



INTERNSHIP MANUAL

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A&S 497
Internship for Nonprofit Leadership Certificate
Course Syllabus

Course Information:

Course Number: A&S 497
Title: Internship for Nonprofit Leadership Certificate
Semester Hours: 3-6 credits (repeatable to 6 credits)
Term Offered: Fall, Spring, Summer
Instructor: Heather Helgeson
Phone: (701)777-3741

Internship Description:

This course is the culminating experience in the student's academic preparation with the University of North Dakota Nonprofit Leadership Certificate Program and is the bridge between academia and the professional nonprofit world. It is designed as an active student-centered learning experience, which supports the American Humanics mission of preparing and certifying future nonprofit professionals. This experience affords students the opportunity to demonstrate the skills and knowledge they have acquired during the formal academic process and gain professional skills that will enhance their employability. The internship agency benefits from the student's expertise and abilities and the student benefits from exposure to a "real world laboratory" which allows her/him to apply theoretical knowledge and gain practical experience.

Internship Goals and Objectives:

1. Apply classroom knowledge to the laboratory of the work world to test theories, concepts and philosophies.
2. Test and develop management, supervision and leadership skills.
3. Demonstrate an understanding of the American Humanics Certification Competencies.
4. Develop valuable contacts in the field by networking with nonprofit professionals.
5. Observe and develop the values/ethics of the nonprofit profession, and assume professional responsibilities and substantive tasks.
6. Develop motivation and self-confidence as a nonprofit professional.

Text:

University of North Dakota Nonprofit Leadership Certificate Program Internship Manual
Your agency representative and/or field supervisor may also assign you texts, handbooks, and reports.

Methods of Evaluation:

A&S 497 Internship for Nonprofit Leadership Certificate is graded on an A-F basis. A grade of "C" or better on all internship criteria must be earned to successfully complete the internship requirement for certification. The grade assigned by the Internship Supervisor is determined by the following criteria.

1. Successfully completing the preparation for placement, including: completing the research, mail and follow-up phases, completing all required documentation, and adhering to all required deadlines. (+/-)
2. Educational Contract.
3. Weekly student reports.
4. Midterm on-site visit with Internship Supervisor, if appropriate. (+/-).
5. Midterm review of Internship as evaluated by nonprofit agency and/or Field Supervisor. (+/-)
6. On-the-job midterm and final performance as evaluated by the Internship Supervisor. (+/-).
7. Final review of Internship as evaluated by the nonprofit agency and/or Field Supervisor.
8. The final report, as outlined in the University of North Dakota Nonprofit Leadership Certificate Internship Manual, includes: student evaluation of internship experience, American Humanics Competencies Checklist and completion of the Application for American Humanics Certification.
9. Any additional assignments required by the nonprofit agency. (+/-)

Basic Guidelines for Internship:

1. The internship is sequenced in the curriculum to occur after successful completion of all required coursework and participation in the Nonprofit Leadership Certificate Student Association's objectives.
2. The Nonprofit Leadership Certificate Program's Program Coordinator fulfills the responsibilities as the Internship Supervisor.
3. The Nonprofit Leadership Certificate Program Coordinator and Steering Committee approve qualifying nonprofit agencies.
4. Selected sites must enter into a formal Affiliation Agreement with the University of North Dakota.

Nonprofit Agency Eligibility Requirements:

The Internship Supervisor must approve all A&S 497 Internships. Any established 501 (c) 3 nonprofit agency actively involved in providing internship experiences that is able to provide a comprehensive learning experience and enter into a formal Affiliation Agreement with the University of North Dakota may be approved as an agency for the NLCP Internship. To be eligible to qualify the 501 (c) 3 nonprofit agency must meet the following criteria.

1. Programs, opportunities for learning, and the quality and quantity of supervision shall be adequate to meet the student's educational objectives, including access to staff/board meetings.
2. Work related to the mission and practice methods shall be compatible with certificate competencies outlined in the NLCP curriculum.
3. The internship agency shall have qualified internship supervisors.
4. The nonprofit agency's staff shall be adequate to ensure that basic programs are developed and maintained without reliance on interns.

5. If applicable, the agency is encouraged to provide remuneration to the intern for seminars, workshops and other learning experiences, as well as travel reimbursements and other related expenses, as provided by the agency to its regular employees.
6. The agency is encouraged to provide stipends or other reasonable payment to interns according to their abilities and in compliance with the agencies policies. Agencies are not obligated to pay interns. For many students, financial support may be a factor in the decision to select an agency to complete the internship.

