

Sample Internship Evaluation Letter

All Work, No Pay Lauren Berger.2012-01-03 Land Killer Internships—and Make the Most of Them! These days, a college resume without internship experience is considered “naked.” Indeed, statistics show that internship experience leads to more job offers with higher salaries—and in this tough economy, college grads need all the help they can get. Enter Lauren Berger, internships expert and CEO of Intern Queen, Inc., whose comprehensive guide reveals insider secrets to scoring the perfect internship, building invaluable connections, boosting transferable skills, and ultimately moving toward your dream career. She’ll show you how to: Discover the best internship opportunities, from big companies to virtual internships Write effective resumes and cover letters Nail phone, Skype, and in-person interviews Know your rights as an intern Use social networking to your advantage Network like a pro Impress your boss Get solid letters of recommendation Turn internships into job opportunities With exercises, examples, and a go-getter attitude, this next-generation internship manual provides all the cutting-edge information students and recent grads will need to get a competitive edge in the job market. So what are you waiting for?

Annual Evaluation Report on Programs Administered by the U.S. Office of Education United States. Office of Education. Office of Evaluation and Dissemination.1975

The Best 109 Internships Mark Oldman,Princeton Review (Firm).2003 Includes more than 20,000 internship opportunities--Cover.

The Counseling Practicum and Internship Manual Shannon Hodges, PhD, LMHC, ACS.2024-03-15 The most comprehensive guide to the counseling practicum and internship experience This bestselling text prepares graduate counseling students to effectively negotiate the major issues and challenges they face while on pre-practicum, practicum, and internship. The expanded and revised fourth edition includes a new personal narrative describing lessons learned at the conclusion of each chapter, updated case studies, and an international focus. It encompasses the latest Council for Accreditation of Counseling and Related Educational Programs (CACREP) standards, expanded coverage of telemental health and telemental supervision, and the impact of technology on graduate counseling programs. Additionally, the fourth edition stresses diversity, equity, and inclusion with a particular focus on the LGBTQ+ population, multicultural counseling, and trauma treatment. With an emphasis on counseling as a specific professional identity, the book guides graduate students and novice counselors in developing their own approach to counseling and supervision. It addresses how to maintain beneficial working relationships, self-care, honing writing skills, and record-keeping. Concise and easy to read, the book chronicles everything students need to know as they enter and progress through the practicum and internship process. Complete with case studies and sample forms, the text incorporates information on how to select and apply for practicum and internships in all settings. The book also examines ethical and legal issues, ensuring student safety at field sites, and clinical issues including teletherapy and termination. Instructors will have access to an updated Instructor Manual and chapter PowerPoints. New to the Fourth Edition: Personal narratives describing lessons learned and updated case studies throughout Strong focus on technology and the impact of COVID-19 as well as counseling as an international profession Emphasizes diversity, equity, and inclusion with special focus on LGBTQ+ individuals Expanded attention to trauma treatment including suicide and workplace safety Maps to 2024 CACREP standards Key Features: Focuses on counseling as a specific professional identity Mentors students in a supportive, user-friendly style Covers everything students need to know as they enter and progress through the practicum and internship processes Addresses crisis intervention and de-escalation Includes coverage of trauma, mindfulness, social media, cyberbullying, ethical and legal concerns, and clinical writing and documentation

School Leader Internship Gary E. Martin,Arnold B. Danzig,William F. Wright,Richard A. Flanary.2013-10-02 School leadership internships are the bridge between classroom teachers and first-time leadership positions. Research shows that quality internships are equally as important as the graduate programs themselves in establishing leadership practices that improve teaching, learning, and school conditions. This book was written as a stand-alone graduate textbook and serves as a guide and support for creating and managing quality school leader internship programs. It provides step-by-step guidance for interns, their supervisors, and their faculty on how to initiate an internship and evaluate interns' work. In this updated third edition, the authors have aligned the internship to the revised ISLLC standards, making this book critical for the over 500 leadership preparation programs nationwide and the thousands of school districts that support leadership candidates.

