WOU Community Internship Program (WOU CiP)
Internship Position Proposal Requirements

Mission and Goal: To provide access to academically and career relevant paid-internship opportunities for Western Oregon University students.

INTERNSHIP PROPOSAL REQUIREMENTS

Each internship proposal will be carefully evaluated based upon the strength and ability to meet WOU CiP internship goals. To provide a meaningful internship, we require that all experiences contain the following:

Learning Objectives:

Internship must provide specific and measurable statements describing what the student will know or be able to do as a result of engaging in the learning activities.

- **Learning objectives ideally contain three parts:**

  1) A measurable verb;
  2) The important condition (if any) under which the performance is to occur; and
  3) The criterion of acceptable performance.

  Examples:

  Intern will develop and practice at least two legislative research and report writing projects.

  Student will develop and improve professional verbal and written communication skills.

- **Domains of learning objectives include:**

  o Knowledge
  o Comprehension
  o Application
  o Analysis
  o Synthesis
  o Evaluation

Learning Activities:

Internship must include a description of learning activities (job duties) that will allow the student to accomplish defined learning objectives. This includes, but is not limited to, inclusion and description of:

- Projects
- Research
- Report writing
- Data/statistical analysis
- Observations and shadowing
- Communicating with specific populations, groups, or individuals

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Development of Professional Career Skills/Qualities:

Internship must provide training and ability to learn/improve skills related to student career goals and professionally desirable skills in the workplace. According to the National Association of Colleges and Employers, the following is a list of examples of skills and qualities employers want:

- Ability to work in a team structure
- Ability to make decisions and solve problems
- Ability to plan, organize, and prioritize work
- Ability to verbally communicate with persons inside and outside the organization
- Ability to obtain and process information
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficiency with computer software programs
- Ability to create and/or edit written reports
- Availability and involvement of supervisors as mentors