

J-I STUDENT INTERN INTERNSHIP PLANNING PLACEMENT AT CAL STATE LA

TO BE COMPLETED BY CAL STATE LA FACULTY/MENTOR:

Name of Intern:Last First Middle Initial						
Last	First	Middle Initial				
Field of Internship:						
Cal State LA Department:						
Is this where the intern will be performing tasks/dution If 'no', please explain:		□ No				
Supervisor's Name:	First	Middle Initial				
Supervisor's Title:						
Phone:I	E-Mail:					
Dates of Internship (mm-dd-yyyy) From Please note the maximum length of internship is twelve m		to				
Number of hours per week (must be at least 32):						
Stipend paid: Yes No	If 'yes', amount is \$ _	per				

On the next page, you will describe the content of the internship itself. An acceptable Internship Placement Plan should cover a definite period of time and should consist of definite components of training or tasks performed with specific objectives stated. The plan must also contain information on how the intern will accomplish those objectives (i.e. classes, individual instruction, shadowing, etc.) Each objective/accomplishment must build upon prior objectives/accomplishments to show a progression in the internship. A separate copy of page 2 must be completed for each phase if an intern is rotating through departments, etc. All internships must include a concluding evaluation signed by the supervisor and the intern, a copy of which must be provided to the International Office. Internships of more than six months in duration must also have a midpoint evaluation.

INTERNSHIP OBJECTIVES

Complete a copy for EA	CH "phase" of the internship			
□ Initial Request	□ Midpoint (if internship is more than 6 months)		□ Final Evaluation	
Name of Intern:				
	Last	First	Middle Initial	
Field of Internship:				
Description of intern's ro	ble for this Program or Phase:			

Specific goals and objectives for this Program or Phase:

List the names and titles of those who will provide continuous supervision of the intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

Plans in place for the intern to participate in American cultural activities:

What specific knowledge, skills, or techniques which will be learned:

How specifically these skills, techniques, knowledge will be taught (include specific tasks and activities for this phase, chronology/methodology/etc.):

How will the intern's acquisition of new skills and competencies be measured:

I have reviewed, understand, and will follow this Training/Internship Placement Plan (IPP), and provide evaluations as required by the International Office.

Cal State LA Faculty's signature		Date	
Recommendation:	□ Recommended	□ Not Recommended	
Department Chair (or designee)		Date	
	□ Recommended	□ Not Recommended	
College Dean (or designee)		Date	
Reviewed by:			
International Office		Date	
Decision:	□ Approved	□ Denied	
Provost's designee (Dean of College	e of Professional and Global E	ducation) Date	