Handbook for Research in Cooperative Education and Internships Patricia L. Linn,Adam Howard,Eric Miller.2004 Provides cooperative education and internship professionals and researchers design, carry out, and disseminate quality research and evaluation studies. Highlights key programs and shows how to demonstrate sound learning outcomes. --Publisher description.

The Experienced Hand Timothy Stanton,Kamil Ali.1982

Organizational Management Cinnamon Catlin-Legutko,Stacy Klingler.2011-11-16 Effectively managing people, facilities, and partnerships can make or break an institution. In this book, we look at managing those paid or unpaid staff who contribute daily to the museum, provide tools for operations, address maintenance and safety issues, and discuss collaboration with outside organizations.

The ACCESS Guide to International Affairs Internships Bruce Seymore,Matthew T. Higham.1996

An Internship Report Including an Evaluation of the Student Work and Service Program at Memorial University Jennifer M. Browne.1999

Professional Development and Supervision of School Psychologists Virginia Smith Harvey,Joan A. Struzziero.2008-04-25 Essential for fostering the professional development and enhanced competency of school psychologists, this book discusses administrative and clinical supervision and offers vignettes, assessment tools, and methods for evaluating professional growth.

Annual Evaluation Report on Programs Administered by the U.S. Office of Education United States. Office of Education. Office of Planning, Budgeting, and Evaluation.

Demystifying the School Psychology Internship Daniel S. Newman.2012 Newman has used his many years of experience working with interns and field supervisors to create this guide to the school psychology internship process to address these common concerns. He provides a comprehensive overview of the school psychology internship process from start to finish, describing actions that can be taken to promote a high quality, dynamic internship experience. Emphasis is placed on the idea that the internship year is a dynamic and formative experience, not a static event, and that interns and supervisors both must be active planners, coordinators, and shapers of the experience--

Demystifying the School Psychology Internship Daniel S. Newman.2013-03-05 If you are a doctoral or non-doctoral student about to begin your internship in school psychology, you may have several questions about the process and what it will involve, and you may even be facing some anxiety about it. If you are a site or university supervisor preparing for the beginning of the internship year, you may be looking for ways to improve the internship experience for your students or for yourself and your fellow supervisors. Newman has used his many years of experience working with interns and field supervisors to create this guide to the school psychology internship process to address these common concerns. He provides a comprehensive overview of the school psychology internship process from start to finish, describing actions that can be taken to promote a high quality, dynamic internship experience. Emphasis is placed on the idea that the internship year is a dynamic and formative experience, not a static event, and that interns and supervisors both must be active planners, coordinators, and shapers of the experience. Each part of the book explores a different phase of the internship, from the first days through job applications and interviews. Helpful and pragmatic tools are included throughout, such as evaluation tools, best practice guidelines, and sample forms. Online resources are also available to complement the book and include reproducible material from the book, videos

students can use to practice their interviewing skills, and links to helpful resources.

Practicum and Internship Christin M. Jungers, Judith Scott. 2014-08-27 Completely revised and updated, the fifth edition of *Practicum and Internship* is an eminently practical resource that provides students and supervisors with thorough coverage of the theoretical and practical aspects of the practicum and internship process. New in this edition are: an accompanying website with downloadable, customizable forms, contracts, and vitae thoughtful discussion of the DSM-5 and HIPAA guidelines and the most recent CACREP standards expanded analysis of the use of technology and social media in counseling expanded discussions of ethical decision making and ethical guidelines for informed consent and for supervision contracts in individual settings new and updated materials on case conceptualization, assessment, goal setting and treatment planning new materials reviewing third-wave counseling theories and practices, including MBSR, MBCT, ACT, and DBT detailed presentation of a skill-based model for counseling training and self-assessment questionnaires and guided-reflection exercises for application and orientation to the model.

