

To: AEM Majors

From: Arla Hourigan
Internship Coordinator

RE: Credit for Internships – Fall 2009

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 to meet these needs. **YOU ARE NOT ELIGIBLE FOR CREDIT IF YOU ARE PAID.**

Eligibility requirements and conditions include:

1. Open to AEM majors ONLY who have completed their sophomore year. Freshmen and students in the process of transferring must get permission from the Internship Coordinator to be eligible.
2. S/U credit only.
3. You 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 can certify the granting of credit for an internship. **The contract must be filled out legibly, signed by the employment supervisor and submitted by June 8, 2009 to obtain credit. THERE WILL BE NO EXCEPTIONS!**
4. Performance appraisal form (attached) must be completed and signed by your workplace supervisor and received by the Internship Coordinator before the last day of classes of the semester for which credit is to be granted. **IT IS YOUR RESPONSIBILITY TO SEE THAT THIS FORM IS SENT TO THE INTERNSHIP COORDINATOR.** If the form is not forwarded to the Internship Coordinator, you will receive an unsatisfactory grade for the course.
5. You must submit the following materials by the last day of classes in the fall semester:
 - a. Internship job description and copies of training materials provided as part of the internship [if any are provided to you].
 - b. A weekly diary including descriptions of what you did for the week, what you learned and any reflections or insights you had.
 - c. A three- to five-page summary statement reflecting on how the internship related to your academic program.

In general, if you receive a “minimally satisfactory” or better rating from your internship supervisor and your journal and written statement are complete and thoughtfully done, you will receive an S for the course. The Internship Coordinator, however, retains final responsibility for determining whether you receive credit.

INTERNSHIP CONTRACT
APPLIED ECONOMICS AND MANAGEMENT INTERNSHIP PROGRAM
CORNELL UNIVERSITY

Student's Name _____ Cell Phone _____ Email _____

Social Security No. [required for CALS independent study form] _____

Faculty Advisor _____

Organization/Firm _____

Address _____

Supervisor/Contact Person _____

Phone _____ Email _____

Internship Period _____

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's Signature _____ Date _____

Faculty Advisor's Signature _____ Date _____

Firm Internship
 Supervisor's Signature _____ Date _____

AEM Internship
 Coordinator's Signature _____ Date _____

CONFIDENTIAL

STUDENT INTERN PERFORMANCE APPRAISAL
CORNELL UNIVERSITY
DEPARTMENT OF APPLIED ECONOMICS AND MANAGEMENT

TO BE COMPLETED BY INTERNSHIP SUPERVISOR

Student Name _____ Period: (from) _____ (to) _____
(mo./yr.) (mo./yr.)

Organization/firm: _____

Supervisor _____ Title _____

Address _____ Phone _____

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

Please review the following evaluation factors, making specific comments in each category and rate the student on a scale of 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's Signature _____ Date _____

Please return this form directly to:
Arla Hourigan
Internship Coordinator
149 Warren Hall
Cornell University
Ithaca NY 14853