

**The Office of Career and Workforce Development
Western Kentucky University
Owensboro Campus
Internship Process**

Student:

- Obtain an internship packet from The Office of Career and Workforce Development, on the Owensboro Campus, contact: david.powers@wku.edu
 - Discuss your professional goals and objectives (WKU career development plan)
 - Identify possible internship sites
 - Review internship materials
 - Update/Create resume
- If you intend to complete the internship for course credit, you must speak to an academic advisor on the Owensboro Campus, for an appointment call 270-684-9797
- Secure an internship position (The Office of Career and Workforce Development is available to assist)
- Enroll in IDST 369, Career Field Placement Course
- Meet with the host site to finalize necessary documentation
 - WKU/Agency Internship agreement form
 - Review goals, objectives, and position description
- Complete course requirements and site evaluation

Host Site:

- Complete Internship Information Form and supply position description
- Meet with student and internship coordinator
 - Complete internship agreement form
 - Review goals, objectives, and position description
- Perform Student Performance Appraisal and review with student (submitted online)
 - Student Performance Appraisal (hard copy)

Documentation

Student

[Course syllabus](#) - Overview of course requirements and student responsibilities.

[Student Learning Plan](#) – Outline of the student’s goals and objectives. May be used to support/create internship position description. Reviewed by internship coordinator, student, and site supervisor.

[Student evaluation of the host site](#) – Completed by student (online) as part of the course requirements.

Host Site

[Internship Information Form](#) – Completed by host site, to compliment or serve as, a position description. Lays ground work for the internship experience. Most often completed prior to intern placement with the site.

[Internship Agreement Form](#) – Serves as a guideline for expectations for both student and site. Completed at the beginning of the internship.

[Intern Performance Appraisal](#) – Completed by site supervisor and reviewed with student at the end of the experience.

It is the student's responsibility to be certain all documentation is submitted prior to established course deadlines.

Direct questions to:

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Let us help you recruit staff.

Utilize WKU Owensboro social media to assist with your job search/recruitment efforts:

- WKU-O Career Services Blog: <http://wkuowensboro.wordpress.com/>
- Twitter: @WKUOJobs4U <https://twitter.com/WKUOjobs4u>
- Facebook: www.facebook.com/wku.owensboro