Expository Writing in Political Science Diane E. Schmidt. 1993

Business Internships Michael Griffin. 2011

Internships Charles Sides, Ann Mrvica. 2017-03-02 *Internships: Theory and Practice* focuses on the history, theory, value, design, administration, and evaluation of professional internships as an educational experience for college students. Internships are guided, pre-professional experiences that combine academic and professional components as a managed transition to professional careers. Touted by many as an educational innovation for the 21st century, internships (or experiential learning, or apprenticeships, as they once were called) have been a staple of professional preparation for centuries, dating back at least to the earliest documentation in the Middle Ages and no doubt far beyond that. Charles Sides and Ann Mrvica trace this history through primary sources to explore the development of internship experiences over the past 800 years, create an introduction to the topic of internships, and provide a foundation for modern college-corporation partnerships in professional education and training. The authors present specific guidelines and discussions on issues important to corporations, in terms of providing for internship experiences; issues important to colleges, in terms of designing and evaluating internships; and issues important to students, in terms of participating in and learning from internships.

Supervision in School Psychology Dennis J. Simon, Mark E. Swerdlik. 2022-09-06 *Supervision in School Psychology: The Developmental, Ecological, Problem-solving Model* examines specific factors that contribute to successful supervision in school psychology, including the integration of a developmental process of training, the ecological contexts that impact practice, and evidence-based problem-solving strategies. Supervision is a core professional competency requiring specific training for the benefit of supervisees, clients, and the profession. Written for graduate students, researchers, and professionals in the field of school psychology, this book provides thorough, specific, and immediately applicable methods and principles for supervisory practice. Featuring a diverse set of pedagogical tools, *Supervision in School Psychology* is an important resource for navigating the distinct challenges specific to the demanding and diverse competencies associated with supervision in school-based settings. This second edition is significantly expanded and includes updated research on best practices in school psychology supervision. Expanded coverage and new chapters address system change and social justice advocacy skills, problems in professional competence, self-care, telesupervision, and deliberate practice. Maintaining DEP's focus on the practical application of best practices, additional strategies are presented for teaching diversity and multicultural responsiveness anchored in cultural humility. Supplemental case study material, supervisory process and reflection activities, tables, graphics, and practice-ready appendices as tools that illustrate best practices in supervision.

Practicum and Internship John Charles Boylan, Patrick B. Malley, Eileen Petty Reilly. 2001 TABLE OF CONTENTS: 1. Definitions, phases, and standards 2. Preparation for practicum 3. Practicum content issues 4. Practicum process issues 5. Monitoring the professional development of practicum students 6. Ethical issues 7. Legal Issues 8. Guidelines for interns working with special populations 9. Consultation in the schools and mental health agencies: Models and methods 10. Internship preparation 11. The internship experience 12. Final Evaluation. FORMS: 2.1 Letter to Practicum Site Supervisor. 2.2 Practicum Contract. 2.3 Student Profile Sheet. 2.4 Student Practicum/ Internship Agreement. 2.5 Tape Critique Form. 2.6 Weekly Schedule. 2.7 Monthly Practicum Log. 3.1 Parental Release Form. 3.2 Client Release Form. 3.3 Initial Intake Form. 3.4 Elementary School Counseling Referral Form. 3.5 Secondary School Counseling Referral Form. 3.6 Mental Status Checklist. 3.7 Psychosocial History. 3.8 Therapy Notes. 3.9 Therapeutic Progress Report. 5.1 Self-Assessment of Basic Helping Skills and Procedural Skills. 5.2 Counseling Techniques List. 5.3 Self-Rating by the Student Counselor. 5.4 Peer Rating Form. 5.5 Goal Statement Agreement. 5.6 Interviewer Rating Form. 5.7 Site Supervisor's Evaluation of Student Counselor's Performance. 5.8 Counselor Competency Scale. 8.1 Suicide Consultation Form. 8.2 Suicide Contract. 8.3 Harm to Others Form. 8.4 Child Abuse Reporting Form. 8.5 Substance Abuse Assessment Form. 9.1 Consultation Rating Form. 10.1 Intern Site Preselection Data Sheet- School. 10.2 Intern Site Preselection Data Sheet- Clinical. 10.3 Internship Contract. 12.1 Internship Log. 12.2 Student Evaluation Form. 12.3 Client's Personal/Social Satisfaction with Counseling Assessment. 12.4 Student Counselor Evaluation of Supervisor. 12.5 Site Evaluation Form.

