



LINDENWOOD UNIVERSITY

The Nonprofit Administration Degree Program Internship Guide

Congratulations as you begin to embark on an important milestone in your academic preparation toward a degree in Nonprofit Administration from Lindenwood University.

Lindenwood's Nonprofit Administration Internship Program focuses on the developmental process and transition of interns as they move from student/learner in the classroom, to learner/practitioner in the field, to nonprofit professional. The Nonprofit Administration faculty believes that a mentorship experience creates a relationship that enhances the development of emerging nonprofit professionals. This guidebook seeks to develop a mutually beneficial relationship with nonprofit executive professionals desirous of sponsoring LU student internships. There is significant value to be gained for both the student and the nonprofit agency in completing an internship. For promising college students, an internship provides a chance to explore various nonprofit fields, to be exposed to the world of work and to serve alongside professionals whom they respect and hope to emulate. For professionals and other staff members, the intern brings fresh new perspectives and enables them to serve as mentors.

Enclosed in this guidebook are a variety of tips and forms that you will need to use to help you organize and navigate your successful internship experience.

We wish you much success and stand ready to be of assistance to you in this important process!

Dr. Julie Turner

*Assistant Professor, Nonprofit Administration and Internship Coordinator
Lindenwood University, Division of Human Services*



Internship Participation Checklist

Please be mindful of the following sequence of activities that need to occur in order to fulfill your internship requirement. In order, they include:

Step One: Initial consultation with Internship Supervisor (Dr. Julie Turner)

Students should make an appointment to meet with Dr. Turner in advance of securing an internship and/or registering for internship credit to accomplish the following:

- Resume preparation and review
- Internship Interest Assessment
- Internship(s) referral process (if necessary)

Step Two: Internship Profile Sheet

It will be important to secure certain pertinent information about the agency hosting the internship, its scope of services, etc. This form should also be included in your Internship Portfolio.

Step Three: Completion of the Internship Agreement

As of fall 2008, each internship must provide practical experience that reinforces each of the six (6) core competencies outlined in a separate attachment. After reviewing this document, the learning agreement should be completed in cooperation with the student's mentor/site coordinator and include information that will detail mutually agreed upon internship duties and performance expectations.

Step Four: Registration for Internship Credit

Shortly after the internship opportunity has been identified but before the internship placement begins, undergraduate students must register for either NPA 451-11 (3 credits) or NPA 450.11 (4 credits), the latter if the student desires to receive APA Certification. Graduate students should register for NPA 598.31 (3 credits). At each level, 300 hours of time spent conducting the internship qualifies for three academic credit units.

Step Five: Maintenance of Weekly Activity Logs

Students must keep a running log that reflects activity related to the internship placement and the extent to which these activities are aligned with stated goals and expectations.

Step Six: Mid-Term Evaluation

It is the student's responsibility to ensure that the supervisor completes a mid-term evaluation to benchmark the student's progress. This document will always need to be received at least one week prior to the deadline for midterm grade submission for that



particular semester. A copy should also be kept for the Internship Portfolio.

Step Seven: Final Evaluation

It is, again, the student's responsibility to ensure the receipt of a final evaluation from the site supervisor. This document should be secured at least one week prior to the week of the final exam schedule for the respective semester. A copy should also be kept for the Internship Portfolio. To the extent feasible, Dr. Turner will also conduct an on-site observation of the student while (s)he is conducting the internship or, at a minimum, speak with the mentor/site coordinator by phone to obtain feedback on the student's progress.

Step Eight: Student Evaluation of Internship Site

This document will provide important feedback in helping to assess the appropriateness of the internship placement to the stated expectations and future placements.

Step Nine: Completion of the Internship Portfolio

By the completion of the internship, each student should create an Internship Portfolio which consists of a three-ring binder that includes all required paperwork noted above; a 3-5 page final reflective paper outlining the students experiences and lessons learned; and any work samples, photographs, news clippings, etc. that demonstrate the student's work during the semester. The Internship Portfolio must be received at least one week prior to the week of the final exam schedule for any respective semester.



Writing a Résumé for an Internship

Your résumé is the first impression you will make on an employer who is considering you for an internship. It represents you in your absence. It should thus be an accurate summary of your personal achievements, skills and interests – all which add up to an overview of what makes you distinct from anyone else.

