



Internship Student Packet

AMS 4950 Professional Internship AMS 3980 Industry Internship 2024/2025 Academic Year

Fall 2024 Semester

- July 22 – Student complete and submit Application for Academic Credit at least 4 weeks prior to the start of the semester
- August 19 - Fall Semester Starts
- August 30 – Deadline to submit Application for Academic Credit in Career Link
- December 2 – Student Evaluation due in Career Link

Spring 2025 Semester

- December 13 – Student complete and submit Application for Academic Credit at least 4 weeks prior to the start of the semester
- January 21 – Spring Semester Starts
- January 31 – Application for Academic Credit deadline for Spring Semester
- May 5 – Student Evaluation due in Career Link

Summer 2025 Semester

- May 12 – Student complete and submit Application for Academic Credit at least 4 weeks prior to the start of the semester
- June 9 – Summer Semester Starts
- June 13 - Application for Academic Credit deadline for Summer Semester
- August 1 – Student Evaluation due in Career Link

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Overview of the AMS Internship

The AMS Internship program has been designed to help you connect the knowledge and skills you have learned in the classroom with the demands of real-world employers. The internship is a unique opportunity for you to gain valuable work experience while receiving school credit toward graduation. If you wish to do an internship at a site where you are currently employed, the AMS Internship must differ from your normal work activities and you must complete a project above and beyond your usual job responsibilities.

An internship is meant to be a learning experience over a period of time, typically over an entire semester. It is important to plan ahead and work towards securing an internship starting 4-6 months before the semester in which you want to do the internship. AMSI highly encourages each student to plan to complete an internship over a semester period in order to achieve the full work experience. It isn't just about the number of hours you work; it should be a meaningful experience that exposes you to a variety of responsibilities, tasks, and processes within industry.

AMS 4950 Professional Internship

AMS Senior Experience requirement. Students must complete (3) credit hours as part of the AMS Core Courses requirement.

AMS 3980 Industry Internship

Is allowed for any student doing additional internship credit as an Elective. Students may complete up to (12) credit hours of AMS 3980 throughout their academic career.

Credit Hours

- (1) credit hour = 45 work hours
- (3) credit hours = 135 work hours.

University policy states that no more than (15) credit hours of internship may be applied toward a bachelor's degree.

Student Responsibilities

Internship Activities

Every internship experience is different. The skills required of an intern in one area of industry may vastly differ from those required in another area. Because of this, your experience will be unique to you and the internship provider with whom you will work. Take advantage of this special learning situation and the unique skills and practices you will be learning. The more seriously you strive to learn, the more meaningful the internship will be to you.

During the internship, you will be a representative of MSU Denver, the College of Health and Applied Sciences, and the Advanced Manufacturing Sciences Institute. As such, you are expected to abide by the policy statements and all terms and conditions of this student packet. Please notify the AMSI Director immediately of any status changes that may occur during the internship.

Attitude

Enthusiasm toward the work you do is the single most important asset you can possess. Endeavor to perform to the best of your abilities and to show a positive attitude and outlook toward the work you will provide for the internship provider.

If you are fired for misconduct or lack of cooperation during the course of the internship, an unsatisfactory grade will likely be assigned for the semester. Ethical, civil, and responsible conduct are of utmost importance, not only during this internship, but throughout your career.

Weekly Reporting

You will be required to complete an Internship Weekly Report of your activities throughout the internship. These reports are a good opportunity to reflect upon the work you have done and to find areas in which you can improve. Use the report to critically analyze weekly activities rather than simply summarize them.

The Internship Weekly Reports are graded. Weekly report grades are determined on the basis of those learning experiences revealed in the content of the report. **Submit reports by Sunday so the report can be evaluated on Monday.**

The Weekly Internship Report can be completed

https://msudenver.qualtrics.com/jfe/form/SV_6VAGRA9p2OccBme

Evaluation

The internship is part of a graded course for university credit. As such, you will be evaluated on several aspects of your performance during the internship. These evaluations will be made by the internship provider supervisor, the AMSI Director, and you, the student. Written materials, work performance, eagerness to learn, and cooperation during the internship will be considered a part of the total evaluation. Other evaluation considerations will include your ability to effectively utilize resources, to give precedence to professional responsibilities, to behave ethically and responsibly, and to appropriately relate to others on the basis of their unique qualities as human beings without regard to race, creed, color, socioeconomic status, age, sex, gender, sexual preference or handicap. To better acquaint yourself with these evaluation criteria, please study the evaluation forms located at the back of this packet.