The qualifying nonprofit agency may be in-state or out-of state, with preference given to the following:

American Humanics National Nonprofit Partners

American Red Cross
 America's Second Harvest
 Big Brothers Big Sisters of America
 Boy Scouts of America
 Boys & Girls Clubs of America
 Camp Fire Boys and Girls
 Catholic Charities USA
 Easter Seals
 Girl Scouts of the USA
 Girls Incorporated
 Junior Achievement Inc.
 March of Dimes
 National Urban League
 Special Olympics, Inc.
 The ARC of the United States
 United Way of America
 Volunteers of America
 YMCA of the USA

American Humanics Collaborating Professional Organizations

Accounts for the Public Interest
 AmeriCorps
 Association of Fundraising Professionals
 Association for Research on Nonprofit Organizations and Voluntary Action
 Association for Volunteer Administration
 The Drucker Foundation for Nonprofit Management
 Habitat for Humanity International
 Hispanic Association of Colleges and Universities
 Independent Sector
 National Center for Nonprofit Boards
 National Training institute for Community Youth Work
 Nonprofit Risk Management Center
 The Society for Nonprofit Organizations
 The Washington Center for Internships and Academic Seminars
 United Negro College Fund (UNCF)

INTERNSHIP CHECKLIST

- Site chosen and approved by Internship Supervisor
- Site supervisor identified
- Start/End Date identified
- Affiliation Agreement and Agency Internship Profile returned to Internship Supervisor
- Roles and Responsibilities returned to Internship Supervisor
- Weekly reports emailed to Internship Supervisor every week
- Mid-term Evaluation completed
 - ___Student
 - ___Supervisor
- Final Evaluation Completed
 - ___Student
 - ___Supervisor
- Final Report/Evaluation

Educational Goal Planning

MEETING:

The quality of internships – both the degree of professional experience gained by students and the quality they perform – is impacted by the plans made and recorded in the Educational Goal Plan. The Educational Goal Plan provides the framework that ensures everyone is working together as the student progresses toward completing this portion of the requirements needed for Nonprofit Leadership Management Certification.

The Educational Goal Plan will:

- Clearly define tasks and responsibilities.
- Set a work schedule and work parameters.
- Provide the basis for performance measures and evaluations.

Ideally, an Educational Goal Plan should be developed before the internship begins, however, it must be completed and submitted to the internship supervisor by Friday, Week One of the internship. It should be signed by the student, the field supervisor, and the internship supervisor.

EDUCATIONAL GOAL PLAN

Student:

Student ID#:

Semester:

Internship Supervisor:

Host Organization:

Field Supervisor:

- 1) Student Application (to be completed by students)
 - a) Assessment of Current Limitations (knowledge, skills, values)
 - b) Career Goals
 - c) Experience Desired During InternshipAttach Resume
- 2) Preparation for Placement(see Agency Internship Profile)
 - a) Mission
 - b) Core Values
 - c) Goals and Objectives
 - d) Organizational Structure
- 3) Field Supervisor Profile (to be completed by the field supervisor)
 - a) Title
 - b) Position Description
 - c) Length of Service at Host OrganizationAttach Resume
- 4) Educational Plan
 - a). Educational Goals:
 1. To test theories, concepts, and philosophies.
 2. To test skills in management, supervision, and leadership.
 3. To engage in self-evaluation and assessment of the host organization.
 4. To establish positive interpersonal and professional relationships.
 5. To observe and develop the values and ethics of nonprofit professionals.
 6. To develop, plan, and carry through with projects.
 - b). Projects, programs, or activities.(to be completed together by student and supervisor)

1. Describe the projects, programs, or activities for which the student will be providing support.

c). Learning Objectives: (to be completed together by student and supervisor) To gain knowledge and skills in the American Humanics competencies listed below.

1. How will the activities described above incorporate the following learning objectives (if applicable?).

2. List the specific steps, activities, tasks that students will be engaged in to reach goals and objectives.

Learning Objectives: may be met by activities that encompass: observing/shadowing, discussion/reflection, or practicing/doing.

*Refer to American Humanics Professional Development Competencies for specific tasks or learning objectives.

- Board/Committee
- Fundraising Principles and Practice
- Human Resource Development Supervision
- General Nonprofit Management
- Nonprofit Accounting and Financial Management
- Nonprofit Marketing
- Program Planning
- Risk Management

5) Personnel Details (to be completed by the field supervisor and student)

- a) Beginning and ending dates of the internship
- b) Work Schedule (days and hours)
- c) Holiday and sick leave arrangements
- d) Compensation/remuneration
- e) Other requirements/arrangements to be made (e.g. dress code, lunch arrangements, privacy and confidentiality policies)

6) Evaluation

Evaluation will be ongoing through regular supervisor meetings in keeping with the criteria established by the internship supervisor. Formal evaluation will take place at the mid-term and at the end of the internship.