A résumé is not an autobiography but a brief, clearly presented and logically-organized statement of information about which someone considering you for an internship would like to know. If you use the following guidelines, you should find that writing a résumé will be easier than you may have thought.

Be Organized – The seven categories listed on the next page will help you organize the information usually included on a résumé. They are presented in the order in which they usually appear on a résumé.

Be Brief – A résumé is an outline and therefore should be written in short phrases rather than complete sentences. Use action verbs such as coordinated, organized, directed, etc. that suggest energy and accomplishment. Avoid use of personal pronouns. Try to keep your résumé to one page.

Be Accurate – Be certain what you include on your résumé accurately represents you and your accomplishments. Each word on it should be a deliberate choice, carefully considered to convey the honest information and the impression you want to leave.

Be Neat – The physical appearance of your résumé accurately represents you and your accomplishments. Make it visually appealing and be sure there are no typos!

Be Proud – It's okay to be your own greatest fan and promote yourself on your résumé. It should express pride in your talents and accomplishments. Be positive by emphasizing strengths you have acquired through all of your activities and experiences. Avoid any negative statements.

Be Willing to Ask for Help – Ask for help after you have read through this guide and have prepared a draft of your résumé. Make an appointment with the Internship Coordinator and bring the draft with you at that time.



Internship Resume Format Sample

Identification	Include full name, local address, phone number and e-mail address. Be sure to use the contact info where you can be reached most easily.
Objective	State the kind of internship desired. Be specific in stating your area of interest, but don't limit possibilities. Be brief in this statement, not exceeding two sentences.
Education	College name and location Expected date of graduation Major/Minor GPA (include if it is 3.0 or better) Honors/Awards (include dates) Relevant Courses (list only the courses relevant to your objective).
Experience	List summer jobs and part-time jobs held during school (including work-study), internships and volunteer activities. List the experiences in rank order beginning with those most relevant to the internship you are seeking. If you have had no relevant experiences, list them in reverse chronological order beginning with the most current. Be consistent and list all experiences by name of employing agency or job title (if appropriate) first. Include name of employing agency, city, state and dates of employment or service. Use brief phrases and action verbs, state duties, responsibilities and your accomplishments in each position.
Extra-Curricular Activities	List college and off-campus agencies and committees to which you belong. List offices held in these agencies. Include dates. There may be activities here that are particularly relevant to your Objective. If so, list these under Experience rather than in this category.
Skills/Interests	After the factual information given in the above sections, this category serves to help the reader to get to know you more personally. State your hobbies, interests, and special skills (e.g., foreign languages, knowledge of technical equipment, etc.). Emphasize your strong points and use your imagination.
References	State that references are available upon request. Be prepared to give the name, address and phone number of those persons whom you would like to use as references should you be asked. Be sure to let your references know they may be contacted.



Internship Profile Sheet

Name of Nonprofit: _____

Mission Statement: _____

Year of Establishment: _____

Describe agency's program structure, principles, purpose and projects. (Attach brochures and pamphlets): _____

Capacity of clientele served:

Children: _____ Teens: _____ Adults: _____ Seniors: _____

Annual budget, including percentage breakdown of income and expenses: _____

Outline of agency's volunteer structure: _____

Staff benefits, including salary (entry-level): _____

Size of nonprofit agency staff, including clerical, volunteers and paraprofessionals: _____

Information about interviewer: _____



Internship Agreement

This form represents an agreement between the Nonprofit Administration Program at and _____ regarding an internship for the following

(Nonprofit Organization)

student: _____

(Student's Name)

It's the responsibility of the student to work with the internship site and supervisor to complete the letter of internship agreement. The completed, signed letter of agreement must be approved by the Campus Internship Coordinator prior to commencing the internship.

COMPLETED AND SIGNED FORM MUST BE SUBMITTED TO THE CAMPUS INTERNSHIP COORDINATOR **PRIOR** TO THE START OF THE INTERNSHIP

Student Name: _____ Graduation Date: _____

Student Work Phone: _____ Student Work E-mail: _____

Agency Name: _____

Agency Sector: Nonprofit Public Private

Mailing Address of Agency: _____

City: _____ State: _____ Zip: _____

Mentor/Supervisor Name: _____ Title: _____

Supervisor Phone: _____ Fax: _____

E-mail: _____

Date of Internship: Start _____ End _____

Work Schedule: _____ Rate of Pay: _____



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The agency will recognize the student as an intern and to that end will provide varied experiences and adequate supervision; will ensure as safe and healthy working condition as possible; will notify the Campus Internship Coordinator if, for any reason, termination of the students is necessary. It is not required that interns be paid, but it strongly recommended. This can be an hourly wage or stipend.