Student Learning Objectives

Students should be able to:

1. Perform, organize, analyze, and report in written form; qualitative and quantitative research that contributes to the definition and solution of given problems.
2. Formulate and assess multiple concepts and debate their strengths and weaknesses. Select appropriate final solutions for problems.
3. Demonstrate proficiency in; hand sketching, perspective rendering, and technical drawing; physical and/or computer modeling, methods of prototyping.
4. Compare and assess aesthetic, structural, economic, and consumer safety aspects of different industrial materials and manufacturing processes in order to choose the most appropriate for each component of a proposed solution.
5. Prepare and deliver verbal presentations that demonstrate visual organization skills and proficiency in media technology.
6. Consider form semantics, human factors, business and professional practices, and cultural influences in order to develop appropriate design solutions.

Internship Provider Responsibilities

The AMS Internship program provides a source of trained workers for industry while enhancing the educational opportunities of students. This important association helps promote positive relations between the academic and industry arenas, supplying internship providers with educated and motivated workers, and students with educational experiences that the school simply could not otherwise replicate.

To help facilitate desirable experiences for students, the internship provider and the AMSI Director work to create an optimum work environment and internship opportunity for you. The nature of this cooperative arrangement should be mutually beneficial to you and the internship provider. You will gain educational experiences, and the internship provider likewise benefits from the services you render.

Because the internship program helps students gain university credit, the internship provider's supervisor will be asked to help evaluate your work near the end of the semester. They are also obliged to assist you in completing the 135 hours of internship activity to ensure completion of the internship requirements.

General Internship Policies

The following policies apply to the AMSI Internship and must be adhered to by all student interns:

1. Students are obligated to abide by all conditions in written policy and briefing sessions.
2. To qualify for the internship the student must submit an Application for Academic Credit, including a resume and goals, at least four weeks prior to the desired semester for the internship.
3. The AMSI Director must first approve of the conditions and appropriateness of the internship provider's training facilities before any commitment is made by the university.
4. The internship is scheduled for three (3) semester hours of credit. The student must be enrolled in AMS 4950 Professional Internship during the time of the internship.
5. The student is responsible for the regular tuition fee for the internship course and is responsible for his/her room, board, and travel expenses, whether in-state or out-of-state.
6. Students are provided with full workman's compensation insurance by the university for all in-state, non-paid internships. Students may engage in out-of-state and paid internships, *but there is absolutely no university insurance or workman's compensation for paid and out-of-state internships*. All non-paid internships must be initiated and completed within a regular university term to ensure university insurance coverage. The internship provider must commit to these general conditions.
7. Interns must provide the AMSI Director with their work schedule and notify the department office immediately of any changes in their schedules or internship plans.
8. As representatives of MSU Denver and AMSI, it is imperative that students employ good work habits, a cooperative attitude, and a good work record to promote good rapport among students, the school, and internship providers.
9. The intern will be required to submit written weekly reports to the AMSI Director based on his/her learning experiences or activities during the week.
10. Students are required to complete the internship over a minimum of ten (10) weeks. They are not to begin the internship prior to the start of a regular academic semester.
11. If a student is unable to complete the internship due to justifiable circumstances, the university rules concerning withdrawals will apply and an incomplete grade will be given. Please consult with the faculty internship coordinator immediately if such circumstances arise.

Internship grades are Satisfactory/Unsatisfactory and will be determined by the AMSI Director.

Internship Syllabus

Prefix and Course Number:

AMS 4950 Professional Internship Credit Hours: 3

AMS 3980 Industry Internship Credit Hours: 1-12

AMSI Director: Mark Yoss, myoss@msudenver.edu

AMSI Assistant Director: Shannon Roe, sroe9@msudenver.edu

Course Description

The internship provides an opportunity for students to gain experience under the guidance of an industry professional. Students are responsible for contacting the Assistant Director to complete an Application for Academic Credit least 4 weeks prior to beginning the internship. Students are responsible securing an internship placement, and they must complete a total of 135 hours of internship activity during the semester.

