

**Internship Information**  
**Conflict Analysis and Intervention Concentration**  
**Prof. Dorothy Della Noce, Intern Coordinator**  
**Harrison Room 1263**  
**(540) 568-2396**  
**dellandj@jmu.edu**

In order to earn course credit for your internship experience, you must:

1. Complete the prerequisites for participating in an internship
  - a. 2.5 overall GPA
  - b. 75 hours of course credit
  - c. SCOM Core Courses (C or better grades)
  - d. Relevant courses for internship (C or better grades)
2. Complete and submit the Intern Approval Form
  - a. Obtain Intern Approval Form from Dr. Della Noce
  - b. Obtain all necessary signatures
  - c. Submit *before* you begin the internship
  - d. Submit *within deadline* for adding classes for relevant semester
3. Work the required number of hours:
  - a. 3 credits = 160 hours
    - i. Fall/Spring: 10 hours/week for 16 weeks
    - ii. Summer: 20 hours/week for 8 weeks or 40 hours/week for 4 weeks
  - b. 6 credits = 320 hours
4. Complete and submit to Dr. Della Noce *on time*:
  - a. Weekly Time Log
  - b. Mid-term Self Evaluation
  - c. Mid-term Supervisor Evaluation
  - d. Final Self Evaluation
  - e. Final Supervisor Evaluation
  - f. Portfolio with Analysis Paper

The forms and directions you will need are in this packet.

# *Internship Weekly Time Log Form*

*Submit this form on a weekly basis. Record all of the hours worked during the week, and very briefly list your work activities of the week. Maintain a running total of your hours in the last column.*

Week #: \_\_\_\_\_ Week of (date): \_\_\_\_\_ Intern: \_\_\_\_\_

<b>Day of Week</b>	<b>Activities/Project Progress</b>	<b>Hours worked this Day</b>	<b>Total hours to Date</b>
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			
<b><i>Total Hours for Week</i></b>			

**SIGNATURES:**

*I verify that I worked at the listed activities and logged the hours noted.*

Student intern: \_\_\_\_\_ Date: \_\_\_\_\_

*I verify the student intern worked at the listed activities and logged the hours noted.*

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Internship Midterm Self-Evaluation

Intern Name \_\_\_\_\_

Semester \_\_\_\_\_

Internship Site \_\_\_\_\_

Site Supervisor's Name \_\_\_\_\_

Rate the following aspects of your internship experience by circling the number that corresponds to your level of agreement with the following statements. Be sure to include your comments under each point -- your comments are important to this

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
evaluation process.					
<b>I. Your internship site</b>					
a. My working environment is pleasant, comfortable atmosphere conducive to optimal learning opportunities.	5	4	3	2	1
b. Adequate working space is provided.	5	4	3	2	1
c. Efforts are made to make me feel like one of the staff.	5	4	3	2	1
d. You find the attitudes of others at your internship site to be positive, helpful, and encouraging.	5	4	3	2	1
<b>II. Your internship supervisor</b>					
a. My site supervisor provides assignments that are challenging, go beyond busy work, and are important parts of the work that is done at this site.	5	4	3	2	1
b. My site supervisor provides regular opportunities to discuss my performance, progress, and assignments.	5	4	3	2	1
c. My site supervisor provides ample learning opportunities for me to develop my skills.	5	4	3	2	1

<b>III. Your internship experience</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neither Agree or Disagree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
a. My internship is fulfilling my expectations.	5	4	3	2	1
b. I am learning many new skills in my internship.	5	4	3	2	1
c. I am easily seeing the relevance of what I have learned about communication theory to its application in the work place.	5	4	3	2	1
d. I feel that I am being successful in my internship.	5	4	3	2	1
e. My internship experience is very rewarding.	5	4	3	2	1
<b>Rate your current level of performance in you internship.</b>	A	B	C	D	
Do you have problems that you need advice or help with? If "Yes" then please explain:	Yes		No		

Return completed form to:

Dorothy J. Della Noce  
Conflict Analysis & Intervention Intern Coordinator  
School of Communication Studies  
MSC 2106

James Madison University

School of Communication Studies

**INTERN SUPERVISOR MIDTERM EVALUATION**

Intern Name \_\_\_\_\_

Semester \_\_\_\_\_

Internship Site/Organization's Name \_\_\_\_\_

Site Supervisor's Name \_\_\_\_\_

<i>Please rate the intern in the following areas. Please include comments under each point -- your comments are important to this evaluation process.</i>	Excellent	Good	Average	Below Average	Poor
<b>1. Task performance</b>	5	4	3	2	1
<b>2. Specific knowledge and understanding</b>	5	4	3	2	1
<b>3. Attitude towards work</b>	5	4	3	2	1
<b>4. Ability to work with others</b>	5	4	3	2	1
<b>5. Initiative in selecting and reaching goals</b>	5	4	3	2	1

