

Boys & Girls Club of Corvallis

INTERNSHIP MANUAL

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TABLE OF CONTENTS

Section One: Internship Information	3-4
History of Club.....	3
Internship Introduction.....	4
Section Two: Internship Guideline and Expectations	5-6
Internship Guidelines.....	5
Internship Expectations.....	6
Section Three: Internship Forms	7-15
Internship Agreement.....	7
Log of Hours.....	8
Project/Objective Outline.....	9
Project/Objective Report.....	10
Midway Progress Report.....	11
Final Progress Report.....	12
Evaluation of Supervisor/Site.....	13
Evaluation of Intern.....	14-15

SECTION ONE: INTERNSHIP INFORMATION

HISTORY OF CLUB

MISSION STATEMENT:

To inspire and enable all young people, especially those who need us most, to reach their full potential as productive, responsible and caring citizens.

CORE PROGRAMMING:

- ❖ Character and Leadership Development**
- ❖ Education and Career Development**
- ❖ Health and Life Skills**
- ❖ The Arts**
- ❖ Sports, Fitness, and Recreation**

MEMBERS SERVED:

- ❖ We serve members from grades K-12**
- ❖ We have helped to serve over 13,000 youth in 2008**
- ❖ Volunteers/Interns have helped to bring in 16,901 hours and \$342,267 in services to the members we serve (2008).**

INTERNSHIP INTRODUCTION

An internship with the Boys & Girls Club of Corvallis is meant to help prepare students for professional careers. We work with each student to develop a meaningful internship experience while at the same time helping to bring more opportunities to the members we serve.

The main objectives of an intern with the Boys & Girls Club are:

- To gain experience in a professional setting
- To apply academic knowledge in a career context
- To earn college credit for required academic course work
- To gain a better understanding of the mission of the Boys & Girls Club of Corvallis

The main objectives of the Boys & Girls Club of Corvallis are:

- To clearly establish objectives around projects and tasks for the Interns
- To train and mentor interns during their practical experience
- To increase programming capabilities by utilizing each interns strengths and academic knowledge

INTERNSHIP GUIDELINE

1. The Boys & Girls Club of Corvallis wants to provide an internship experience that challenges students. This is why we make each intern work with the Internship Coordinator/Directors to develop a specific project of which they feel they can succeed and can bring something new and exciting to the members we serve.
2. The Boys & Girls Club of Corvallis wants an internship experience to be mutually beneficial for all parties. This is why we highly encourage anyone seeking an internship to review their Major Coursework on requirements and opportunities for credits earned as we do not provide any monetary stipends or hourly wages. What we can provide is the opportunity for real world experience at a site that works to professionally develop our interns.
3. Students interested must contact the Volunteer/Internship Coordinator to establish a time for an interview. All applicants must go through an interview and bring a resume.
4. As an intern of the Boys & Girls Club of Corvallis you must abide by all rules that an employee of Boys & Girls Club of Corvallis would. This includes all conduct codes, dress codes, etc.
5. Students will be asked to do mid-term and final evaluations of both their project and of the Boys & Girls Club of Corvallis site. This will be conducted with the Volunteer/Internship Coordinator.

INTERNSHIP EXPECTATIONS

1. Students must pass a criminal background check provided by the Boys & Girls Club of Corvallis.
2. Students must sign an internship commitment that states the hours and time that the intern will serve as well as who their immediate supervisor will be.
3. Students will establish a work schedule with the Boys & Girls Club of Corvallis and interns must approve any schedule changes with supervisor.
4. Students will complete a timesheet to log hours of internship experience.
5. Students will complete a Project/Objective Outline with their Internship Coordinator/Director to clearly define goals and tasks.
6. Students must submit a Project/Objective Report regarding the outcome of their program. This must describe what worked well, what needs improvement, the age group they worked with, why they chose this project, and overall success of the program.
7. Students will complete a mid-term evaluation and a final evaluation of their experience and the site.
8. Students will be evaluated by the Volunteer/Internship Coordinator, and/or their direct supervisor in respects to their project and an evaluation of their work.