Objectives

Upon completion of this course the student should be able to:

1. Identify, analyze, pursue, and obtain appropriate job opportunities
2. Maintain professional performance and behavior:
 - a. Recognition of strengths and limitations, and the conditions under which outside counsel or resources should be drawn upon.
 - b. Ability to relate to others on the basis of their unique qualities as human beings without regard to race, creed, color socioeconomic status, age sex, gender, sexual preference or handicap.
 - c. Giving precedence to professional responsibilities over personal responses.
 - d. Behaving at all times in an ethical and responsible fashion in the performance of duties.
3. Select materials from internship/job to include in a professional portfolio.
4. Assess the quality of a professional experience and relationship between education and professional practice.
5. Compose concise written reports on professional activities.

Outline of Course Content

1. Contact with university supervisor - Students are responsible for contacting the Assistant Director and completing the Application for Academic Credit in Career Link at least 4 weeks prior to beginning the internship. The application will include:
 - a. Goals and Objectives, resources required
 - b. Current resume
 - c. Evaluation- Students must submit weekly reports and a final report of internship activities.
2. Student responsibilities
 - a. Pursue and obtain an appropriate internship which permits development in his/her area of specific interest.
 - b. Work at the internship for a total of 135 hours during the semester.
 - c. Maintain professional performance and behavior.

Evaluation of Student Performance

1. Industry supervisor's evaluation of the intern -- The industry supervisor evaluates the intern in regard to the overall student learning objectives.
2. Internship coordinator evaluates weekly internship reports and assigns final grade in collaboration with industry supervisor. Students will be graded as either an 'S' (satisfactory) or a 'U' (unsatisfactory). Weekly reports can be submitted online at https://msudenver.qualtrics.com/jfe/form/SV_6VAGRA9p2OccBme

ADA Accommodations

The Metropolitan State University of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this class and are requesting accommodations, then you must first register with the Access Center.

Access Center Phone: 303-556-8387

Access Center Email: accesscenter@msudenver.edu

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be granted prior to my receipt of your faculty notification letter from the Access Center. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your faculty notification letter.) Once I am in receipt of your official Access Center faculty notification letter, I would be happy to meet with you to discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the Access center website www.msudenver.edu/access.

Academic Dishonesty

Academic dishonesty is a serious offense at the University because it diminishes the quality of scholarship and the learning experience for everyone on campus. An act of Academic Dishonesty may lead to sanctions including a reduction in grade (up to and including a permanent F for the course), probation, suspension, or expulsion. Academic dishonesty includes cheating, fabrication, and plagiarism, submitting the same paper or work for more than one class, and facilitating academic dishonesty. For definitions and more information, see the Student Handbook which is available online through the Student Hub.

Religious Holidays

If a student needs to miss internship hours for a religious holiday observance, please notify the internship coordinator in writing during the first two weeks of the semester so that the absence may be excused. Failure to do so may result in an unauthorized absence.

Internship Process

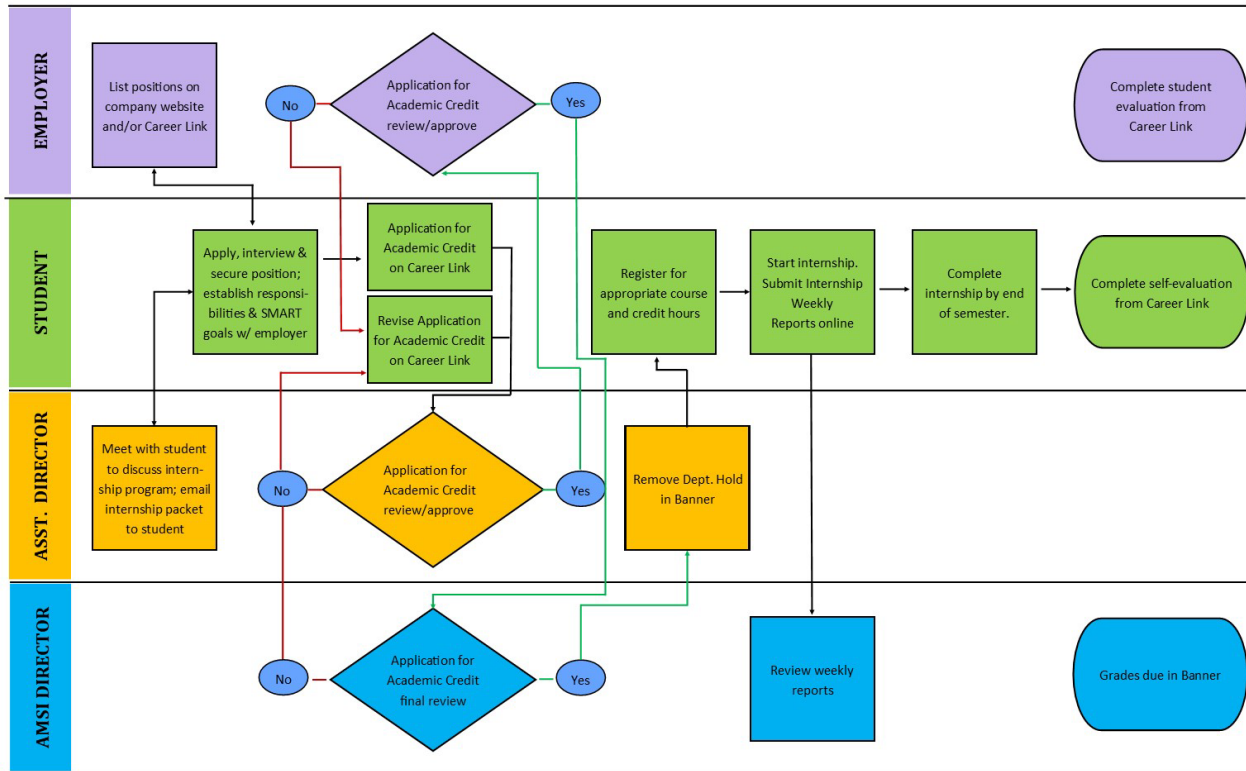
AMS 3980 Industry Internship is an **OPTIONAL** course that can be selected and completed to satisfy upper-division Advisor Approved Elective requirements. A student can choose up to (12) credit hours of this course throughout their academic career. To choose AMS 3980, please contact the AMSI Assistant Director to discuss the internship and next steps.