The Practice of Assessment in Music Education Frank Abrahams. 2010

School Counseling Practicum and Internship Helen S. Hamlet. 2016-10-28 *School Counseling Practicum and Internship: 30 Essential Lessons* combines crucial counselor knowledge with the experience of experts in the field into one practical guide for addressing the real world of school counseling. Drawing on more than a decade of teaching, author Helen S. Hamlet, PhD presents a collection of lessons and techniques that includes forms, websites, activities, and current information focusing on a range of challenging issues. This unique text is a resource that practicum and internship students, counselor educators, and practicing school counselors will keep and refer to for years to come.

Medical Music Therapy Jayne M. Standley, American Music Therapy Association. 2005

The Internship Experience Lynne S. Gross. 1981 This compact, readable book offers all the information one needs to complete an internship successfully. It covers general procedures and practices as well as the important interpersonal relationship between student and mentor. Moreover, it goes beyond the internship to discuss job strategies, resumes, and interviewing. The wealth of practical information and sample internship forms in the appendixes also make this book a valuable resource for those wishing to set up internship programs or improve existing ones.

The School Psychology Practicum and Internship Handbook Eric Rossen, PhD, Diana Joyce-Beaulieu, PhD, NCSP. 2015-08-18 *The School Psychology Practicum and Internship Handbook* is an outstanding resource written by known leaders in the field to assist graduate students in effectively navigating common ethical issues, promoting strong supervisory relationships, and becoming skilled self-advocates. As a former school psychologist and now doctoral intern, [I find] this book is a gold mine of information that can be immediately applied to strengthen training experiences and develop the highest standards for future practice. Sheila Desai, NCSP, Doctoral Candidate in School Psychology, University of Massachusetts, Boston *Supervising practicum and internship is challenging but Joyce-Beaulieu and Rossen make it infinitely easier with this handbook. The practical information and extensive resources provide university supervisors what they need to implement best-practice supervision. This user-friendly book is a must have for all school psychology supervisors and is sure to become one of the best supervision resources in our field.* Lisa Kelly-Vance, PhD, Professor and Director, School Psychology, University of Nebraska at Omaha The first comprehensive guide for school psychology practica and internships Tailored to the unique educational requirements of school psychology, this is the first complete guide to practicum and internship for school psychology students and faculty. Replete with practical information and advice, the book introduces students to a variety of professional issues they may be required to navigate during their supervised field-based experiences. The book covers all aspects of the entry-level practicum ranging from orientation to the professionalís role, to portfolio and competency-based evaluations and navigating relationships with supervisors. It addresses advanced clinical

applications including systems-level school initiatives, practice in mental health settings, cross-comparison of educational and medical classification models, and more. Coverage of the internship year discusses how to select an internship site, writing a winning vita, the application process, applying for the first career position, as well as certification and licensure. Content reflects National Association of School Psychologists (NASP) and American Psychological Association (APA) standards, guidelines, and best practices with an emphasis on supporting high-quality field-based training experiences. Additionally, the text offers tools for organizing assessments, consultations, and interventions. Practical recommendations address professional conduct, child abuse reporting, and field experience documentation. Learning is enhanced with the use of diagrams, charts, and sample documents. Chapters include learning objectives, case examples and vignettes for discussion and problem solving, and chapter summaries. Additional online and reproducible resources offer instructors templates for psychological reports, performance evaluations, record-keeping forms and logs, practicum syllabi, and internship contracts that are consistent with NASP and APA principles. Key Features: Provides a strong foundation for initial field-based experiences from beginning practicum through the internship and job search Embraces NASP and APA standards, DSM-5, response-to-intervention (RtI) and multitiered systems of support (MTSS) models for school psychology practice Enhanced with special features such as learning objectives, case vignettes, sample forms, and end-of-chapter reviews Written by experienced practicum and internship supervisors and recognized authorities on the preparation and development of school psychologists

The Best 109 Internships Mark Oldman, Princeton Review (Firm). 2003 Includes more than 20,000 internship opportunities--Cover.

