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___________