AMS 4950 Professional Internship Senior Experience is **MANDATORY** for all AMS students in order to satisfy graduation requirements.

1. Student meet with Assistant Director to discuss program requirements and credit hours
2. Assistant Director will provide student with the Internship Student Packet
3. Student secures internship
4. Student works with employer to establish responsibilities and goals using the SMART Goals Worksheet
5. Student completes the Application for Academic Credit on Career Link
6. Assistant Director will review/approve Application for Academic Credit and forward to Employer
7. Employer will review/approve Application for Academic Credit and submit
8. AMSI Director will review Application for Academic Credit for final approval and submit
9. Assistant Director removes hold in Banner so that student can register for internship
10. Student must register for correct course and number of credit hours
11. Student starts internship
12. Student completes Internship Weekly Report online at https://msudenver.qualtrics.com/jfe/form/SV_6VAGRA9p2OccBme
13. Student completes internship by the end of the semester
14. Student will receive a self-evaluation survey from Career Link
15. Employer will receive a student evaluation survey from Career Link
16. AMSI Director will use weekly reports, final report, and employer evaluation to determine final grade.

Internship Process Flow

AMSI Internship Process Flow



Building Learning Objectives and SMART Goals

Student will work with employer/supervisor to establish 2-3 SMART Goals for the internship.

To be useful, learning objectives should be SMART:

Specific
Measurable
Attainable
Results-Focused
Time-Focused

Learning objectives focus your learning on specific areas and can help you maximize your time spent in an internship. Further, discussing your learning goals with your supervisor helps to ensure that you will spend your time productively during the internship and that all parties involved are aware of the learning you are trying to achieve.

What are learning objectives?

Learning objectives can fall into the following categories:

- **Knowledge or Skills Acquisition:** Knowledge or skills you hope to acquire during the internship such as learning to use appropriate procedures, equipment, or methods.
- **Personal/Professional:** Skills you hope to apply or cultivate such as interpersonal skills, professional meeting/email/telephone etiquette, networking, written communication, relationships with supervisors, presentation skills, etc.
- **Career Knowledge:** Gaining new information regarding the company, the industry, or job duties. A specific training on an area in your industry may be another addition.
- **Other:** Depending on the internship, there may be additional categories of learning objectives.

Consider your field of choice and the critical knowledge/skills you would like to obtain. You will also need to check in for specific learning requirements from your Department.

Steps to writing learning objectives:

For each objective, answer the following three questions:

1. What do you want to accomplish?
2. How are you going to accomplish it? (What steps will you take to accomplish your objective? What activities will you do? How will you acquire the learning? Under what conditions will the learning occur?)
3. How you will measure your objective? (What evidence will you have to demonstrate that learning has taken place? What criteria will be used to evaluate your evidence? Who will do the evaluation?)

