



Dyson
Cornell
SC Johnson College of Business

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Because many well-respected firms offer only non-paying internships for which the student **MUST** earn academic credit, we have established a special one-credit, S/U independent study option (AEM 4960) to meet these needs.

***YOU ARE NOT ELIGIBLE FOR CREDIT IF YOU ARE PAID.**

Eligibility requirements and conditions:

1. Open to AEM majors **ONLY**.
2. S/U credit only.
3. Student interns must work a minimum of 100 hours to receive one credit.
4. Students must complete the necessary enrollment arrangements, including the required signatures on the Internship Contract (form attached). The internship contract must be completed before the internship coordinator (Gretchen Gilbert) can certify the granting of credit for an internship. **The contract must be filled out legibly, signed by the employment supervisor and submitted in order to obtain credit.**
5. The performance appraisal form (attached) must be completed and signed by the internship supervisor and received by Gretchen Gilbert before the last day of classes of the semester for which credit is to be granted. **It is the student's responsibility to see that this form is sent to Gretchen Gilbert**, otherwise an unsatisfactory grade will be given for the course.
6. The student must submit the following materials to Gretchen Gilbert by the last day of classes in the fall semester:
 - a. A weekly journal including descriptions of what you did each week, what you learned, and any reflections or insights you had.
 - b. A three- to five-page reflection paper describing how the internship related to your academic program. (*Reflection papers must be formatted with 1-inch margins, double-spaced, and size 12 font.*)

In general, if you receive a “minimally satisfactory” or better rating from your internship supervisor, and your journal and reflection paper are complete and thoughtfully written, you will receive an S for the course. The internship coordinator, however, retains final responsibility for determining whether or not you receive credit.

*International students may receive credit for paid internships per visa requirements.



INTERNSHIP CONTRACT

Due BEFORE the start of your internship (June 1st for summer).

Student Name:

Cell Phone:

Email:

CU ID#:

Faculty Advisor:

Internship Organization/Firm:

Address:

Supervisor/Contact Person:

Phone:

Email:

Internship Period (Beginning & End Dates):

Supervisors, student interns must work a minimum of 100 hours to receive one credit.

Internship Duties and Responsibilities	Percent of Time
1.	
2.	
3.	
4.	

Academic background required by organization or firm:

Skills required by organization or firm:

Highest level task you expect to have accomplished by the end of the internship:

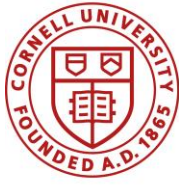
Pay or remuneration:

Student Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

Internship Supervisor Signature _____ Date _____

Dyson Internship Coordinator Signature _____ Date _____



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CONFIDENTIAL

STUDENT INTERN PERFORMANCE APPRAISAL

TO BE COMPLETED BY INTERNSHIP SUPERVISOR

Student Name: _____ Beginning & End Dates: _____
Organization/Firm: _____
Supervisor Name: _____ Title: _____
Email: _____ Phone: _____
Address: _____

Internship Duties and Responsibilities	Percent of Time
1.	
2.	
3.	
4.	

Did the student complete a minimum of 100 working hours? Yes No
If the student did not complete 100 working hours, please explain the circumstances below.

Please review the following evaluation factors, making specific comments in each category and rate the student on a scale from 1 to 5.

- 1 - Unsatisfactory performance
 - 2 - Minimally satisfactory performance
 - 3 - Average performance
 - 4 - Above average performance
 - 5 - Outstanding performance
-

JOB UNDERSTANDING

1. Job Knowledge: Understanding of objectives, duties, and responsibilities 1 2 3 4 5

Comments

2. Technical Knowledge: Ability to apply methods and skills necessary to accomplish work. 1 2 3 4 5

Comments

3. Quality of Work: Accuracy, thoroughness, usefulness and dependability of results. 1 2 3 4 5

Comments

4. Quantity of Work: Manner in which student managed his/her time effectively. 1 2 3 4 5

Comments

5. Use of Time: Manner in which student used available time to attain acceptable performance; attention to deadlines. 1 2 3 4 5

Comments

FACTORS INFLUENCING PERFORMANCE

6. Work Attitude and Cooperation: Extent to which student demonstrated a positive attitude and promoted cooperation with supervisors, co-workers, and others. 1 2 3 4 5

Comments

7. Dependability: Extent to which student could be counted upon to carry out instructions and fulfill position responsibilities. 1 2 3 4 5

Comments

8. Judgment: Extent to which student exhibited good judgment in carrying out internship responsibilities. 1 2 3 4 5

Comments

ADDITIONAL COMMENTS

List below any additional observations not included on the performance appraisal. Consider creativity and innovation, initiative, self-development, flexibility, response to work pressure, tact in relationships with others, knowledge and interest in the internship.

SUMMARY COMMENTS

Include student's areas of strength, areas needing improvement, recommendations for personal career growth.

OVERALL EVALUATION

Check one based on above comments and ratings:

- Unsatisfactory performance
- Minimally satisfactory performance
- Average performance
- Above average performance
- Outstanding performance

Supervisor Signature _____ Date _____

Please return this form directly to:
Gretchen Gilbert
Internship Coordinator
gcg4@cornell.edu
B60A Warren Hall
Cornell University
Ithaca NY 14853