



BOYS & GIRLS CLUBS
OF BLOOMINGTON

Internship Information Guide

Table of Contents

Internship Overview.....	3
<i>Objectives</i>	3
<i>Philosophy of the Experiential Learning/Internship</i>	3
<i>Student’s Responsibilities and the Role with the Agency</i>	3
<i>Agency and Site Supervisor’s Responsibilities</i>	4
Internship Requirements	5
<i>Basic Skills/Knowledge Requirements</i>	5
<i>Physical Requirements/Work Environment</i>	5
Application and Interview Process	5
<i>Application</i>	5
<i>Application Schedule</i>	5
<i>Interview</i>	6
Employment Policies.....	6
<i>Working Hours</i>	6
<i>Dress Code</i>	6
<i>Evaluation</i>	6
Appendix.....	6

Internship Overview

Objectives

This manual has been prepared to assist students interested in the Boys & Girls Clubs of Bloomington (BGCB), in order to obtain the best internship experience possible and to better prepare them for a career. The BGCB Internship Program has been designed to give students a comprehensive practical experience. The objectives of this Internship Program are:

- Provide an opportunity for the students to apply classroom concepts in a practical setting through involvement in a variety of designated assignments.
- Contribute to the professional development of the student through contact with professionals and a professional experience.
- Benefit the Clubs by offering unique work/learning opportunities to future professionals.
- Gain first hand knowledge and understanding of your desired area of placement.
- Test the students' interests and desires for a career in the non-profit/youth development sector.
- Develop techniques and skills common in your desired area of placement.
- Provide students the opportunity to become aware of and analyze their own values to determine if they are consistent with a career in the non-profit sector.
- Help the student meet university requirements as necessary.

Philosophy of the Experiential Learning/Internship

The primary goal of the experience is to provide the student with practical experience, and in turn, an opportunity to develop a realistic understanding of the non-profit/youth development sector, from which a personal and professional philosophy of the discipline may evolve and mature. This goal is expected to be achieved by completing a field experience in our agency that will provide the environment and experimental opportunities that sustain professional and philosophical maturity. We believe that experiential learning opportunities benefit the student, organization, and future workforce.

The field experience is expected to provide the student with the opportunity to:

1. Participate in the daily functions of a non-profit agency, which may include administration and non-direct service activities of the agency.
2. Participate in the agency's operations, which vary per department and position. (Please see role description.)
3. Demonstrate the ability to successfully work independently and with co-workers.
4. Use appropriate written and oral communication and human relationship skills.
5. Apply knowledge and skills gained in the classroom to practical experiences in the field.
6. Describe how the knowledge and skills gained during the field experience will be put to future use.

Student's Responsibilities and the Role with the Agency

- The student will assume only those responsibilities and tasks that have been defined with the site supervisor and submitted in writing on the position description.
- The student will always dress professionally and appropriately, observe agency rules and regulations, and display professional conduct. **
- The student will notify the site supervisor (and faculty coordinator if applicable) of any illnesses and emergencies immediately. Extended illnesses or special requests regarding absence from the field experience must be approved by the site supervisor within a timely manner.

- The student will be responsible for all travel expenses related to the field experience (i.e. commuting to and from the agency, travel to other agency sites). Reimbursement of any expenses by the agency for travel required of the student as a part of the field experience will be determined by the site supervisor and the agency and must be requested and approved prior to the expense.
- The student will not be responsible for the transportation of agency patients, participants or clients in the student's personal vehicle.
- The student will complete all hiring documentation and training procedures required by the organization.
- The student will outline professional goals and field experience expectations, and prepare a resume for use in obtaining a field experience.
- The student will display professional conduct at all times, maintain a regular work schedule, and adhere to the same policies observed by agency personnel. Accept the agency's guidance and abide by agency policies.
- The student will make an effort to learn about the agency, its history, mission, programming initiatives, etc., and the target population/community that it serves, before and during the field experience period.
- The student will communicate with the site supervisor on a regular basis during the field experience, participate in all activities, meetings, etc., both within and outside the agency, as recommended by the site supervisor.
- The student will participate in a mid-term evaluation and exit evaluation with the site supervisor.
- If applicable, the student will meet with site supervisor and faculty supervisor.