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Campus Internship Coordinator: _____ Date: _____

Students fulfilling an internship for the NPA program MUST engage in practical experiences that include at least one supporting activity in each of the following core competency areas. Please specify these activities in the space provided or include a separate page.

NPA Core Competency	Student will demonstrate this learning goal by involvement in the following activities
Planning	
Governance	
Finance	
Fund Development	
Communication	
Evaluation	



Internship Activity Log(s)

Student Name: _____ Internship Site: _____

Time	Activity
Date: _____ From: _____ To: _____	_____ _____ _____
Date: _____ From: _____ To: _____	_____ _____ _____
Date: _____ From: _____ To: _____	_____ _____ _____
Date: _____ From: _____ To: _____	_____ _____ _____
Date: _____ From: _____ To: _____	_____ _____ _____
Date: _____ From: _____ To: _____	_____ _____ _____
Date: _____ From: _____ To: _____	_____ _____ _____
Date: _____ From: _____ To: _____	_____ _____ _____
Date: _____ From: _____ To: _____	_____ _____ _____
Date: _____ From: _____ To: _____	_____ _____ _____

Mid-Term Evaluation

Student Name: _____

Supervisor's Name: _____

Title: _____ Phone: _____

Agency Name: _____

Address: _____

Please rate the intern in each of the areas listed below. Using the scale provided. If component does not apply, circle NA.

	Poor			Excellent		
Dependability of student intern	1	2	3	4	5	NA
Ability to work with others	1	2	3	4	5	NA
Ability to take directions	1	2	3	4	5	NA
Ability to work independently	1	2	3	4	5	NA
Professional attitude	1	2	3	4	5	NA
Decision-making skills	1	2	3	4	5	NA
Problem-solving skills	1	2	3	4	5	NA
Communication skills	1	2	3	4	5	NA
Organizational skills	1	2	3	4	5	NA
Timeliness of work	1	2	3	4	5	NA
Quality of work	1	2	3	4	5	NA
Overall success of internship	1	2	3	4	5	NA
Time management skills	1	2	3	4	5	NA

Additional comments:

Supervisor Signature: _____ Date: _____

Internship Final Evaluation (Mentor/Site Supervisor)

Student Name: _____

Supervisor's Name: _____

Title: _____ Phone: _____

Agency Name: _____

Address: _____

Please rate the intern in each of the areas listed below. Using the scale provided. If component does not apply, circle NA.

	Poor			Excellent		
Dependability of student intern	1	2	3	4	5	NA
Ability to work with others	1	2	3	4	5	NA
Ability to take directions	1	2	3	4	5	NA
Ability to work independently	1	2	3	4	5	NA
Professional attitude	1	2	3	4	5	NA
Decision-making skills	1	2	3	4	5	NA
Problem-solving skills	1	2	3	4	5	NA
Communication skills	1	2	3	4	5	NA
Organizational skills	1	2	3	4	5	NA
Timeliness of work	1	2	3	4	5	NA
Quality of work	1	2	3	4	5	NA
Overall success of internship	1	2	3	4	5	NA
Time management skills	1	2	3	4	5	NA

Additional comments:

Supervisor Signature: _____ Date: _____

Internship Evaluation (Student)

Student Name: _____

Internship Site: _____

Supervisor's Name: _____

Please rate the quality of your internship in each of the areas listed. Using the scale provided. If a component does not apply, circle NA.

	Poor			Excellent		
Opportunity for new learning	1	2	3	4	5	NA
Relationship of internship to your major	1	2	3	4	5	NA
Challenge of experience	1	2	3	4	5	NA
Quality of supervision at site	1	2	3	4	5	NA
Assistance available when needed	1	2	3	4	5	NA
Site's ability to work with interns	1	2	3	4	5	NA
Working conditions on site	1	2	3	4	5	NA
Meaningful use of time while at site	1	2	3	4	5	NA
Recommendation of this site to others	1	2	3	4	5	NA
Overall rating of site	1	2	3	4	5	NA
Personal Growth through internship	1	2	3	4	5	NA
Overall rating of your internship	1	2	3	4	5	NA

Additional Comments:

Student Signature: _____ Date: _____