SMART Learning Objectives - Example

In each case below, the same objective is stated in two different ways. In the "Vague" description, the objective is either too general or not sufficiently measurable. In the "Specific" example, the same objective has been stated SMARTly (in a manner that is Specific, Measurable, Attainable, Results-focused, and Time-focused).

OBJECTIVE TYPE	VAGUE	SPECIFIC
Skills Acquisition	I will learn how to troubleshoot IT issues for my company.	By December 15th, I will be able to troubleshoot office software, including Microsoft Word and Excel, over the telephone with less than 3% error rate.
Skills Acquisition	I will evaluate the effectiveness of my organization's marketing.	By March 12th, I will develop, distribute, gather, evaluate, and report on a customer survey related to my organization's marketing.
Knowledge Acquisition	I would like to know more about the chemical make-up of common drugs used in the hospital.	By the middle of my internship, I will list the 40 common medications I observe being used by referring to patients' charts, then research their chemical composition, and record this data in my database.
Personal / Professional	I want to learn how to deal with irritable customers.	I will develop four different responsive conversation techniques and briefly describe each in my log. I will record reactions of customers to these techniques and report by May 28.
Career Knowledge	I want to better understand the hospitality industry.	By the end of the internship, I will have interviewed a professional who has been in the hospitality industry at least four years and ask them about typical career paths, job duties, professional associations, and ways to advance one's career in this industry.
Skills Acquisition	I want to assist some children to learn a new skill.	By the middle of my internship, I will have taught a group of ten children ball throwing athletic skills. The children will demonstrate their skills by achieving at least a minimum score which I will determine as a proficiency level.

Career Link Student Evaluation of the Internship Experience

This survey will automatically be emailed to you at the end of the semester. Please complete this in a timely manner so that your grade can be submitted.

Student's Name: _____ Semester/Year: _____

Internship Company Name: _____

Supervisor's Name: _____ Phone: _____

You have been through a most valuable and unique experience. The AMSI is interested in a constructive and critical evaluation of this program.

1. Identify three valuable learning experiences you had during the program.
 - A.
 - B.
 - C.
2. Identify three unfavorable experiences you had during the program.
 - A.
 - B.
 - C.
3. List learning experiences you did not have but thought you should have had during the program.
4. In what ways did your immediate supervisor contribute directly to your learning?
5. How did your coworkers contribute to your learning? List three examples.
 - A.
 - B.
 - C.
6. Identify, by name and title, the person you learned the most from during the semester.

7. What contributions did you make to the internship provider during this internship?
Be specific.

8. Was the experience satisfactory? _____ Why or why not?

9. What three pieces of advice could you give someone else before beginning their internship?

A.

B.

C.

10. Was your undergraduate preparation sufficient for you to perform successfully?

How did it help?

If you found your coursework at MSU Denver unsatisfactory, explain the areas in which you found it deficient.

11. How can the internship be improved?

12. Has this training contributed to successful advancement in your career goals?

MSU Denver Career Link: Application for Credit Instructions

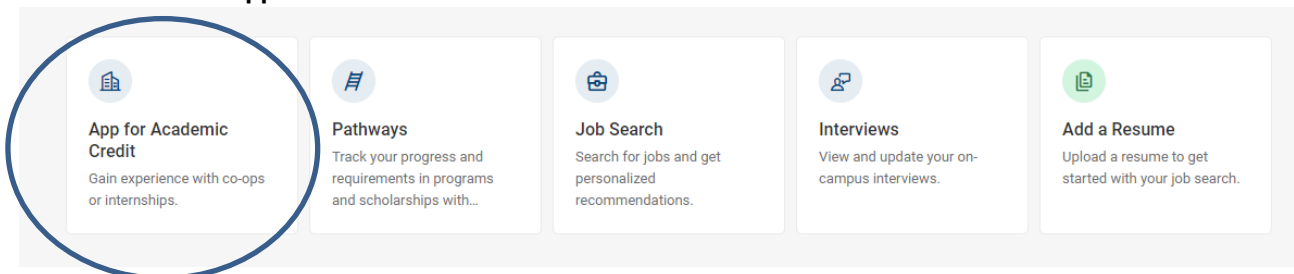
What is MSU Denver *Career Link*?