<b>6. Dependability and Responsibility</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>7. Professional manner</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>8. Overall performance rating</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

**9. Please provide additional observations or comments that will benefit this intern's learning experience at your site.**

**10. Have any particular problems been encountered during the internship? If so, please suggest how these problems may be resolved and what assistance can be provided by the intern's faculty supervisor.**

**11. In your estimation, what should be this intern's mid-term grade?**

**A                      B                      C                      D                      F**

**Site supervisor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Return completed form to:  
 Dr. Dorothy J. Della Noce  
 Conflict Analysis & Intervention Intern Coordinator  
 School of Communication Studies  
 James Madison University

MSC2106  
Harrisonburg, Virginia 22807

*James Madison University School of Communication Studies*  
**SCOM 495: Final Intern Evaluation by Site Supervisor**

Intern's Name: \_\_\_\_\_ Semester \_\_\_\_\_  
Organization/Agency: \_\_\_\_\_  
Site Supervisor: \_\_\_\_\_

*Please rate your intern in the following areas by circling the appropriate term.  
Your specific comments are very important to the evaluation.*

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**1. TASK PERFORMANCE**

EXCELLENT      GOOD      AVERAGE      BELOW AVG      POOR

*COMMENTS:*

**2. SPECIFIC KNOWLEDGE AND UNDERSTANDING**

EXCELLENT      GOOD      AVERAGE      BELOW AVG      POOR

*COMMENTS:*

**3. ATTITUDE TOWARD WORK**

EXCELLENT      GOOD      AVERAGE      BELOW AVG      POOR

*COMMENTS:*

**4. ABILITY TO WORK WITH OTHERS**

EXCELLENT      GOOD      AVERAGE      BELOW AVG      POOR

*COMMENTS:*

**5. INITIATIVE IN SETTING AND REACHING GOALS**

EXCELLENT      GOOD      AVERAGE      BELOW AVG      POOR

*COMMENTS:*

**6. DEPENDABILITY AND SENSE OF RESPONSIBILITY**

EXCELLENT      GOOD      AVERAGE      BELOW AVG      POOR

*COMMENTS:*



SCOM 495: Final Intern Self Evaluation

Intern Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Placement Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Rate the following aspects of your internship experience by circling the number corresponding to your level of agreement with the following statements:

I. SITE

a. This work site maintains equipment appropriate to accomplishing the assigned work. Strongly Agree 5 4 3 2 1 Strongly Disagree

b. An adequate work area was provided. 5 4 3 2 1

c. This work site maintained a professional atmosphere. 5 4 3 2 1

d. My overall rating of this internship site is... Excellent Poor 5 4 3 2 1

II. THE WORK

a. The assignments were challenging and meaningful. Strongly Agree 5 4 3 2 1 Strongly Disagree

b. The internship work exposed me to a variety of tasks. 5 4 3 2 1

c. This internship experience helped me to develop professional-level skills in my area. 5 4 3 2 1

III. SITE SUPERVISOR

a. The site supervisor made the condition, duties, and responsibilities of my internship clear and specific. Strongly Agree 5 4 3 2 1 Strongly Disagree

b. The site supervisor provided many opportunities for conferences.

Comments:

Strongly Agree			Strongly disagree	
5	4	3	2	1

c. The site supervisor provided meaningful, ongoing feedback about my work and overall performance.

Comments:

5	4	3	2	1
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d. The site supervisor made efforts to help me become integrated into the profession.

Comments:

5	4	3	2	1
---	---	---	---	---

e. The site supervisor kept the lines of communication open.

Comments:

5	4	3	2	1
---	---	---	---	---

f. My overall rating of my site supervisor is:

Excellent			Poor	
5	4	3	2	1

#### IV. OVERALL

a. I enjoyed my internship experience.

Comments:

Strongly Agree			Strongly Disagree	
5	4	3	2	1

b. I benefited educationally and professionally from my internship experience.

Comments:

5	4	3	2	1
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c. I would recommend this internship to other students.

Comments:

5	4	3	2	1
---	---	---	---	---

d. My internship was a rewarding experience.

Comments:

5	4	3	2	1
---	---	---	---	---

e. My internship helped me to develop more self confidence.

Comments:

5	4	3	2	1
---	---	---	---	---

RATE YOUR PERFORMANCE IN THIS INTERNSHIP.

A	B	C	D	F
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Conflict Analysis & Intervention Intern Coordinator  
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James Madison University  
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Office: (540) 568-2396; E-mail: dellandj@jmu.edu

## The Portfolio

**Purpose:** The portfolio documents your internship experience. While the portfolio is important to the evaluation of your internship, it also serves as a demonstration of your talents in future career interviews.