***** In addition to performing your job responsibilities, it is extremely important to keep in mind that you are a representative of the Boys & Girls Clubs of Bloomington at all times. Whether you are supervising a facility, leading a game, or working within the clubs, your appearance, attitude, and personality is a direct reflection of this organization. What you say and do creates an image for the consumer, "our public." Guests participating in an activity or visiting a facility will make important judgments and form opinions concerning this organization based on you and your ability and desire to provide quality customer service. Act cheerful, courteous, and polite. Remember, your job is to help participants enjoy their leisure experience. *****

Agency and Site Supervisor's Responsibilities

It is the responsibility of the agency and site supervisor to:

- Serve as a mentor to guide the student's professional development, and suggest learning experiences and activities that will provide the student with an opportunity to develop and practice skills needed by public health professionals;
- Introduce the student to agency staff, and orient the student in agency policies and procedures and in the student's expected role during the field experience;
- Orient the student to agency background, goals, policies, activities, and operations;
- Provide the student with an appropriate work area, office supplies, etc.;
- Meet regularly with the student to discuss progress, project activities, problems encountered, etc., and provide constructive feedback and direction;
- Arrange for a mid-term evaluation meeting with the student, (maintain contact as needed with the faculty coordinator if applicable), and end of semester evaluation.

Internship Requirements

Basic Skills/Knowledge Requirements

Intern candidates are expected to:

1. Demonstrate a high degree of initiative, self-direction and creativity.
2. Demonstrate strong organizational and communication skills.
3. Exhibit professionalism.
4. Maintain excellent working relationship with staff, volunteers and public.
5. Be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

Physical Requirements/Work Environment

Intern candidates should have the following:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Application and Interview Process

Upon receiving an **inquiry** from the student regarding an agency Internship, representatives of the Boys & Girls Clubs of Bloomington will reply with an Application for Internship. The application should be completed and returned to the agency along with the items listed below:

Application

- A current resume;
- The intern application;
- A statement of interest and/or intent through email;
- Send to listed hiring staff or Director of Operations.

Application Schedule

Fall 2015 Internship application deadline: **August**

Winter/Spring 2015 Internship application deadline: **November**

Summer 2016 internship application deadline: **March**

Once the agency has received the above information, an interview may be arranged as follows:

Interview

Staff will schedule an interview date and time. The interview will usually take 1/2 – 1 hour.

The Supervisor will notify the student in writing of acceptance or rejection from the Boys & Girls Clubs of Bloomington Internship Program.

Questions? Contact Shawna Meyer-Niederman, Director of Operations

smeyern@bgcbloomington.org

(812) 332 – 5311

Employment Policies

Working Hours

- Hours vary per position
- The club operates Monday – Friday
- 14 hours per week, minimum

Dress Code

Dress will depend on specific assignments. When working in the office, professional attire is important. Due to varying duties, occasionally other types of apparel are appropriate. For all sponsored and community events held by the Boys & Girls Clubs of Bloomington, the student will wear a staff shirt provided by the agency if required.

Evaluation

- The Internship Supervisor will complete a midterm and final evaluation with the intern.
- The evaluation will include verbal and written feedback. It is important that both the Intern and the Supervisor discuss any questions or concerns consistently during the Internship so there are no surprises in the evaluation.
- Good communication throughout the Internship will help you gain as much knowledge and experience as possible in a short time.
- The student will have the opportunity to review the written evaluation.
- The Intern is expected to evaluate his or her experiences in writing and to discuss them with his or her Supervisor.
- Through this process, the Boys & Girls Clubs of Bloomington can provide a better Internship Program in the future. Your comments and suggestions are welcome and encouraged.

Appendix

The following pages contain the **internship application** and **intake form** for the intern candidate to complete. There is also an example **mid-term evaluation** and **final evaluation** for reference that each internship supervisor completes throughout the course of the internship.



BOYS & GIRLS CLUBS
OF BLOOMINGTON

Internship Application



PERSONAL INFORMATION

LAST NAME:

FIRST NAME:

STREET
ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE NUMBER:

EMAIL
ADDRESS:



EDUCATION

SCHOOL:

CITY:

STATE:

MAJOR/s

GRADUATION
DATE:

G.P.A.:

I AM APPLYING FOR AN INTERNSHIP TO BEGIN APPROXIMATELY:

Month

Day

Year

AND END:

Month

Day

Year

IF APPLYING FOR ACADEMIC CREDIT, HOW MANY HOURS ARE NEEDED?