INTERNSHIP COMMITMENT
(To be filled out by Director/Intern)

Intern Contact Information:

Name: _____ Email: _____

Address: _____ Phone: _____

School Contact Information:

Coordinating Professor/Instructor: _____

Email: _____

Phone: _____

Address: _____

School you are receiving credit from: _____

Number of hours to serve: _____

Hours agreed to work weekly: _____

Start Date: _____

End Date: _____

Day and Time Schedule

Day: Hours to be Worked:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

LOG OF HOURS
 (To be filled out by Intern)

NAME: _____

Month: _____

<u>Date</u>	<u>Day</u>	<u>Hours</u>	<u>Task/Activities</u>
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		
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	Saturday		
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

PROJECT/OBJECTIVE OUTLINE:
(To be filled out by Director/Intern)

Intern Title: _____

Please describe a project/objectives that you are interested in and any task associated:

What measurable goals will you use to evaluate your project/objectives:

How many children are you looking to target: _____

What age level are you interested in working with: _____

Do you have any school requirements for your internship: _____

Do you have any school paperwork that needs to be filled out: _____

(If so please attach.)

What is the time frame of your internship\project: _____

MIDWAY PROGRESS REPORT **NAME:** _____

(To be filled out by Intern)

Please circle the numbers that correspond to your answer to each question.

1=Bad; 2=Poor; 3=Fair; 4=Good; 5=Great

How happy are you with your time at the Boys & Girls Club of Corvallis?

1 2 3 4 5

How happy are you with the project that you are working on?

1 2 3 4 5

How do you feel you have been supported by your supervisor and staff in your internship?

1 2 3 4 5

Rank yourself on your effort for the project you worked on while at the Boys & Girls Club of Corvallis.

1 2 3 4 5

How do you feel your internship/project has made an impact on the members we serve?

1 2 3 4 5

Please add any comments you would like to explain any of the above questions or on anything pertaining to your internship: _____

FINAL PROGRESS REPORT **NAME:** _____

(To be filled out by Intern)

Please circle the numbers that correspond to your answer to each question.

1=Bad; 2=Poor; 3=Fair; 4=Good; 5=Great

How do you feel about any problems brought up in the Midway Progress Report were resolved?

1 2 3 4 5

How happy are you with your time at the Boys & Girls Club of Corvallis?

1 2 3 4 5

How happy are you with the project that you are working on?

1 2 3 4 5

How do you feel you are being supported by your supervisor and staff in your internship?

1 2 3 4 5

Rank yourself on your effort and project while at the Boys & Girls Club of Corvallis.

1 2 3 4 5

How do you feel your internship/project has made an impact on the members we serve?

1 2 3 4 5

Please add any comments you would like to explain any of the above questions or on anything pertaining to your internship: _____

EVALUATION OF SITE/SUPERVISOR

(To be filled out by Intern, will not be viewed by Directors)

Name of Immediate Supervisor: _____

Supervisor Evaluation:

Evaluate the site Supervisor according to the following:	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
Served as a mentor and role model					
Was readily available for clarification or questions					
Gave adequate feedback on projects/assignments					
Made sure I was oriented to the work environment					
Allowed me to make creative contributions to project/assignments					
Established clearly defined goals for internship					
Helped to further my career development					

Organization Evaluation:

Evaluate the Organization according to the following:	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
I was integrated into existing team					
The projects assigned to me utilized my practical knowledge					
I was assigned projects that were of adequate difficulty					
I would recommend this site to other interns					
I learned a great deal from this internship experience					

INTERN EVALUATION
(To be filled out by Director)

NAME: _____

Evaluations are based on immediate supervisor's observations and will be presented to the intern at the end of their service. This is a tool to help each intern analyze strength's and weaknesses associated with their work experience at the Boys & Girls Club of Corvallis

<i>Work Performance</i>	Excellent	Good	Average	Poor	N/A
Ability to learn					
Ability to organize and plan work					
Ability to meet deadlines					
Quality of work					
Initiative					
Oral communication					
Written communication					
Ability to work independently					
Ability to ask for help if needed					
Ability to work with others					
<i>Professionalism</i>	Excellent	Good	Average	Poor	N/A
Appropriate dress attire					
Interest in agency operations					
Professionalism in manner and work performance					
Ability to evaluate self and work					
<i>Overall Evaluation</i>	Excellent	Good	Average	Poor	N/A
Overall performance					
Ability to succeed at a professional level					

