

Name _____	Assignment _____
Semester:    _____ fall <u>  X  </u> spring    _____ summer	

**THE UNIVERSITY OF AKRON**  
**Emergency Management- Bachelor of Science**

**INTERNSHIP PROGRAM**

**College Credit:**

Credit hours will be awarded for work experience where the program meets the standards as set forth by The University of Akron's Emergency Management Program.

**Internship: 2235:495 (3 credits)**

The work experience will be identified as an Internship program which assigns the student to various Emergency Management (or related) business and government programs. The student will be required to work a total of three hundred (300) hours during the Semester.

**University Supervision:**

The University will approve the Internship assignment and a representative of the University will guide the work experience. This form must be completed and back to the professor before beginning the internship. (this can be dropped off, faxed, or mailed if necessary). Copies must be kept by the student and agency.

**Characteristics of the Internship Program:**

1. A representative of the University will periodically assess progress toward completion.
2. The work experience shall be established under an agreement between the agency, the student and the University concerning mutual obligations.
3. A grade will be awarded for performance in the work program by the agency supervisor.
4. The student's final grade will be a combination of the supervisor performance

grade and the final report grade.

### **Internship Information:**

#### **I. GOAL**

The purpose of the Intern experience is to provide opportunities for students to acquire skills and abilities in Emergency Management which supplement classroom and field instruction. Students should be mentored by a supervisor and involved in emergency management processes as much as possible through writing, meetings, trainings, and other educational opportunities.

Since the Intern experience is scheduled in the **final year** of the bachelor degree program, the student should be able to observe the application of information studied during the first year of instruction, and be able to understand the application of information to be studied in the classroom during the second year.

#### **II. GENERAL**

The Internship placement will be arranged on an individual basis with the student, area agencies and corporations, and The University of Akron's Emergency Management Program.

Placement agreements may be terminated by any of the three parties involved where sufficient reason is established. However, a minimum of one-week notice must be given so that all measures can be taken to assure fair treatment to all concerned.

While participating in the Internship program, the student is registered with the University and is subject to the jurisdiction and discipline of the college.

The student is required to submit one report as outlined in the Report, Section III. The final report is due upon completion of the Internship experience and is to be a comprehensive summary of all activities. It should also include any new knowledge and skills learned to date.

The final report is to be prepared in the nature of a term paper (15 to 20 pages of text in each), typewritten and double spaced, in APA style, complete and reasonably extensive as to the nature of the operation and of the student's position(s).

Pictures, charts, drawings, and actual forms used by the operation add to the value of the report. In many cases, management is very cooperative in providing the above material in order that the report may more clearly describe the actual physical facilities and illustrative operational procedures.

#### IV. **DAILY ACTIVITY LOG**

The Intern will maintain a daily activity log throughout the 300-hour experience (see sample Form 4).

#### V. **STUDENT RESPONSIBILITIES**

The Intern agrees to work with their selected technical area during the training period. The student will complete the Internship application (Form 1). This application will be used in screening and selecting interns.

The student agrees to conform to the normal work hours of the organization. However, it may be necessary to work longer hours during a peak time (at least 300 hours per semester, 20 hours per week). The student will sign a release of liability form provided by the University and the agency (Form 3).

The student is expected to:

1. Perform in deed and word to the agency's best interest.
2. Perform all duties requested by the agency cheerfully and to the best of their ability.
3. Refrain from discussing agency business without permission, and certainly never to the detriment of the business.
4. Report to work on time.
5. Be neat in appearance.
6. Be courteous at all times.
7. Be a credit to the agency, college and program.
8. Be observant of the activities of the agency so that the work experience will be valuable training experience.
9. Secure permission from the agency before taking any time off from the job.
10. Refrain from smoking during work hours.
11. Notify the Director of the Internship of any serious problems that arise immediately.
12. Register for the Internship and the evaluation at The University of Akron.

13. Complete all proper forms with the Internship Director on time (Form 1).
14. Complete Form 3 with the assistance of the agency supervisor.

**VI. AGENCY RESPONSIBILITIES:**

The agency agrees to employ the student for the period of time of the Internship program.

The agency is responsible for making at least one evaluation (Form 5) of the work of the student and for submitting this evaluation to the college. The student will present the appropriate form as instructed to do so within the first five days of the semester. The agency is requested to return the completed evaluation to the college at the end of the Intern's assignment.

The agency, if possible, shall provide a variety of work opportunities in different job areas during the placement-training period in order for the Intern to gain experience and become familiar with the various phases of the business.

The agency is requested to counsel with the student at various times during the training period for the benefit of both the student and the employer.

The agency agrees to notify the Director immediately regarding any problem that develops in connection with the student's work with the agency. (330-972-8317 or [Smuffet@uakron.edu](mailto:Smuffet@uakron.edu))

**VII. DIRECTOR RESPONSIBILITIES:**

The Director shall approve Intern placement for each student on an individual basis. The Director will counsel progress with both the student and the agency supervisor.

The services of the Director are available in any way that may be beneficial to the training program.

The Director will correspond with the student during the semester.

The student has read and understands the guidelines of the above Internship program and will adhere to this policy.