

MARITIME STUDIES INTERNSHIP

The student must acquire skills in all three areas below to demonstrate the acquisition and retention of understandings and competencies.

Learning Outcomes and Internship Course Requirements

- 1) All requirements in Part 1, Communication Skills
- 2) At least six requirements from Part 2, Cognitive Skills
- 3) At least eight requirements in Part 3, Professional Skills

1. Communication Skills – please give examples of successful student accomplishment of *each* learning outcome in this category.

Oral Communication

Students will verbally express ideas clearly and persuasively with clients, supervisors and colleagues and will participate effectively in discussion.

Written Communication

Students will express ideas clearly and persuasively in writing as evidenced by acceptable student accomplishment in each of the following:

Student daily logs
Student/faculty email communication
Student description/rating of internship duties and internship supervisor
Student summary of hours served
Student reports and papers

2. Cognitive Skills – please give examples of successful student accomplishment of *at least six* learning outcomes in this category

Using industry-specific terminology appropriately
Showing understanding of industry customs and practices
Acquiring and evaluating information
Organizing and maintaining information
Interpreting information
Applying knowledge to the task
Understanding and complying with legal regulations
Serving clients and customers
Negotiating and arriving at a decision
Working with diversity
Identifying, understanding and working with systems
Improving and designing systems
Working in cross-cultural and/or multi-national systems and projects

Monitoring and correcting performance
Selecting technology
Using computers/technology to process information
Maintaining and troubleshooting technology

3. Professional Skills – please give examples of successful student accomplishment of *at least eight* learning outcomes in this category

Exercising leadership
Behaving professionally
Behaving ethically
Listening effectively
Dressing appropriately
Addressing colleagues and superiors appropriately
Allocating time effectively
Teaching others
Adapting effectively to changing conditions
Participating as a member of a team
Developing appropriate workplace attitudes
Understanding and managing personal behavior and attitudes
Developing individual responsibility

INTERNSHIP LEARNING AGREEMENT

Please return this form to: (name) (fax) (email) prior to start of student's internship.

1. INTERNSHIP SITE SUPERVISOR (This section must be completed and signed by the Site Supervisor or appropriate Site Representative):

Site Supervisor Name _____ Phone (____) _____

Title/Dept. _____ Email _____

Fax (____) _____ Company Name _____

Address _____

SITE SUPERVISOR RESPONSIBILITIES

Our academic institution greatly appreciates your participation in our internship program. Your role is integral to the student's internship experience and success.

As a site supervisor for this internship, I agree to

- Clearly discuss the requirements of the internship with the student intern;
- Work with the student to complete on-site goals, duties and learning objectives;
- Provide ongoing supervision and feedback to the student on his/her performance
- Talk with the Faculty Internship Supervisor and/or meet with him/her during a site visit;
- Complete an evaluation of the student's performance and attitude.

Site Supervisor Signature: _____

Date _____

Internship Description and List of Duties (Please include at least six specific intern duties or indicate approval of duties already listed below)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Please add additional duties as appropriate:

2. FACULTY SUPERVISOR (this section must be completed and signed by the Faculty Internship Coordinator or designated departmental representative):

Faculty Supervisor Name _____ Phone (____) _____

Title/Department _____ Email _____

Department/Office _____

Address _____

Faculty Internship Supervisor Signature _____

Date _____