

ST Internship Form Questions

Updated: Spring 2025

These are the questions that must be answered on the Application Link to successfully generate a contract between you, your internship host, and the University.

Completing the Application Link officially starts the process.

<https://stbe.appstate.edu/students/internships>

Section 1: Student Info

Banner ID

Your Name

Your phone number

Section 2: Emergency Contact

Name

Relationship

Phone number

Section 3: Host Details (Employer)

Location: domestic or international

2 letter abbreviation of State where you will work

Start Date

Projected Finish Date

Statement that neither the internship host nor supervisor is a family member.

(Internships as part of a family business are not permitted.)

Legal Name of Employer (i.e. company name)

Company Phone

Company Address

Company City

Company State

Company Zip Code

Section 4: Physical Location of Internship

This internship is not a remote (online) internship. Remote only internships are not permitted.

Physical Location of the internship is: (if unknown enter the company address)

Site Address

Site City

Site State

Site Zip Code

Section 5: Employer Supervisor Info

Supervisor's First Name

Supervisor's Last Name

Supervisor's Title (such as Superintendent, Operations Manager, etc...."Mr. or Ms. does not count!)

Supervisor's Email Address

Mobile or best phone number to contact your supervisor xxx-xxx-xxxx

Supervisor's address

Supervisor's City

Supervisor's State

Supervisor's Zip Code

Section 6: Compensation and Hours

Compensation: paid, unpaid, or stipend

If Paid, rate / hour

Average Hours per Week

Select the Number of Credit Hours for your Internship whereby 40 hours of internship = 1 credit hour. Therefore 3 credits = 120 hours, 6 credits = 240 hours, 9 credits = 360 hours, and 12 credits = 480 hours.

Internship Field (Must be related to ST):

Distribution of Time (Indicate percentage, must add up to 100%) for:

Field Work, Design Work, and Management

Section 7: Course Requirement Statement

To receive academic credit, interns must:

1. Treat the internship as you would any job: be punctual, be conscientious about completing your work to the best of your abilities, and communicate regularly with your supervisor(s).
2. Maintain a daily work log, typed in Microsoft Word, that describes your tasks for the day and any highlights, issues, or problems encountered.
3. At the end of each week, submit to your university supervisor a weekly written summary of the week's work. This should be typed as a Word document and written with attention to grammar and spelling, with your name and the date clearly indicated at the top of the page. Note that you will be given a series of discussion questions/prompts to address in each weekly summary. Weekly summaries will be considered confidential communications and will not be shared with your employer.
4. Exhibit professionalism in all email and/or telephone communications with your university supervisor. Emails should include a salutation (for example, "Dear Prof. X,") and be written using standard, business English. Include a closing phrase and your name at bottom (for example, "Sincerely, Jane Doe").
5. Approximately halfway through your internship, have your employer complete the mid-term evaluation. Your employer should send this evaluation directly to the university supervisor by email.
6. Between the half-way point and the end of the internship, the university supervisor will conduct a site visit or conference/video call with you and your employer. It is your responsibility to set up the appointment with you, your employer, and the university supervisor.
7. After you have completed your final week on the job, you must prepare and submit a final paper about the internship experience (see assignment guidelines below). This is to be typed, double-spaced, and submitted as part of your internship portfolio.
8. You are responsible for making sure that your employer completes and sends the final evaluation form before the end of the semester.
9. Prepare a formal thank you letter to your employer, thanking him or her for the opportunity.
10. Prepare and submit a final portfolio in a combined PDF file. The final portfolio should be professionally organized, well written, and well presented; it should include:
 - a. A well designed cover
 - b. Table of Contents
 - c. Tabs and cover sheets of each section/chapter
 - d. Copies of your daily work logs
 - e. Copies of your weekly summaries
 - f. Samples of work that illustrate the skills you applied on the job, with explanatory notes, as needed
 - g. Photographs or other artifacts that help to illustrate the nature and quality of your internship work experience
 - h. A copy of your final paper

- i. A copy of your thank you letter to your employer
- j. A copy of your proposal, forms, and evaluations

By submitting this form, I am indicating that I understand the requirements of the internship and agree to comply with all requirements. I further understand that not complying with any of these requirements could result in me receiving an unsatisfactory grade for the internship.