**Contents:** The portfolio should contain (1) your Final Analysis Paper and (2) materials that you produced by yourself, or to which you made a significant contribution.

### Final Analysis Paper:

Please think of this paper as a demonstration of the learning you achieved during your internship. In particular, your paper should accurately and clearly describe how you utilized the knowledge you brought to your internship, as well as the knowledge you achieved as a result of the internship. Be sure that your paper addresses each of the following sub-topics (include these sub-topics as headings in your paper).

#### 1. Summary of Responsibilities

Briefly describe the organization in which you did your internship and the duties you performed.

#### 2. The Learning Experience

Indicate how you applied what you have learned in your SCOM and other classes. Be specific here, and be sure to provide supporting examples and illustrations. Indicate the similarities and differences in theory and practice. Then discuss, in detail, what you learned during your internship that you have not learned in your classes.

#### 3. High Points/Low Points

Discuss the most outstanding elements of your internship. Then discuss any of the frustrations you experienced, and suggest how those frustrations might be avoided in future internships.

#### 4. Conclusion

Summarize the experiences of your internship, what you have learned, and how you intend to utilize these experiences in your future endeavors.

### Materials to include:

Examples of suitable materials are: letters and memos, agendas, brochures, fliers, newsletters, press releases, background or position papers, results of data analysis, plans, forms, photographs of completed projects. In a professional manner, organize your materials into a notebook, prepare a table of contents, and insert each document into its own plastic sheet protector. It is essential that you provide some

method of explaining what you are exhibiting. Just placing a brochure or flyer you might have worked on does demonstrate that you created it, edited it, or otherwise contributed to it.

### **Preparation Tips:**

- The key to preparing a good portfolio is to begin gathering materials the first day of your internship.
- Decide on a cohesive style for your portfolio

You want your completed portfolio to look like a well-designed book, not a patchwork quilt. Obviously, you will include supporting materials (such as thank you notes and newspaper clips) that don't conform to the overall style. But the majority of your portfolio (the parts you write yourself) should be consistent and attractive. Here are guidelines:

- Look through books and magazines to find a style you like in terms of font, headings, and overall layout. Choose a style that is eye-catching but not too distracting. It should be versatile enough to be used throughout your portfolio, but distinctive enough to make your portfolio seem consistent, attractive, and professionally done.
- Select the fonts you'd like to use. Keep it simple. You might choose a font for headings and subheadings, and a complementary font for body type.
- Decide what point size you will use for headings, subheadings, and body type. Be consistent throughout your portfolio. Be sure they are large enough to see and you don't leave too much white space on the page.
- Select paper to use throughout your portfolio. Some people like to choose a paper with a colorful border or heading to use throughout their portfolios. (It *is* appropriate to use white or other colors for supporting materials if you receive them that way or duplicate them on a copy machine.)
- Strive to make your portfolio easy to read. Bulleted items are eye-catching and effective. Be succinct whenever appropriate (although you do want to include a few extensive writing samples.)
- Consider your readers. The majority of people who review your portfolio will not be familiar with this class or others. Create your portfolio to be easily understood by anyone who picks it up.
- Your portfolio is as important as your resume. Don't mar the hard work you've done by presenting a portfolio that has typos, grammatical errors, or sloppy features. A prospective employer will read no further than your typo.
- Think of ways to add color to your portfolio. Photographs, charts, colored paper and other items add interest if they are of professional quality.

- Use photographs to show yourself working with others or to display work that you cannot capture in the portfolio. Everyone loves to see pictures, and they add credibility to your claims. Try to get photographs that show people working together, not only posed shots. (Smiles are fine, but save photos that make you seem silly or frivolous for your personal photo album.)
- Ask people with whom you work for letters of commendation. This includes, not only supervisors, but coworkers, clients, and anyone else in a position to comment on your work.
- Consider the portfolio itself. I favor standard size 3-ring binders because you can easily add and remove pages as your portfolio develops.
- Open each section of your portfolio with a brief introduction that previews the contents of that section and establishes their importance. Include a bulleted list of the contents.
- Use section-dividers or adhesive tabs to make it easy for readers to locate specific sections in your portfolio and quickly scan what sections you have included. Dividers should extend beyond the page protectors (they do make these). They should be typed not handwritten.
- Use page protectors. They will prolong the life of your portfolio items and they allow you to avoid punching holes in important documents. There are several types and you should buy the type(s) that apply to you. For papers over 2 pages, you should staple and place in a page protector that opens on the side or is cut on a 45 degree angle. People will not take a document out of the page protector unless it is easy to do so.
- If possible, make multiple copies of your portfolio in case it is damaged, misplaced, or destroyed.

**Submit your portfolio to the internship coordinator no later than 5:00pm of the first day of the semester's last week of classes—not final exam week.**