

The University of Central Arkansas
Community and Economic Development Internship Program
Student Responsibilities

1. The student must notify the internship coordinator of his/her intent to enroll in the internship course at least two months prior to the start of the semester. Include UCA email.
2. The student must be in good standing with the MSCED program to be eligible for the internship course.
3. Students are responsible for securing their own internships and are **strongly encouraged** to do so **before** the start of the semester in which they are enrolled in the internship course. Students are encouraged to seek internships that will support their long term career goals.
4. The Internship Coordinator is available to assist students that have difficulties securing an internship.
5. The student may be required to complete a written application, interview, and/or background check depending upon the desired place of employment. The internship may be paid, but it is not required.
6. A project description and Contract for Internship must be submitted to the Internship Coordinator for project approval. All internships must be approved by the Internship Coordinator prior to the student beginning any work on the project. This is due on the first Wednesday of the semester in which you take the internship course.
7. Students that work full time can complete internships with their current organization. However, the internship project must go above and beyond normal job duties. Those students must present an up-to-date job description of their current position, along with Project Description and Contract for Internship.
8. Upon approval from the Internship Coordinator, students are able to begin work on their respective projects. Course assignments and due dates are provided to you via the course syllabus.
9. Each student will be assigned a grade by the Internship Coordinator based upon the following:
 - a. the quality of the final project report and other assignments
 - b. overall accomplishments of the internship project
 - c. the employer recommendation (the employer will complete a written evaluation of the intern during the semester of employment and the internship coordinator will contact the employer, at least once during the internship, to verify that the employer is satisfied with the internship arrangement)
 - d. student evaluation of the internship
 - e. completed peer reviews of fellow classmates' projects

Jessica Breaux
Internship Coordinator
MSCED Program
UCA Email
(501) 944-2869

Contract for Internship

The following allocates the responsibilities for the parties involved in the internship in Community and Economic Development:

Student Responsibilities

- 1) Student will communicate with the internship coordinator prior to starting the internship.
- 2) Student will adhere to all policies and procedures that apply to the organization supervising the internship.
- 3) Student will submit all assignments required by the Internship Coordinator.
- 4) Student will prepare a Final Project Report according to the guidelines identified in the course syllabus.
- 5) Student will evaluate the internship position.
- 6) Student will be given a grade of F if dismissed from the agency.
- 7) Student will complete peer reviews of fellow classmates' projects.

Agency Responsibilities:

- 1) Agency will designate a specific employee to serve as the intern's immediate supervisor. The primary responsibility of the supervisor will be to plan, guide, and evaluate the intern's experiences.
- 2) Immediate supervisor will complete the evaluation form at the end of the internship.
- 3) Immediate supervisor will be available to discuss the performance of the intern with the internship coordinator at various times throughout the internship.

Internship Coordinator Responsibilities:

- 1) Internship coordinator will work with the organization to confirm the intern arrangement prior to the start of the internship.
- 2) Internship coordinator will contact the intern's immediate supervisor at various times during the internship to discuss the work of the intern.
- 3) Internship coordinator will meet or speak to the student at least once during the semester.
- 4) Internship coordinator will send evaluation form to intern's immediate supervisor at the end of the internship.
- 5) Internship coordinator will determine the final grade for the internship based upon project completion, accomplishment of stated goals and objectives, evaluation of internship position and peers, and feedback from the immediate supervisor

I have read this agreement and fully understand the conditions of the agreement:

MSCED-Internship Coordinator _____ Date

Student _____ Date

Agency-Intern Supervisor _____ Date

***Please attach Printed Name, Organization Name/Title, Phone Number, and Email Address for Internship Supervisor.**

University of Central Arkansas-Community and Economic Development Internship Program

What is an internship?

Internships are an easy, cost-effective way to fill short-term needs with students that are earning a master's degree in community development, economic development, or planning. Community organizations, municipalities, planning organizations, chambers of commerce, economic development organizations, and non-profits are some types of organizations that would benefit from an intern in our program. The employer gets students willing to execute specific programs, projects, or assignments that will provide practical work experience for the student.

What types of students are eligible for internships?

Students are enrolled in the Community and Economic Development Master's at the University of Central Arkansas. Most students taking the internship course are completing their last semester of study.

What will it cost my agency or department?

That's up to you. A paid internship is not required, but acceptable should you choose to pay the intern.

When will the intern work?

The intern will work with you prior to the start of the semester to identify the project/program details. The agreed upon task will be completing within the semester, roughly 5 months.

Is it easy to hire an intern?

Yes! Here's what you do:

- 1) You will work out the details of the internship directly with the intern.
- 2) You will be contacted by the Internship Coordinator to confirm the project details.
- 3) At the end of the internship, you will be asked to complete a simple evaluation form which will ensure that all parties involved are happy with the intern's contribution and experiences. Also, once during the internship, the internship coordinator will call the employer to verify that the employer is satisfied with the arrangement.

For answers to specific questions about the MSCED Internship Program at the University of Central Arkansas, or to set up an internship that meets your needs, please contact:

Jessica Breaux
Internship Coordinator
UCA Email
(501) 944-2869

Intern Evaluation of Internship Experience

Name of Intern: _____

Employer: _____

Date of Internship: _____

1) Overall, please rank your internship experience on a scale of 1 (very dissatisfied) to 5 (very satisfied).

1 2 3 4 5

2) What were the greatest strengths of the internship?

3) What were the greatest weaknesses of the internship?

4) Describe the projects or activities that were the most useful in gaining “real world” work experience.

5) Would you recommend this internship to other MSCED students?

Internship Evaluation Form-Employer

NAME OF STUDENT _____

Please answer the following questions regarding the student intern under your supervision:

- 1) Did the intern conduct himself/herself in a professional manner?
- 2) Did the intern show an interest in the work and a willingness to understand the activities of the organization?
- 3) Please describe the projects or tasks assigned to the intern.
- 4) On a scale of 1 to 10 (where 1 represents a poor job and 10 represents an excellent job) how well did the intern complete the assigned project?
- 5) On a scale of 1 to 10 (where 1 represents a poor job and 10 represents an excellent job) how would you rank the overall work of the intern with your organization?
- 6) Please feel free to provide any written comments concerning the intern and his/her employment with your organization.

Name of Supervisor _____

Contact Information _____

Send completed form to: Jessica Breaux
Internship Coordinator
UCA Email
(501) 944-2869