7) Agreement

I (student), _____, agree that it is my intention to complete this internship according to the guidelines and procedures of the University of North Dakota and complete all requirements as designated to the best of my ability according to the outlined guidelines and procedures, and that is my sincere intention to seek certification through American Humanics upon completion of all requirements as designated by the University of North Dakota American Humanics Program and American Humanics, Inc.

Student date

Field Supervisor date

Internship Supervisor date

Student Application

Student:
Student ID#:
Semester:
Credit hours earned:
Internship Supervisor:

Name _____ Student ID# _____

Current:

Address: _____

Phone: _____ Email: _____

Permanent/Parent:

Address: _____

Phone: _____

Career Objectives:

Assessment of current strengths (knowledge, skills, values):

Assessment of current developmental needs (knowledge, skills, values):

Position desired after graduation:

#1 _____

#2 _____

#3 _____

Experience desired during the internship:

List your top 3 nonprofit organizations of interest for an internship experience:

#1 _____

#2 _____

#3 _____

Priorities: (Rate by number – 1 being the most important)

_____ Related Experience
_____ Future Contacts
_____ Paid
_____ Special Considerations:

_____ Location
_____ Permanent Placement Potential
_____ Prestige

Internship environment considerations to think about:

1. Small or large nonprofit?
2. Formal or informal atmosphere?
3. Wide or narrow exposure?
4. Structured or unstructured tasks?
5. Travel related to internship?
6. Supervisor or team?
7. Hours, days, shifts, weekends?
8. Positive vs. negative aspects?
9. Compensation, remuneration?
10. Co-workers?

A salary or stipend is _____ not essential _____ essential.

In order to fulfill the internship requirement, I will require the following special considerations:

Why should a nonprofit organization choose to offer you an internship rather than someone else? What makes you unique or special?

How do you propose to sell yourself to the nonprofit organization? What do you have to offer that the next intern does not?

What are you going to do if you are unable to secure the internship of your choice? Do you have a viable alternative plan? What is it?

Attach academic and co-curricular transcripts.

The application will serve, as a declaration of my intention to participate in the internship required for the American Humanics Certification and/or Nonprofit Leadership Certificate as defined by the University of North Dakota.

Student's Signature

Date

ROLES & RESPONSIBILITIES OF INTERNSHIP SUPERVISOR, ORGANIZATION, SUPERVISOR AND INTERN

The Internship Supervisor will:

1. Provide academic advising to assist students in planning for the internship experience.
2. Determine the eligibility of students for internship placements.
3. Assess potential internship settings and continually review, update and keep established list of qualified placement sites for students.
4. Approve internship placement in consultation with the student and the host organization.
5. Develop and distribute the UND/Nonprofit Leadership Certificate Internship Manual.
6. Assist the host organization in developing appropriate programs and materials, and in providing varied experiences needed by the student intern.
7. Evaluate student reports and provide timely feedback to student and if appropriate the field supervisor.
8. Hold periodic planning and evaluation conferences with the host organization, including an orientation, mid-term-on-site visit, and an exit interview.
9. Determine student's final grade based on the Methods of Grading.

The Organization will:

1. Interview and select interns in conjunction with the University of North Dakota Nonprofit Leadership Certificate Program.
2. Assign the student a qualified field supervisor.
3. Make available space, supplies and other resources needed to carry out assignments and job responsibilities.
4. Define the role of the student intern through completion of the Educational Goal Plan that provides broad-based learning opportunities, including as many of the following experiences as possible within the context of the organization.
 - An orientation to the mission, goals/objectives, business practices and policies of the organization.
 - The opportunity to practice and develop professional competencies in a variety of settings.
 - The responsibility for the planning, development, and implementation for specific projects.
 - Give assignments and responsibilities, which will foster development in accordance with individual needs and abilities.
 - Provide the student intern with an opportunity to participate in the overall program and management functions in a way designed to provide insight into the total operation of the organization.
 - Provide the student opportunities to strengthen his or her management and supervisory skills by observing and participating in the host organization's meetings and programs.
 - Provide opportunities for participation for the student intern in in-service education and staff development activities.

