



*The Bernard P. McDonough Center  
for Leadership and Business  
at Marietta College*

## **Guidelines for Leadership Studies Internships**

The following are guidelines for students who plan to complete an internship in the United States to fulfill the Experiential Education Requirement for a Minor in Leadership Studies:

- To graduate with a minor in Leadership Studies, a student must complete at least ONE of the following Experiential Education Components: Internship, Study Abroad, or Service Project (approved by the Director of Civic Engagement). Study abroad is defined as an extensive summer, semester or year-long experience approved by the Office of Education Abroad.
- Students may “double count” an internship taken for credit in their major or another academic area to fulfill this requirement. Students must fulfill all of the requirements for the Leadership Studies internship (Internship Learning Agreement, emailed reflections, final evaluation, and participation in the leadership conference) in addition to any requirements from the credit-granting department.
- Leadership Studies internships do NOT need to be taken for academic credit. If you choose to complete a non-academic internship to fulfill the requirement, please work with Maribeth Saleem-Tanner, Director of Civic Engagement to ensure your internship completion is reflected on your Marietta College transcript.
- Internships to fulfill the Leadership requirement may be paid or unpaid.

### Internship requirements:

- Completed and signed Internship Learning Agreement
- Minimum of 50 hours onsite
- Emailed journals (3 throughout the course of the internship, minimum 250 words)
- Supervisor evaluation form from OCE (completed online by internship supervisor)
- Participate in an internship panel at McDonough Leadership Conference following spring

### Timeline

- 2-4 weeks before internship: Submit ILA and establish dates for journal submissions.
- Two weeks into the internship: first journal (first impressions)
- Mid-way through internship: second journal (personal leadership reflections)
- Within two weeks of conclusion of Internship: final journal/self-evaluation
- Within 30 days of conclusion of internship: supervisor evaluation
- Spring semester following conclusion of internship: Group meetings to plan internship panel (January and March) and McDonough Leadership Conference presentation (April)



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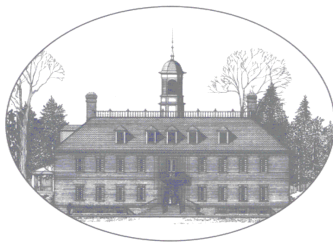
**Directions for Completing your Learning Agreement:**

This form should be completed and returned to our office two weeks prior to beginning your internship. **If you cannot have this form signed before the internship begins, please submit an electronic copy *unsigned* and mail a signed copy within two weeks of your internship start date.**

- The agreement requires you to identify learning goals for leadership. Potential goals have already been identified; select 3 goals to focus on and/or add your own leadership-related goals. These will be the basis of your reflection assignments.
- Based on these goals, you will work with the Director of Civic Engagement to set the topics and deadlines for your journal submissions **before** beginning your internship.
- Review your goals and the Learning Agreement with your supervisor. Ask him/her to sign it, indicating their agreement. You may modify your goals if your supervisor sees fit. ***This should be done prior to the start of your internship if at all possible; if you must wait until you begin, complete this within your first 2 weeks of employment!***
- Return the signed form to Director Maribeth Saleem-Tanner at the Office of Civic Engagement, McDonough Center, Marietta College, 215 Fifth Street, Marietta, OH 45750; Fax: 740-376-4763. She will sign the form and place it into your file. Suggestion: Keep a copy of the form prior to faxing or mailing.
- Upon your return to campus, you may come to McDonough's Office of Civic Engagement to pick up your copy of the Learning Agreement with all of the appropriate signatures if you would like a copy for your records or for another class.

***Important reminders:***

- Maintain your Internship Journal regularly throughout your internship experience. You will have two emailed journal entries due during the internship (dates arranged with Maribeth Saleem-Tanner in advance), as well as a final reflection/self-evaluation. ILS Majors should plan to keep a more extensive journal to use as the basis for your LEAD 403 paper.
- Your supervisor will receive an email asking for an evaluation of your performance within 30 days of the close of the internship. Please let them know to expect this, and to return it via email/webform to the Office of Civic Engagement upon the completion of your internship.



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### **Internship Learning Agreement**

(available electronically at <http://mcdonough.marietta.edu/ASTUDENTS/Intern.htm>)

The McDonough Leadership Program encourages its McDonough Scholars to pursue an internship before they graduate. An internship is a carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what he/she is learning. This intentional “learning agenda” separates it from a short-term job or volunteer service.

Interns will be actively reflecting on their internship experiences through an ongoing journal. **All internships done to fulfill the graduation requirement require participation in the McDonough Leadership Conference the spring semester following internship completion.** If that is not possible, alternative arrangements must be made with the Office of Civic Engagement.

Internships generally take place in the summer after the sophomore or junior year at Marietta College. **Internships must have prior approval from the McDonough Center’s Director of Civic Engagement in order to fulfill the requirement for the minor or major.**

Name of Intern: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_



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Internship Organization: \_\_\_\_\_

Division/Department (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

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Internship Position: \_\_\_\_\_

Paid:  Unpaid:

Internship Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Semester of Internship: \_\_\_\_\_

Average Hours/Week: \_\_\_\_\_

Description of responsibilities: \_\_\_\_\_

Skills to be utilized: \_\_\_\_\_

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**Leadership Learning Goals:** Choose **THREE** on which you will focus.

- To examine the distribution of power in this organization
  - To identify the ethical challenges that my work site faces on a routine basis
  - To analyze the relationship between leaders and followers in this organization
  - To identify and explain best metaphor to describe this organization
  - To describe the culture within this organization.
  - To evaluate the communication styles and patterns in this organization.
  - To analyze the leadership styles of various individuals in this organization, including my supervisor.
  - To analyze how the leadership theory I developed in Leadership 201 fits with this organization.
  - To examine how, if at all, globalization impacts this organization.
  - To evaluate how this organization handles cross-cultural leadership challenges.
  - To analyze how this organization handles rapid change.
  - Other: \_\_\_\_\_
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**Approval: Intern**

- I agree to complete the duties described above to the best of my ability,*
- I agree to conduct myself in a professional manner and maintain open communication with my internship supervisor and also the Director of Civic Engagement.*
- I agree to complete the required reflective journal and self-evaluation, and to participate in the McDonough Leadership Conference to present this internship experience.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval: Internship Supervisor**

- I agree to supervise and support the student to complete the responsibilities described.*
- I agree to provide the following support to the intern:*
  - ✓ *To encourage and support the learning aspect of the student's internship projects;*
  - ✓ *To provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging;*
  - ✓ *To make available the necessary equipment, supplies and space;*
  - ✓ *To provide safe working facilities, and an environment free from all forms of harassment;*
  - ✓ *To notify college personnel of any changes in the student's work status or performance;*
  - ✓ *To complete a final evaluation of the student's performance;*
  - ✓ *To verify that the student has completed the number of hours necessary (minimum 50)*

*We appreciate your participation in this mutually beneficial experience!*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval: Director of Civic Engagement** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes/Comments:**