Career Link is an online system hosted by MSU Denver Classroom to Career (C2 Hub) where students can manage their career planning and search for employment opportunities. You can:

- Apply for jobs and internships.
- Upload and manage your resume and other career documents in your profile.
- Sign up for workshops, career fairs and other campus recruiting events.
- Research employers and set up automatic position notifications.
- Find career resources and resume building tools.
- **Request academic credit for your internship.**

How Do I Access Career Link?

1. From your phone or computer, go to www.msudenver.edu/studenthub.
2. Scroll down to **CAREERS/JOB**S Section and click **CAREER LINK** button.
3. Login with your MSU Denver NetID and password.
4. Click on **App for Academic Credit** button.



5. Click on **Add New Internship** button.

Starting the Application for Academic Credit in Career Link

1. You will be asked for information about the internship including your **supervisor's contact information, dates of the internship, compensation, credit information, internship duties, SMART Goals, and learning objectives**. Please be sure that you have specific learning objectives related to your academic program. You can always save as a draft and come back to finish if you don't have all the information.
2. Once you have completed all of the required fields, you will need to sign off and submit at the bottom.
3. After you submit, the form will go to the C2Hub, employer, and academic department for their approval.
4. After everyone has approved the internship, you will be notified about how to register for the credit. You can view the completed document in Career Link at any time throughout the semester.



Experiential Learning Employer Evaluation

Note: This internship evaluation may factor into the student's internship course grade and, as such, is considered part of their academic record. Evaluation results may be shared with the student upon request.

Employer Final Evaluation

Student's Name

Employer Name

Job/Internship Title

Supervisor Name

Supervisor Title

Supervisor Phone

Supervisor Email Address

Please check any of the following that you are aware of that have occurred due to the student's internship.

The student has received a full-time job offer from this organization

The student has received a job offer from somewhere else due to a connection made during this internship

We anticipate making a full-time, permanent job offer at some point in the future.

The student made a decision to go to graduate school because of the internship.

We have made a job offer, but the student has not accepted it.

The internship is not over, and the student is still with us as an intern.

Other (please specify)

The student has received a part-time or student job offer from this organization

The student has received a job offer from somewhere else due to a skill or knowledge gained during this internship

We anticipate making a part-time or student job offer at some point in the future

The student made a career change or career decision because of this internship

The student is not currently available for or seeking employment

We will not be making any kind of offer to this student. Please explain.

//

Please list the tasks that occupied most of the intern's time.

//

Did the intern meet the Learning Objectives as stated in the approved Applic. for Academic Credit? Please explain. Examples.

//

What specific skills will the intern take away?

//

What would be the next step for this intern to progress in this field?

//

In respect to the intern's academic preparation, what were his/her/their particular strengths coming into the internship?

What additional academic skills or preparation would have been helpful for this intern prior to the internship?

What areas should the student continue to develop in order to build competence in the field?

Creative Thinking and Problem Solving

Rating Scale: 0=Not Applicable or No Chance to Observe, 1=Unsatisfactory, 2=Needs Improvement, 3=Satisfactory, 4=Good, 5=Very Good, 6=Outstanding

Thinks critically and logically in decision making

Able to be resourceful and self motivated

Accepts responsibility and learns from experiences

Please comment on strengths and areas for development as related to the scoring above.

Communication

Rating Scale: 0=Not Applicable or No Chance to Observe, 1=Unsatisfactory, 2=Needs Improvement, 3=Satisfactory, 4=Good, 5=Very Good, 6=Outstanding

//

Accepts constructive criticism and advice

Communicates effectively and appropriately with co-workers and supervisors

Please comment on strengths and areas for development as related to the above two questions

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Communication

Rating Scale: 0=Not Applicable or No Chance to Observe, 1=Unsatisfactory, 2=Needs Improvement, 3=Satisfactory, 4=Good, 5=Very Good, 6=Outstanding

Demonstrates ability to set appropriate priorities and goals

Manages and resolves conflict in an effective manner

Is prompt in showing up to work and meetings

Please comment on strengths and areas for development as related to the above three questions.

Work Ethics, Values, Habits and Style

Rating Scale: 0=Not Applicable or No Chance to Observe, 1=Unsatisfactory, 2=Needs Improvement, 3=Satisfactory, 4=Good, 5=Very Good, 6=Outstanding

Dress and appearance are appropriate for position and setting

Completes tasks or projects on schedule

Respects the religious/cultural/ethnic diversity of others

Please comment on strengths and areas for development as related to scoring the above three questions.

Your Name

Today's Date