5. Notify the Internship Supervisor immediately in the event the intern's performance becomes unsatisfactory.
6. Not utilize the internship program to fill staff vacancies.
7. Provide liability coverage for the student intern while on duty.
8. Wherever possible, assist the intern with financial obligations (housing cost, travel, stipend, etc.).
9. Enter into a formal (Agreement of Affiliation) written agreement of understanding with the University of North Dakota.

The Field Supervisor will:

1. Provide the student intern with a meaningful orientation to the organization's purpose, services, organizational structure and operating practices.
2. Develop an educational goal plan with the help of the student intern and submit to the internship supervisor.
3. Provide leadership in planning and developing a meaningful program to allow the student intern to experience the role of the professional and the basic operation of the organization.
4. Assist the student intern in meeting his or her developmental needs and designing a plan to meet the identified needs.
5. Hold periodic planning and evaluation conferences with the internship supervisor, including an orientation, mid-term on-site visit by the internship supervisor, when possible, and an exit interview.
6. Complete mid-term and final evaluations of the student intern on the forms provided and submit them to the internship supervisor in a timely manner.
7. Read the University of North Dakota Nonprofit Leadership Program Internship Manual.
8. Make available the necessary resources to carry out assignments.
9. Notify the internship supervisor immediately in the event the student intern's performance becomes unsatisfactory.

The Student Intern will:

1. Apply formally for placement with an organization not less than one term preceding the internship.
2. File necessary registration information with the University of North Dakota by due dates.
3. In conjunction with the internship supervisor, contact an approved organization to secure placement.
4. Professionally complete all duties and responsibilities, as stated in the Educational Goal Plan.
5. Arrive on time, and clear with the field supervisor any necessary deviation from the specified schedule.
6. Dress according to policy of the organization.
7. Become knowledgeable of pertinent aspects of the organization's operations, facilities, functions and regulations.
8. Maintain open communication with your internship supervisor and field supervisor.
9. Prepare and submit weekly and final reports as required by the internship supervisor.

Sample Weekly Report

AH Intern

Student ID# 00000-5

Date:

Weekly Report #: 4

Week of:

American Humanics Competencies Addressed in Week #4

Foundation Competencies

- Career Development and Exploration
Documentation:
Attended Diversion (juvenile justice) meeting

- Communication Skills
Documentation:
Composed a letter explaining the use of the guest card philosophy of the YMCA
Wrote a thank you card sustaining campaign donors

- Historical and Philosophical Foundations
Documentation:
Composed a letter explaining the use of the guest card philosophy of the YMCA

- Youth and Adult Development
Documentation:
Toddler tumblers have a short attention span and limitless energy – used my imagination and read appropriate manuals to create fun activities that strengthen, coordinate, and challenge the participants.

- Fundraising Principles and Practices
Documentation:
Wrote thank you note to recognize campaign sponsors.

- General Nonprofit Management
Documentation:
Scheduled my day to enable me to complete many differing tasks, e.g. delivering marketing materials to schools and businesses and conduct gymnastics classes.

- Nonprofit Marketing
Documentation:
Implemented a childcare flyer distribution project with local schools.
Delivered guest cards to businesses that will issue them to employees via their weekly paychecks.

- Program Planning
Documentation:
Planned and conducted weekly gymnastics classes.

Narrative Review of Week #4

Last week, I set six objectives for myself:

- Plan and conduct gymnastics classes for the week.
- Attend United Way luncheon as a YMCA representative
- Meet with Fitness Director, and began working on Membership Retention
- Begin work on After School Care flyer
- Continue researching businesses in Mesa area with interest in joining YMCA – phone calls to personnel managers, etc.
- Continue working on recognition process of sustaining campaign.

Please include a written explanation of the Narrative Review as well.

**AFFILIATION AGREEMENT
UNIVERSITY OF NORTH DAKOTA**

This Affiliation Agreement is entered into as of _____, 20__ (the “Effective Date”), between the Nonprofit Leadership Certificate Program, College of Arts & Sciences, University of North Dakota Grand Forks North Dakota. (The “University”) and _____ (the “Agency”).

