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## EXPECTATIONS OF INTERNS

### 1. Job Performance

It is most important that interns perform to the best of their ability in the intern situation. The internship is to be considered like any other professional position or job with the same standards of reliability and quality of work. The director of interns will be in contact with the various intern supervisors, most particularly when a formal written evaluation is made by the supervisors.

### 2. Seminar

An intern seminar meets weekly during all terms when the internship is offered, including Spring and Summer. The time will be set each term, but in the past the seminar has been held on Monday, Tuesday or Wednesday evenings at 5:15 PM. Interns who cannot meet the seminar because of schedule conflicts are expected to meet individually with the director of interns on a regular basis.

The main purposes of the seminar are:

- To provide direct feedback on intern experiences to the director of interns
- To share among all interns your experiences in a wide variety of office and agency situations
- To discuss, from differing intern perspectives, political and administrative questions of general and academic interest.

### 3. Journal

All interns are expected to keep an ongoing journal of their intern experience. The journal is to include a description and analysis of duties performed and activities undertaken, but more importantly, it should illustrate what has been learned on the job. The most important comments in the journal, therefore, are those that analyze rather than merely describe the job experience and its environment. The interns should ask themselves questions related to at least four levels of analysis:

#### 1) Personal

What am I learning about myself and my career choices, about my strengths and weaknesses?

#### 2) Organizational

What am I learning about administrative behavior from the organizational setting in which I am working?

#### 3) Systemic

What am I learning about the political, legal, social, or economic environment within which my agency or office functions?

#### 4) Academic

How does this experience compare with what I have learned in specific classes?

In your journal, also evaluate the statement of goals and objectives developed at the beginning of the term. Consider the extent to which these goals are being met and whether the goal statement should be changed to reflect changing information or duties.

Remember that the value of journal analysis is to draw valid generalizations from particular experiences. Only in this way can we carry what we have learned in one set of circumstances to a differing situation, applying appropriate principles to the new set of facts. Evaluations of experiential learning have shown this type of journal analysis to be a very important element of the learning experience.

From week to week, you may be asked to emphasize a specific topic area in your journal so that this can be the focus in the next week's seminar (e.g., organizational stress, efficiency, supervisory styles, office morale).

#### 4. Work Product

Each intern is required to submit evidence of work carried out as a part of the internship experience. The output of a specific assignment (or series of assignments) from the supervisor, such as written memos or reports, may well meet this requirement. As the internship progresses, you should keep in touch with the director of interns on your progress in compiling work products for which you have been responsible. Students will have the opportunity to present and explain their work product to their fellow interns at one of the final seminars.

#### Final Comments

It has generally been agreed upon by past interns that an internship takes more time than would regular courses granting the same amount of credit. They have almost *unanimously agreed*, however, that the extra time and effort are well worth it. Most internships are truly worthwhile learning experiences.