



## EVALUATION

### *Requirements*

During the internship, students must fulfill specific requirements and complete specified forms and assignments in order to be evaluated and receive a grade for their internship. These include:

- attending mandatory internship seminars (if interning in the Washington, D.C. metropolitan area) or complying with other arrangements such as telephone conferencing and/or GMU TownHall conferencing (if interning outside of the Washington, D.C. metropolitan area) (see Lawton, 2004, p. 30);
- working full-time at an approved agency for a minimum of 400 hours of professional practice over a period of 10 to 12 consecutive weeks, for no less than 30 hours per week/no more than 40 hours per week (see Lawton, 2004, p.12);
- completing *Weekly Progress Reports* (see Lawton, 2004, pp.13, 46, 58);
- submitting signed copies of the *Midpoint and Final Internship Performance Assessment Forms* completed by the Agency Supervisor after discussion with and agreement by the intern (see Lawton, 2004, pp.14, 49-54, 58);
- developing and completing a *Special Project* in cooperation with their Agency Supervisor. The intent is to provide the agency and/or its clientele with a tangible and useful finished resource or service. The project provides the intern with an opportunity to demonstrate and improve their problem solving and communication skills. The project should be realistically and reasonably 'doable' and be of interest to the intern. **Work on the special project should be considered part of an intern's hours and is to be completed in incremental stages throughout their internship** (see Lawton, 2004, pp. 14-15, 55, 58);
- meeting with their Agency Supervisor and the University Supervisor during a routine visit at their placement agency. Alternative arrangements are made for those interns based outside the Washington, D.C. metropolitan area (see Lawton, 2004, pp. 15, 30);
- presenting an overview of their internship site work experience and special project at a mandatory closing panel session attended by all working interns, University Supervisor(s), Departmental Internship Program Coordinator, relevant faculty advisors and other staff members, as warranted toward the end of the synthesis course. Other arrangements may be made if the placement site is located outside the Washington D.C. metropolitan area (see Lawton, 2004, pp.15-16; 30; 34); and
- submitting an internship *portfolio* which encapsulates the cumulative experience of their internship (see Lawton, 2004, pp.16, 56-59 [Appendix 7 – Portfolio Guidelines]);

### *Grading Scale*

The University Supervisor assigns the grade based on the intern meeting the above course requirements. The grade will be either 'Satisfactory' (S) (reflecting a C grade or better for undergraduates) or a 'No Credit' (NC, which is equivalent to a failing grade). Any intern receiving a NC grade for their overall performance in their internship program will be required to begin a new internship, including re-enrollment and repayment for the 12-credit hours. An 'Incomplete' (IN) grade may be assigned until all course work requirements are completed and submitted to the University Supervisor, who is responsible for overseeing the internship. Once all requirements have been met, the University Supervisor changes the 'Incomplete' grade to 'Satisfactory' by submitting a *Change of Grade Form* to the Registrar. Credits for this course count toward General Education and Professional Course work for graduation requirements.



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George Mason University

- ❖ All students are held to the standards of the George Mason University Honor Code.
- ❖ University policy states that all sound emitting devices shall be turned off during class unless otherwise authorized by the professor.
- ❖ **STUDENTS WITH DISABILITIES:** Students having documentation on file with the Disability Resource Center should bring this to the attention of the professor at the beginning of the semester.
- ❖ <http://rht.gmu.edu/>