I. GENERAL TERMS:

- a) The purpose of this Agreement is to establish an affiliation between the University and the Agency to provide an educational experience for students.
- b) The University and the Agency will agree on a schedule for student participation at the Agency.
- c) The student’s participation should complement the service and educational activities of the Agency. Students will not be used in lieu of professional or staff personnel and will be under the supervision of an Agency representative.
- d) Each student is expected to perform with high standards at all times and comply with all written policies and regulations of the appropriate department of the Agency.
- e) Either the Agency or the University may require withdrawal or dismissal from participation at the Facility of any student whose performance record or conduct does not justify continuance.
- f) Neither the University nor the Agency is obligated to provide for the student's transportation to and from the Agency or for health insurance for the student.
- g) A meeting or telephone conference between representatives of the University and the Agency will occur at least once each semester to evaluate the educational program and review this Agreement.
- h) Statements of performance objectives for this educational experience will be the joint responsibility of University and Agency personnel.
- i) Each student must adhere to the Agency’s established dress and performance standards.
- j) Each student must adhere to the Agency's confidentiality policies and procedures.

- k) The University and the Agency agree that the agency may exclude from participation any student whose performance is determined to be detrimental to the Agency's clients; who fails to comply with proper channels of communication, with established Agency policies and procedures or with appropriate ethical standards; whose performance is otherwise unsatisfactory, including any student who is unable to maintain compatible working relationships with the Agency's employees, or whose health status may prevent required attendance and student's successful completion of the internship experience.

II. AGENCY'S OBLIGATIONS:

- a) The Agency agrees to appoint an Educational Coordinator who is responsible for the educational activities of University students participating under this Agreement.
- b) The Agency agrees to submit to the University an evaluation of each student's progress. The format for the evaluation is established by the University in consultation with the Agency.
- c) The Agency agrees to notify the University prior to student placement in the Agency of any requirements for student immunizations or medical insurance coverage.

III. UNIVERSITY'S OBLIGATIONS:

- a) The University will provide an administrative framework and a teaching faculty adequate in number, qualifications and competence to develop and carry forward its instruction and supervision.
- b) The University will be responsible for developing and carrying out procedures for student selection and admission.
- c) The University will designate a University representative to coordinate scheduling, provide course information and objectives, and assist in advising students.
- d) The University will provide a field-based instruction manual to the Agency and students that outlines standards of performance and guidelines for the internship experience.
- e) The University will provide the Agency with information regarding the student's experience or academic background or both prior to placement as authorized by the student.

- f) The University agrees to place only students who have satisfactorily completed all requirements for placement in the internship experience.

IV. LIABILITY TERMS:

Each party shall be responsible for claims, losses, damages, and expenses proximately caused by the negligent or wrongful acts or omissions of its employees acting within the scope of their employment. The liability of the University shall be determined pursuant to chapter 32-12.2 of the North Dakota Century Code and is subject to the conditions and limitations contained therein. Nothing herein shall preclude either party from asserting against third parties any defenses to liability it may have under the law or be construed to create a basis for a claim or suit when none would otherwise exist. Each party agrees to inform the other on the event either an investigation or claim arises out of patient or client care services performed pursuant to this Agreement, and shall provide reasonable access to information involving such investigation or claim. This provision shall survive the termination of the Agreement.

V. TERM AND TERMINATION OF AGREEMENT:

- a) The term of this agreement shall be two years, commencing on the effective date. This agreement may be renewed on a year-to-year basis by written agreement of the parties. The parties may revise or modify this Agreement only by a written amendment signed by both parties.
- b) In the event that the Agency terminates this agreement, the Agency agrees that no students participating in an ongoing internship experience will be denied the opportunity to complete the affiliation, even when the effective date of termination occurs prior to the completion date of the internship experience. In such an event, all applicable provisions of this agreement, including the right to terminate any student, shall remain in force until the end of the internship experience.

VI. NONDISCRIMINATION:

The University and the Agency agree that in the performance of this contract there will be no discrimination in violation of the law or the policies of the University of North Dakota. Therefore, there will be no discrimination on the basis of race, color, sex, religion, sexual orientation, age, national origin, the presence of any mental or physical disability, or status with respect to marriage or public assistance.

VII. APPLICABLE LAW:

This agreement is governed by the laws of the State of North Dakota.

VIII. NOTICES:

All notices or other communications purporting to exercise or otherwise affect rights and duties under this Agreement shall be given by registered or certified mail, addressed to the parties as indicated below, and are complete on the date mailed:

Notices to the University shall be addressed to:

Heather Helgeson, Program Coordinator
Nonprofit Leadership Certificate Program
The College of Arts & Sciences
University of North Dakota
P.O. Box 8038
Grand Forks, ND 58202

Notices to the Agency shall be addressed to:

IX. SEVERABILITY:

If any term or provision of this agreement is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties are to be construed and enforced as if the contract did not contain that term or provision.

