

BAAS 3113 INTERNSHIP PUBLIC ADMINISTRATION

1. Download these pdf Internship Form pages.
2. Fill out the Internship Information Form with the Supervisor and email to baas@mwsu.edu or fax it to 940-397-4918. This is to be done at the beginning of the semester. After the semester begins you will also submit this form to the dropbox in D2L (Desire to Learn).
3. **Internship Requirements:** Contact Instructor, Dr. Delores Jackson at delores.jackson@mwsu.edu .
4. One week to ten days before the end of the term submit the Supervisor's **Internship Evaluation Form** to the D2L dropbox. Also submit this form via email to baas@mwsu.edu. It is your responsibility to ensure your evaluation has been submitted.
5. The course is pass/fail with a CR or NC and there is no text book to purchase. Papers not received one week before the term ends will receive no credit (NC).

FOR FURTHER INFORMATION CONTACT:

Dr. Delores Jackson, Director, BAAS Program

delores.jackson@mwsu.edu

(940)397-4400 (office)

(940)397-4918 (fax)

<http://www.mwsu.edu/academics/education/baas/>

BAAS 3113 INTERNSHIP INFORMATION FORM

INFORMATION: Please fill out this information form and return to the BAAS office so that it may be retained in your file for the BAAS internship course. It is mandatory that we have this information for the BAAS Internship.

DATE DUE _____.

BAAS students enrolled in the course BAAS 3113 should keep a journal relating to the internship, noting the tasks undertaken and relating how they relate to employment and future career goals. From that journal, students should write an internship report no less than five double spaced pages relating learning experience to career objectives. **The report is due no later than one week before the end of the applicable term. Please refer to the syllabus for detailed internship instructions.**

SEMESTER OR TERM _____

NAME _____

MUSTANG I.D. # _____

ADDRESS _____

EMAIL _____

HOME:

PHONE NUMBER _____

CELL:

HOURS PER WEEK _____

EMPLOYER _____

ADDRESS _____

PHONE NUMBER _____

I agree to supervise the above named student during the period of:

_____ To _____.

SIGNATURE OF SUPERVISOR

DATE

**MIDWESTERN STATE UNIVERSITY
BAAS PROGRAM
3410 TAFT BLVD.
WICHITA FALLS, TX 76308
Phone 940-397-4400 / Fax 940-397-4918
Website: <http://www.mwsu.edu/academics/education/baas/>**

**BACHELOR OF APPLIED ARTS AND SCIENCES
INTERNSHIP EVALUATION FORM**

NAME _____ **MUSTANG I.D.#** _____

JOB ASSIGNMENT/TITLE _____

EMPLOYER _____ **HOURS WORKED/WEEK** _____

SEMESTER/TERM STARTING DATE _____ **ENDING DATE** _____

SEMESTER OF INTERNSHIP _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him or her with other students of comparable academic level, with other personnel assigned the same or similar classified jobs, or with full consideration to the student's Internship Application Form and statements therein.

BAAS Internship Student Report is due no later than week before the end of the applicable term. Date Due _____

<p>Relations with others</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works well with others <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Has some difficulty working with others <input type="checkbox"/> Works poorly with others 	<p>Attitude: Application to Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outstanding in enthusiasm <input type="checkbox"/> Very interested and industrious <input type="checkbox"/> Average in diligence and interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested
<p>Judgment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptionally mature <input type="checkbox"/> Above average in making decisions <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses poor judgment 	<p>Dependability</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completely dependable <input type="checkbox"/> Above average in dependability <input type="checkbox"/> Usually dependable <input type="checkbox"/> Sometimes careless <input type="checkbox"/> Unreliable
<p>Ability to Learn</p> <ul style="list-style-type: none"> <input type="checkbox"/> Learns very quickly <input type="checkbox"/> Learns readily <input type="checkbox"/> Average in Learning <input type="checkbox"/> Rather slow to learn <input type="checkbox"/> Very slow to learn 	<p>Quality of Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Very Poor

Attendance <input type="checkbox"/> Regular <input type="checkbox"/> Irregular	Punctuality <input type="checkbox"/> Regular <input type="checkbox"/> Irregular
Overall Performance <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Average <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory	

**Has the student increased his/her occupational skills through the internship?
Please explain.**

This report has been discussed with the student: Yes NO

Signed _____ Date _____

Please print your name, address and telephone number.

The student is requested to submit the Supervisor’s Internship Evaluation Form to Dr. Delores Jackson, Director, BAAS Program, Midwestern State University, to the D2L dropbox and to also submit this form via email to baas@mwsu.edu. It is the students’ responsibility to ensure their evaluation has been submitted.