## HUSC 4369 Internship Assignment 1: Internship Process Overview Department of Human Sciences Sam Houston State University

Name:

Date:

**Instructions:** Using the *HUSC Internship Handbook* write **in your own words** the correct response in the space provided to answer each question completely.

- 1. What are the four (4) general expectations the student is required to complete during the internship process?
- 2. What are two (2) tasks the student should do after the HUSC 4369 Internship Course Application is turned in, and the student has been accepted into the internship program to start searching for an internship location? When should they be completed if the student is planning a summer internship? And a spring internship?
- 3. How is the Internship Agreement Form obtained and when should it be requested?
- 4. What are the four (4) parts to be written for the time log and weekly reflection report and what specific information does each part include?
- 5. What is the consequence of submitting late time log and weekly reflection reports?
- 6. What should a student do if s/he wants to quit or change employment site?

- 7. When is it appropriate to work overtime or through lunch?
- 8. What are the dates the student can start work if they are doing a summer internship? And a spring internship?
- 9. What are three (3) expectations companies have concerning the employment of an intern?
- 10. How does one determine whether the internship should be paid?
- 11. How is the student evaluated by the business supervisor and what part of the overall grade is this evaluation?
- 12. How is time calculated and reported on the time log and weekly reflection report?
- 13. What is the maximum number of hours an intern can work each week during the spring semester? And summer semester?
- 14. What is the difference between the two types of goals the student is asked to write for the internship?
- 15. What is the difference between a stated performance goal and a projected experience in Assignment 2?