship.
- d. Relationship to Academic Experience describing any connections that were found between the works performed as an intern and your classroom experiences prior to and during the internship. Be specific.
- e. Conclusion, your opinion as to the value of the internship and its impact (if any) on your future career choice.

**Student Internship Evaluation Form**

A student internship feedback form will be due during the week of scheduled final exams. The template for the Student Internship Evaluation Form should be used. The form must be signed and dated by you, and submitted either via D2L or mga.edu email.

**Internship Supervisor Evaluation Form**

Your supervisor will need to complete the Internship Supervisor Evaluation Form. This form must be completed, signed and returned to the faculty sponsor before the end of final exams week.

In this form, your internship supervisor:

- ‡ Rates your performance.
- ‡ Provides feedback on our internship program

**VII. Work Conduct**

During the internship you are expected to maintain a professional image and to follow the guidelines and policies of the organization. You will:

- ‡ Project a professional attitude.
- ‡ Be enthusiastic
- ‡ Cooperate with your internship supervisor and work colleagues.
- ‡ Adhere to high ethical standards.
- ‡ Be punctual.
- ‡ Notify your internship supervisor regarding any absence or tardiness.

practices, products, customers, and employees.

Immediately communicate to your internship supervisor and faculty sponsor any problems encountered during the internship.