X. AUTHORITY TO EXECUTE DOCUMENTS:

- a) Authority to execute documents pursuant to this Agreement on behalf of the University is vested in the Office for Academic Affairs.
- b) Authority to execute documents pursuant to this Agreement on behalf of the Agency is vested in the Executive of the Agency or her/his designee.
- c) Documents purporting to bind a party shall be executed by the person or persons with authority to execute documents on behalf of the party.

XI. MERGER:

This agreement constitutes the entire agreement between the Parties. There are no understandings, agreements, or representations, oral or written, not specified within the Agreement.

XII. INDEPENDENT CONTRACTORS:

The parties shall perform as independent contractors under this Agreement. Neither party, its employees, agents, or representatives are employees of the party for any purpose, including, but limited to, the application of the Social Security Act, unemployment compensation acts, and workers' compensation acts. No part of this agreement shall be construed to represent the creation of an employer/employee relationship. Each party will retain sole and absolute discretion in the manner and means of carrying out its activities and responsibilities under this Agreement except to the extent specified in this Agreement.

XIII. HEADINGS:

This Agreement's paragraph headings are for quick reference and convenience only and do not alter, amend, or otherwise affect the terms and conditions set out herein.

XIV. MODIFICATION:

This Agreement may not be waived, altered, modified, supplemented, or amended in any manner, except by written Agreement signed by both parties.

APPROVED FOR BY THE UNIVERSITY OF NORTH DAKOTA

Heather Helgeson, Coordinator Date
Nonprofit Leadership Certificate

APPROVED FOR BY NONPROFIT AGENCY

Agency Supervisor Date

Executive of Agency Date

**Nonprofit Leadership Certificate Program
University of North Dakota
Mid-Term Review of Internship**

Internship Supervisor: _____ Student: _____

Host Organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Field Supervisor: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

To evaluate the student's competence, the Field Supervisor and student jointly review the student's performance in terms of the specified criteria. Following their review and discussions, the Field Supervisor completes this evaluation using the following scale to assess the student's performance.

- | | | |
|---|---|---|
| 4 | = | The student demonstrates this skill or knowledge. |
| 3 | = | The student demonstrates this skill or knowledge with little direction required. |
| 2 | = | The student has ability in this area, but performance is inconsistent and requires close supervision. |
| 1 | = | The student does not demonstrate this ability. |

Following the completion of this evaluation, the student reviews it and writes comments in the section indicated. If the student wishes, s/he may append any additional statement to the evaluation. The Field Supervisor then returns the evaluation to the Internship Supervisor. A copy of the completed evaluation should be distributed to the student and the Field Supervisor for their individual files.

Submit completed form to:
Heather Helgeson, Project Coordinator
Nonprofit Leadership Certificate
Box 7123
Grand Forks, ND 58202

Personal Attributes

The Intern:	4	3	2	1	NA
Demonstrates a positive attitude.					
Demonstrates initiative.					
Exhibits responsible behavior.					
Demonstrates honesty and integrity.					
Exhibits appropriate personal appearance.					
Willingly accepts constructive criticism.					
Continually seeks new ways to improve himself/herself.					
Quickly grasps new ideas and concepts.					
Knows limitations and when to ask for help.					

Comments:

Professional Qualities

The Intern:	4	3	2	1	NA
Understand his/her role and responsibilities as an Intern.					
Demonstrates a commitment to the organization's mission.					
Understands the importance of ethical behavior.					
Demonstrates problem solving ability.					
Understands the importance of confidentiality.					
Understands the importance of accountability.					
Demonstrates leadership characteristics.					
Exhibits flexibility when dealing with unanticipated changes or problems.					
Demonstrates the ability to work under pressure.					
Demonstrates the ability to be an effective team member.					

Comments:

Work Effectiveness

The Intern:	4	3	2	1	NA
Reports to work as assigned.					
Demonstrates ability to manage time.					
Sets goals and actively works towards their attainment.					
Performs assigned duties with little supervision.					
Successfully completes assigned tasks.					
Establishes a professional and constructive environment when working in groups.					
Motivates others to work toward the completion of common tasks.					
Establishes effective working relationships with other staff members.					
Demonstrates basic computer literacy skills.					
Demonstrates a familiarity with professional literature.					
Participates actively in group planning and execution of plans.					

Comments:

Communication Skills

The Intern:	4	3	2	1	NA
Uses effective verbal and nonverbal communication skills.					
Uses proper grammar and vocabulary in written and verbal communication.					
Demonstrates effective public-speaking skills.					
Uses effective listening techniques.					
Demonstrates the ability to address members of various constituent groups appropriately.					
Develops positive working relationships with staff and volunteers.					
Demonstrates importance of cross-cultural communication.					
Demonstrates the ability to resolve conflicts.					
Demonstrates understanding of group dynamics.					
Able to handle constituent requests.					

