



Galen University

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Internship Guide & Process

Internships with local or international business can develop critical problem-solving capabilities, in real-world, hands-on situation. Galen University maintains a list, constantly updated, of local and international companies willing to sponsor internships. Students consult this list and arrange for internship interviews.

Internship Policies:

- ❖ Internships may be paid or unpaid, for credit or non-credit, full-time or part-time
- ❖ Placement may be in either a profit or non-profit setting
- ❖ Student seeking internship must have a **minimum cumulative grade point average (GPA) of at least 2.7**. Students on disciplinary probation are not permitted to participate in an internship.
- ❖ Students should begin the internship process at least one semester prior to the semester in which they intend to participate.
- ❖ Students applying for internship must have completed all major courses.
- ❖ Internship are part of your educational program, therefore, they are carefully monitored, and evaluated for academic credit.
- ❖ Academic placement must be between 8-9 weeks in length with a minimum total of 320 hours. Consult your academic advisors for specific requirements.
- ❖ Placement should run congruently with academic semesters: Fall (Aug-Dec), Spring (Jan-April), or Summer (May-Jul)
- ❖ If your internship is not completed within the semester timeframe, you must request an incomplete from your academic advisor.
- ❖ Students must attend to a Resume and Cover Letter Workshop to ensure approval of an internship.
- ❖ Students must locate a workplace for internship or ask the Internship Coordinator for assistance. Students
- ❖ The Internship Coordinator or Academic Advisor will make three site visits during the internship period.

Internship Process:

1. Approval and Course Registration:

Step 1. Meet with the Internship Coordinator or your Academic Advisor to discuss your goals and interest and possible placements for the internship.

Step 2. Complete the Internship Application Form (*See appendix 1 below*) and submit along with an updated resume and learning objectives to the Internship Coordinator.

Step 3. Once approval is granted, register for the appropriate course, BADM - 450.

2. During internship:

- You must maintain a weekly log (*See appendix 2*), describing the internship activities for the week.
- Write a 2-4 pages paper journal weekly reflecting on what you learned from your observation. Tie in your classroom learning experience in your internship experience.

3. On-Site Visits: Your Academic Advisor or the Internship Coordinator will visit your internship site randomly during the internship period. A brief interview will be conducted with you and your supervisor.

4. Wrapping up your internship:

- You will receive a Self-Internship Evaluation Form (*See appendix 4 below*) as you finish your internship. Use your time to reflect on your experience and complete the form.
- A Final evaluation (*See appendix 3 below*) will be sent to your site supervisor. These will be forwarded to your Academic Advisor. We encourage you to be involved in this review process and encourage your supervisor to complete it.

- Write a final report to be submitted to the Internship Coordinator or Academic Advisor. The following questions are intended to be used as a guide only:
 - Why is it important to create a positive environment in the workplace?
 - What impressed you most about your time in the internship? Provide examples.
 - Did the internship experience assist you in moving toward your overall career goals?
 - What did you see in this internship that you would like to use?
 - What, if anything, would you want to change in the environment that you participated?

The following should be included in your final portfolio and submitted to the Internship Coordinator or Academic Advisor:

1. Weekly log
2. Weekly journals
3. Self-Internship Evaluation Form
4. Supervisor Evaluation Form
5. Final Report

Appendix 2: Internship Activity Log

Student: _____ Dates: _____

Day of Week	Activities or assignments	Time spent in each activity
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Other		

COMMENTS:

Select one evaluation level for each area by marking an **X** under the level that represents the intern's performance.

	Excellent	Above Average	Average	Fair	Poor	N/A
Performance						
Demonstrates skills necessary for work						
Uses academic knowledge and skills						
Manages time/ meets deadline						
Shows responsibility for work						
Comprehensions and communication						
Attention to accuracy and detail						
Willingness to ask for and use guidance						
Effective written and oral communications						
Team working ability						
Attitude/ Work habits						
Adaptable and flexible						
Punctual and Reliable						
Putting imitative into practice						
Proper appearance and etiquette						
Enthusiasm for the experience						

Were the goals of internship met?

What skills do you think the student developed?

What were the intern's primary strengths?

What recommendations would you suggest for his/her improvement?

What is your overall assessment of the student's performance?

If an opening became available in your organization, would you consider this student for a full-time position?

Other comments

Thank you for your support!

Supervisor's Signature

Date

Organization's Name

Organization's Stamp



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Appendix 4: Student Evaluation for Internship

Please complete this form and turn in with your final portfolio.

Name:
Major:
E-mail Address:

Section I:

What progress have you made toward meeting your learning objectives?

How did this internship align with your career goals?

What skills did you developed during this internship?

Briefly describe any special projects or accomplishment you completed during the internship.

Were your courses helpful during the internship? If so, which ones?

How has your ability to solve problems, think, and reason change? What skills do you need to develop next?

If you did your internship again, what would you do differently and why?

Section II (Please check the circle that apply)

1. Evaluate the combination of job interest, dedication, and willingness to extend yourself to complete assigned task.
 Very Good Satisfactory Improvement Needed
2. Evaluate the degree to which you can be relied upon to carry and complete assigned task.
 Very Good Satisfactory Improvement Needed
3. Evaluate your ability to make well-reasoned decision which affects your work performance.
 Very Good Satisfactory Improvement Needed
4. Evaluate your working relationship with fellow employee in the working environment.
 Very Good Satisfactory Improvement Needed
5. Evaluate your attendance and punctuality.
 Very Good Satisfactory Improvement Needed

Student's Signature

Date