The Intern Files Jamie Fedorko. 2006-03-08 In today's highly competitive job market, an internship at the right company can be the first step to building a career. But how do you get the gig of your dreams? And once in the door, how do you figure out what to wear, whether it's okay to hook up with a coworker, and how to suck it up when you're smarter than your boss?

The School Psychology Supervisor's Toolkit Meaghan C. Guiney. 2018-12-12 The School Psychology Supervisor's Toolkit provides accessible, adaptable strategies for supervising school psychologists at all points in the career span, from internship to advanced practice. The book covers a full range of key considerations for effective supervision, such as building strong working relationships, planning the supervision experience, providing constructive feedback, and addressing problems of professional competence. Features such as definitions of key terms, photocopiable handouts, tips for culturally responsive practice, and real-life case examples make this a rich and easily applied resource.

America's Top Internships, 1999 Mark Oldman, Samer Hamadeh. 1998 What do President Clinton, Today show anchor Katie Couric, and N.Y. Knicks star Patrick Ewing have in common? They all had internships. An internship can put you on the path to success, point you in a new career direction, help you discover your talents, and give you some experience. A successful internship can also help assure you of gainful employment after you finish high school, college, or grad school. The competition for good internships is fierce, but this book gives you a competitive edge. America's Top Internships puts you on the inside track for the best opportunities in law, the environment, advertising, sports, computers, journalism, music, health care, publishing, finance, education, television, modeling-even beer production-and more. Every entry includes: In-depth, candid critiques of the internship and its daily responsibilities Feedback from actual interns Advice on how to land the internship of your choice Crucial information on important deadlines and the materials required in order to complete an excellent application And, of course, our patented Busywork Meter, which tells you the truth about how much mind-numbing, menial labor you will be subjected to

Criminal Justice Internships R. Bruce McBride. 2015-05-20 Criminal Justice Internships: Theory Into Practice, 8th Edition, guides the student, instructor, and internship site supervisor through the entire internship process, offering advice and information for use at the internship site as well as pre-planning and assessment activities. With more and more students engaging in internships as a means of enhancing their credentials, the internship has become a defining educational moment. Students learn basics such as choosing an internship site at either a public agency or a private firm, résumé writing techniques, effective use of social networks, interviewing skills, and the importance of setting and developing goals and assessing progress. It also serves as a reference tool for professors and supervisory personnel who assist and supervise the student during the experience. Key Features Addresses the needs of students, administrators, and criminal justice internship supervisors in one resource. Chapters end with practical exercises, such as: preparing for your internship; thinking about your internship placement; planning your internship; your role as an intern; political, economic, and legal factors at your site; assessing your internship. Covers online presence concerns to help students succeed in the age of social media, including protecting one's reputation and using LinkedIn effectively. Includes sample résumés and cover letters. Maintains an important focus on ethics in the workplace through all phases of the internship experience. Outstanding suite of ancillaries, including links to internship sites, Ethics-in-Practice Scenarios and Forms and Resources for students, and Instructor's Notes, Sample Syllabi, midterm questions, links to internship sites, and PowerPoint Lecture slides for instructors.

The Human Services Internship Experience Marianne Woodside. 2016-03-09 The Human Services Internship Experience: Helping Students Find Their Way aims to help students in field-based courses bridge theory and practice during their internships. The goal is to show students how to apply their academic work in a real-world setting and to confirm and expand their identity as human service professionals.