Comments:

A. What do you think are the student's greatest strengths?

B. In which areas or skills do you think the student needs improvement in order to succeed in a nonprofit related career?

C. How well did the student meet your expectations of behavior appropriate to the role of an intern within the organization?

Host Organization Representative/Field Supervisor Signature **Date**

Student Comments:

____ (*Initial*) I have been given the opportunity to comment and choose not to do so.

Student Signature **Date**

Nonprofit Leadership Certificate Program

**University of North Dakota
Final Review of Internship**

Internship Supervisor: _____ Student: _____

Host Organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Field Supervisor: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

To evaluate the student's competence, the Field Supervisor and student jointly review the student's performance in terms of the specified criteria. Following their review and discussions, the Field Supervisor completes this evaluation using the following scale to assess the student's performance.

- 4 = The student demonstrates this skill or knowledge.
- 3 = The student demonstrates this skill or knowledge with little direction required.
- 2 = The student has ability in this area, but performance is inconsistent and requires close supervision.
- 1 = The student does not demonstrate this ability.

Following the completion of this evaluation, the student reviews it and writes comments in the section indicated. If the student wishes, s/he may append any additional statement to the evaluation. The Field Supervisor then returns the evaluation to the Internship Supervisor. A copy of the completed evaluation should be distributed to the student and the Field Supervisor for their individual files.

Submit completed form to:
Heather Helgeson, Project Coordinator
Nonprofit Leadership Certificate
Box 7123
Grand Forks, ND 58202

Personal Attributes

The Intern:	4	3	2	1	NA
Demonstrates a positive attitude.					
Demonstrates initiative.					
Exhibits responsible behavior.					
Demonstrates honesty and integrity.					
Exhibits appropriate personal appearance.					
Willingly accepts constructive criticism.					
Continually seeks new ways to improve himself/herself.					
Quickly grasps new ideas and concepts.					
Knows limitations and when to ask for help.					

Comments:

Professional Qualities

The Intern:	4	3	2	1	NA
Understand his/her role and responsibilities as an Intern.					
Demonstrates a commitment to the organization's mission.					
Understands the importance of ethical behavior.					
Demonstrates problem solving ability.					
Understands the importance of confidentiality.					
Understands the importance of accountability.					
Demonstrates leadership characteristics.					
Exhibits flexibility when dealing with unanticipated changes or problems.					
Demonstrates the ability to work under pressure.					
Demonstrates the ability to be an effective team member.					

Comments:

Work Effectiveness

The Intern:	4	3	2	1	NA
Reports to work as assigned.					
Demonstrates ability to manage time.					
Sets goals and actively works towards their attainment.					
Performs assigned duties with little supervision.					
Successfully completes assigned tasks.					
Establishes a professional and constructive environment when working in groups.					
Motivates others to work toward the completion of common tasks.					
Establishes effective working relationships with other staff members.					
Demonstrates basic computer literacy skills.					
Demonstrates a familiarity with professional literature.					
Participates actively in group planning and execution of plans.					

Comments:

Communication Skills

The Intern:	4	3	2	1	NA
Uses effective verbal and nonverbal communication skills.					
Uses proper grammar and vocabulary in written and verbal communication.					
Demonstrates effective public-speaking skills.					
Uses effective listening techniques.					
Demonstrates the ability to address members of various constituent groups appropriately.					
Develops positive working relationships with staff and volunteers.					
Demonstrates importance of cross-cultural communication.					
Demonstrates the ability to resolve conflicts.					
Demonstrates understanding of group dynamics.					
Able to handle constituent requests.					

Comments:

Professional Development Competencies

Below are the American Humanics Professional Development Competencies. During the internship, it is desired that the student intern complete Learning Objectives activities in at least 3 of the competency areas.

- Learning Objectives may be met by activities involving observing/shadowing, discussion/reflection, or practicing/doing.

The intern has demonstrated skill or communicated knowledge in:

Board/Committee Development

- Explain the purpose and structure of nonprofit boards and their relationship(s) to the organization.
- Discuss strategies for determining staff support needs for committees and boards.
- Explain techniques for the recruitment of volunteers to serve on committees.
- Discuss the importance of providing supervision and support for committees and board members.
- Discuss strategies for recruiting members to the board of directors.
- Explain the importance of fostering board/volunteer/staff relationships.
- Explain the importance of board recognition and evaluation.