Briefly describe why you are interested in an internship with the Boys & Girls Clubs:

ENGAGEMENT OPPORTUNITIES (Check all that apply)

Program (Youth Work):	Athletics	Age Group:	6-9	
	Arts		10-12	
	Education		13-18	
	Teen Program			
	Camp/Summer			
	Special Needs Youth			
	Program Planning			
	Healthy Lifestyles			
	Social Recreation			
	Outdoor Recreation			
	Technology			
Administrative:	Event Planning	Location Preference:	Lincoln	
	Marketing/ Communications		Street	
	Operations		Crestmont	
	Technology		Ellettsville	
	Outcome Measurement		Camp Rock	
	Resource Development		Admin	
	Database Management		Any location	
	Fundraising			
	Unit Director/ Management			

The following information must accompany the internship application:

- **Current Resume**
- E-mail this application to listed individual or to Shawna Meyer-Niederman:
smeyern@bgcbloomington.org

Full description available upon request. All positions available for course credit and additional positions may be created to better fit course needs.

Internship In-Take Form



BOYS & GIRLS CLUBS
OF BLOOMINGTON

To be completed by intern and should be reviewed on the first day with your supervisor



Student Name

Internship Title

Site Supervisor's Name

Title

**Start
Date**

End Date

Expected Hours Per Week

Monday
availability

Tuesday
availability

Wednesday
availability

Thursday
availability

Friday
availability



I. GOALS AND EXPECTATIONS OF EXPERIENTIAL LEARNING

Please list what specific experience you are seeking in this internship:

Please list any areas that you believe may be weaknesses for you:

Pre-Evaluation of Skills and Experience as it relates to your specific internship:

	Strong	Average	Needs Improvement	Weakness
E-mail Communication				
Ability to work independently				
Ability to take direction				
Productivity and Efficiency				
Reliability and Dependability				
Collaboration and Teamwork				
Communication				
Initiative				
Accuracy and Thoroughness				



III. Expectations of your supervisor

Please list ways in which your supervisor can best support you through your internship:

Please list any other information or needs that are important for you supervisor to know:

Intern Signature

Site Supervisor Signature



MID-TERM PERFORMANCE EVALUATION

812.332.5311 www.bgcbloomington.org

To be completed by Site Supervisor

STUDENT NAME:

SITE SUPERVISORS NAME:

Date of Review:

Cumulative Hours Worked To Date:

Date of Reporting Period:

Hours Worked During Reporting Period:

1. Status of Objectives, as related to the Memorandum of Understanding:

Accomplished Activities:

Site Supervisor Comments:

Activities still in Progress:

Site Supervisor Comments:

2. Evaluation of Skills:

	Very Bad	Bad	Neutral	Good	Very Good
Knowledge and/or Skill Set					
Quality of Work					
Attitude					
Productivity and Dependability					
Collaboration and Teamwork					
Communication					
Leadership					
Accuracy and Thoroughness					

3. Evaluation of Intern Performance:

Growth Plan: List new roles and responsibilities and/or improvement goals.

4. Suggested Changes in Objectives, Future Activities, if any:

Intern Signature:

Site Supervisor Signature:

Final Performance Evaluation



**BOYS & GIRLS CLUBS
OF BLOOMINGTON**

To be completed by Site Supervisor



Student Name

Title

Site Supervisor's Name

Title

Dates of Reporting Period

Review Date

Hours Worked During Reporting Period

Cumulative Hours Worked To Date



I. Status of Objectives, as related to the Memorandum of Understanding.

Accomplished activities:

Activities still in progress:

Evaluation of Skills

	Very Poor	Not Satisfactory	Average	Satisfactory	Excellent
Knowledge/Skill Set					
Quality of Work					
Attitude					
Productivity and Efficiency					
Reliability and Dependability					
Collaboration and Teamwork					
Communication					
Leadership					
Accuracy and Thoroughness					



III. Evaluation of the performance of the intern

Growth Plan List new roles and responsibilities and/or improvement goals.

IV. Suggested Changes in Objectives, Future Activities, if any

Intern Signature

Site Supervisor Signature