The Counseling Practicum and Internship Manual, Second Edition Shannon Hodges, PhD, LMHC, NCC, ACS. 2015-11-16 Praise for the First Edition: I highly recommend The Counseling Practicum and Internship Manual. It is the single best all-in-one resource I've read for all things practicum and internship. ñ Ryan Thomas Neace, LPC, NCC, CCMHC, Blogger, American Counseling Association; Founder, CounselingInternships.com and Change, Inc. [U]sing this text in my practicum course. It is a very user friendly book with many resources in addition to good clinical information. ñ Jessica Brumm-Larson, PhD, Alverno College This best-selling guide to the practicum and internship experience, written expressly for graduate counseling students by a seasoned counselor and educator, is now substantially revised with updated and expanded content including the 2014 ACA Standards of Ethics. With a strong focus on counseling as a specific professional identity, the book includes new information on developing one's own approach to counseling and supervision, maintaining satisfactory working relationships with supervisors and colleagues, developing good writing skills and record keeping, and managing crisis and trauma. The Second Edition also reflects such developments as DSM-5 and CORE/CACREP standards. With a concise, accessible writing style, the book describes everything students need to know as they enter and progress through the practicum and internship process. Replete with plentiful case examples and downloadable sample forms and templates, this supportive manual encompasses information addressing how to select and apply for practicum/internships in all settings, including mental health, rehabilitation, schools, addictions, and marriage and counseling. It examines such ethical legal and issues as informed consent, confidentiality, client records, boundary issues, and liability insurance. Multicultural considerations that impact counseling along with the importance of self-care including stress management and dealing with aggressive client behaviors are also discussed in detail. This mentor in a book gives counseling students invaluable assistance in preparing for and successfully assimilating their first experiences with the realities of working with clients, and eases the journey toward developing into a self-confident, skilled, and ethical practitioner. New to the Second Edition: Updated to include content on 2014 ACA Ethics Code, CACREP/CORE developments, legal issues, DSM-5, and social media Expanded content on developing an individual approach to counseling and supervision Provides new information on crisis intervention Increased content on supervision styles and models Expanded information on student safety at field sites Augmented discussion of careers Includes expanded self-reflection exercises for the intern Provides downloadable versions of student forms and templates Key Features: Focuses on counseling as a specific professional identity Covers everything students need to know as they enter and progress through the practicum/internship process Helps students to understand the realities of working with clients after they leave the safe learning environment Mentors students in a supportive, user-friendly style Includes abundant case examples Includes abundant forms and templates for students, available as online downloads

The Counseling Practicum and Internship Manual Shannon Hodges, PhD, LMHC, NCC, ACS. 2019-10-16 This best-selling guide to the practicum and internship experience, written expressly for graduate counseling students by a seasoned counselor and educator, is now substantially revised. New and expanded content touches on CACREP developments, trauma-informed care, social media, mindfulness, multicultural competencies,

and more. With a strong focus on counseling as a specific professional identity, the book helps graduate students and new counselors develop their own approach to counseling and supervision, maintaining beneficial working relationships, self-care, sharpening writing skills, and record-keeping. A completely new chapter focuses on trauma-informed care developed from evidence-based approaches. Concise and accessible, the book describes everything students need to know as they enter and progress through the practicum and internship process. Replete with case examples and sample forms, it encompasses information on how to select and apply for practicum/internships in all settings. It also examines ethical and legal issues, ensuring student safety at field sites, and clinical issues including teletherapy and termination. Instructor and student ancillary materials are included with this new edition. New to the Third Edition: Updated to include content on 2014 ACA Code of Ethics and CACREP developments New chapter on trauma-informed care including evidence-based approaches Information on crisis intervention and de-escalation Increased content on supervision styles and models Expanded information on student safety at field sites, job searching, dealing with mandated/resistant clients, and goal setting and self-evaluation Receiving feedback from supervisors and providing feedback to peers Stages of change/client willingness to change as counseling model Discussions about social media, vicarious trauma, cyberbullying, and mindfulness Teletherapy including confidentiality issues, hacking, encryption, and legal issues Multicultural counseling competencies Expanded case studies New Instructor's Manual and PowerPoint slides Key Features: Focuses on counseling as a specific professional identity and mentors students in a supportive, user-friendly style Covers everything students need to know as they enter and progress through the practicum/internship process Includes abundant case examples A concluding chapter on preparing for the job search, résumés, cover letters, and negotiating salary

Teaching Sport Management: A Practical Guide Dina Gentile.2009-07-22 Teaching Sport Management: A Practical Guide provides sport management educators with the techniques and tools they need to teach more effectively. Educators will learn about instructional strategies, incorporating technology into the classroom, developing a course, utilizing outcome assessment, and how to enhance learning through effective teaching. The ideas covered in this text can easily be implemented by first-time instructors or more experienced faculty.