Comments:

Fundraising Principles and Practices

- Discuss the importance of developing fundraising activities that support the mission of the organization.
- Explain ethical considerations and accountability of funds, which should guide fundraising events for the organization.
- Plan fundraising activities/events.
- Conduct fundraising activities.
- Evaluate fundraising effectiveness.
- Identify the segments of donors that may support an organization.
- Discuss factors that may motivate donors and concerns that donors may have.

- Explain strategies for securing in-kind support.
- Develop grant proposals.
- Explain techniques for recognizing donations.

Comments:

Human Resource Development and Supervision

- Identify factors that motivate individuals to volunteer their services to a nonprofit.
- Identify sources for staff/volunteer recruitment.
- Explain strategies for the recruitment of staff and volunteers.
- Explain strategies for selecting staff and volunteers.
- Explain strategies for providing an orientation of staff and volunteers .
- Explain strategies for training staff and volunteers.
- Explain strategies for supervising staff and volunteers.
- Explain strategies for motivating staff and volunteers.
- Explain strategies for evaluating staff and volunteers.
- Explain strategies for recognizing staff and volunteers.
- Explain strategies for terminating staff and volunteers.
- Explain the importance of delegation as a technique for the effective utilization of staff and volunteer talents.
- Exhibit basic knowledge of human resource issues.

Comments:

General Nonprofit Management

- Demonstrate time management skills.
- Utilize effective techniques for problem solving.
- Exhibit effective decision-making.
- Demonstrate effective supervisory skills.
- Explain the importance of building an organization that acts with the interests of clients/patrons in mind.
- Explain the importance of collaborating with other nonprofit organizations to meet community needs.
- Explain the importance of developing services that effectively respond to diversity in the community.
- Possesses basic knowledge of nonprofit management trends.

Comments:

Nonprofit Accounting and Financial Management

- Describe correct procedures for handling cash.
- Explain the importance of policies and procedures for requisitioning.
- Explain procedures for developing a program budget.
- Explain the importance of reporting mechanisms and requirements.
- Read and interpret financial statements.

Comments:

Nonprofit Marketing

- Explain the importance of a marketing philosophy in a nonprofit organization.
- Explain the nature of public relations activities for nonprofit organizations.
- Explain the role of community outreach activities.
- Develop strategies for obtaining client feedback.
- Discuss strategies for conducting a community needs assessment.
- Explain the importance of maintaining information systems.

Comments:

Program Planning

- Describe the process for developing and implementing new programs.
- Explain the importance of planning programs that are consistent with the mission of a nonprofit organization.
- Discuss the importance of planning programs that are consistent with community goals and diverse cultural values.
- Explain various youth and human service implementation models.
- Explain strategies for facilitating team building among program staff.
- Discuss scheduling considerations for both staff and activities.
- Describe how programs may be promoted accessing various channels.
- Discuss criteria for evaluating program outcomes.

Comments:

Risk Management

- Explain the role and importance of risk management to the overall organizational management plan.
- Explain the importance of a working knowledge of nonprofit and employment law and regulations.
- Explain the importance of understanding policy and procedures to follow in the case of crisis incidents.
- Explain the importance of recognizing red flags and engaging in appropriate follow up for child protection issues.
- Explain effective risk and crisis management procedures.
- Follow personal precautions in an effort to minimize personal and organizational liability and vulnerability.

Comments:

FINAL REPORT AND EVALUATION

PURPOSE: The purpose of the final report and evaluation is to provide information that demonstrates comprehension of the nonprofit sector through professional observation, experiential learning, leadership/management development and personal reflection.

PAPER REQUIREMENTS:

1. Paper should be 6-10 pages in length.
2. Paper is due upon completion of your 300-hour internship.
3. The information in the report can be collected throughout the internship and should be a synopsis and evaluation of the internship experience.
4. Include a review of your professional growth and development and relate relevant information regarding specific competencies identified.
5. A personal evaluation of the experience: Were the Educational Goal Planning's original goals and objectives optimized? Why or why not?
6. A discussion of problems, specific or general related to the Internship experience.
7. A self-analysis of strengths and remaining areas of development.
8. Recommendations to the Internship Supervisor and Field Supervisor concerning placement of future interns and additional comments that the student needs to make about the experience.
9. Inclusion of materials from projects or programs completed during the Internship.

Other Requirements:

- Complete Competency Portfolio Manual
- Complete Application for American Humanics Certification (if applicable)