The School Psychology Internship Daniel S. Newman.2019-08-09 Dr. Newman has used his many years of experience working with interns and field supervisors to create this comprehensive guide to the school psychology internship. The second edition of this text includes updated research and tools, including a new job interview video, and new templates for developing a cover letter, CV, and remediation plan. Expanded content includes brand new chapters focused on applying for doctoral internships through the APPIC Match process, and successfully transitioning from the internship into the early career. Students and internship supervisors alike will find this easy-to-use guide helpful in alleviating anxiety around common internship concerns. Emphasis is placed on the idea that the internship year is a dynamic and formative experience, not a static event, and that interns and supervisors both must be proactive planners, coordinators, and shapers of the experience. Interns and supervisors will find this guide to be a critical support for planning and enacting a high-quality school psychology internship.

The Small Museum Toolkit Cinnamon Catlin-Legutko, Stacy Klingler.2012 As a small museum staff person, you are responsible for a lot, including areas outside of your expertise or training. You need a quick reference that makes the process of becoming a sustainable, valued institution less overwhelming. The Small Museum Toolkit is a collection of six books that serves as a launching point for small museum staff to pursue best practices and meet museum standards. These brief volumes address governance, financial management, human resources, audience relations, interpretation, and stewardship for small museums and historic sites. -Amazon.

Resources in Education .1998

Internships Through Employment Deborah E. Bouchoux, Susan Moxon Sullivan.2008 Written by authors with extensive experience in placing paralegal students in successful internships and permanent jobs, Internships through Employment: The Paralegal Job Hunter's Handbook is the only text in the field to focus on internships and permanent employment. Divided into three sections and— internships, finding the right permanent job, and ensuring success in the workplace and— this concise handbook offers: practical information with a variety of samples including cover and thank-you letters, sample resumes, and sample job-hunting portfolio pages valuable advice not covered elsewhere, such as how to quit a job without burning bridges, how to interview by telephone, how to get around the and “no referenceand” rule, how to respond to online job postings, as well as realistic advice on inappropriate workplace behaviors and ethical concerns a readable, accessible style Bouchoux and Sullivan, both with wide-ranging practical and teaching experience, have designed this outstanding text to be useful as a coursebook as well as a handbook: each chapter includes Web references, ethics tips, discussion questions, and sample assignments extensive appendices include job hunting resources, sample resumes, sample cover letters and other types of correspondence, and paralegal resources to help job hunters This book is part of a comprehensive teaching package that includes PowerPoint slides and an extensive Instructorand's Manual featuring: sample syllabi Internship Timelines: What To Do When in Your Internship Program suggestions for in-class activities and projects for each chapter answers to discussion questions and Web Work questions advice on running a successful internship program numerous forms to be used in an internship program, including: Letter to Law Firm to Inquire About Internship Placement Internship Application Form Internship Contract Memo to Students Regarding Internship Policies Internship Assignment Form Internship Progress Report Evaluation Forms to be Used by Internship Supervisors Evaluation Forms to be Used by Student Interns Time Sheet/Daily Log *Instructor's Manuals are a professional courtesy offered to professors only. For more information or to request a copy, please contact Wolter's Kluwer Law and Business at 800.529.7545 or examcopy@wolterskluwer.com.

The Internship Bible Mark Oldman, Samer Hamadeh.2005-01-25 Lists internship opportunities in a variety of fields, giving information about selectivity, compensation, deadlines, and duration.

Criminal Justice Internships Gary R. Gordon, R. Bruce McBride.2010-04-07 Designed as an introduction to internships and as a guidance manual for use at the internship site. Students will learn basics such as choosing an internship site, résumé writing techniques, interviewing skills, and the importance of setting and developing goals and assessing progress. Chapters end with practical exercises, such as: preparing for your internship; thinking about your internship placement; planning your internship; your role as an intern; thinking about your internship; political, economic and legal factors at your site; assessing your internship. Includes sample resumes, cover letters and more.

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Sample Internship Evaluation Letter Introduction

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