

SUMMER 2017-SPRING 2018



WESTMINSTER
COLLEGE

CENTER FOR CAREER
DEVELOPMENT

INTERNSHIP PROGRAM SUMMARY REPORT

MANDY PLYBON, M.A.
ASSISTANT DIRECTOR/INTERNSHIP COORDINATOR

INTERNSHIP PROGRAM SUMMARY REPORT

Summer 2017-Spring 2018

Mandy Plybon, M.A. | Assistant Director/Internship Coordinator

Report Contents

1. Introduction
2. Summer 2017-Spring 2018 reports and numbers
 - A. Summary
 - B. Intern evaluations
 - C. Internship program evaluation
3. Intern site visit list
4. Potential internship site visit list
5. Emerson National Security Fellowship award
 - A. Summary
 - B. 2017-2018 recipient
 - C. 2018-2018 Fellowship
6. Challenges summary
 - A. Lack of internship opportunities in certain fields
 - B. Summer internship cost
 - C. Students not always utilizing resource
 - D. The length of an international student's internship approval
7. Website updates completed
8. Recommendations
9. Infographic
10. Evaluation questions
 - A. Mid-term Evaluation
 - B. Final Evaluation
 - C. Internship Evaluation
 - D. Exit Interview

1. Introduction

The National Association of Colleges and Employers (NACE) defines an internship as

...a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

(www.naceweb.org)

The key point here is that for an internship to be considered authentic the experience should 1) provide opportunities to learn through doing and 2) make learning relatable.

When a student completes an internship during their collegiate career, the likelihood of being offered a job upon graduation is 59%. Students who receive job offers from a current or previous internship site is 45.6%. The retention rate after one year for intern hires is 68.2% versus 46.3% for students hired with no internship experience. After five years, 51.3% of intern hires were still with their employer while 41% of students hired with no internship experience were still with their employer. The retention rate is less dramatic, but still worth noting. (2018 Internship & Co-Op Survey Report, www.naceweb.org).

When I came on board in mid-March 2018, the Spring semester was well under way. Fifty-four students completed an internship that semester, earning over 100 college credits combined. I was able to visit students who were interning with Missouri House of Representatives, Missouri Senate, ProAcct Financial, and First Christian Church (Disciples of Christ). Each student mentioned how valuable their experiences were in gaining professional skills and helping them solidify their career path.

This summer, 68 students are participating in for-credit and non-credit internships, earning a combined 60 college credits; I am visiting ten interns in the mid-Missouri and St. Louis area during the month of July. The students represent a variety of majors including Sports Management, Security Studies, English, and Business.

The report that follows analyzes and summarizes the for-credit and non-credit internships completed during the Summer 2017-Spring 2018 academic year. Key points to note are:

- 1) I have met with 80 students since 3/13/18
- 2) over 250 college credits were awarded
- 3) 32 majors were represented
 - 1) Psychology (21)
 - 2) Political Science (21)
 - 3) Sports Management (19)
 - 4) Business (16)
 - 5) Business Communications (14)
- 4) employers consistently rated our students above satisfactory to above average on all career development competency skills.

2-A. Summary

2017-2018 INTERNSHIP BY TERM

	on-campus	off-campus	virtual	total per term	for-credit	non-credit	post-graduates
SUMMER 2017	5	83	0	88	16	72	5
FALL 2017	21	34	0	55	33	22	0
WINTER 2017	0	6	0	6	0	6	0
SPRING 2018	31	22	1	54	40	14	0
	57	145	1	203	89	114	5

2017-2018 INTERN CLASS YEAR

	Summer 2017	Fall 2017	Winter 2017	Spring 2018	TOTAL	
FRESHMAN	0	1	0	0	1	0.49%
SOPHOMORE	2	3	0	8	13	6.40%
JUNIOR	27	11	1	20	59	29.06%
SENIOR	54	40	5	26	125	61.58%
GRADUATE	5	0	0	0	5	2.46%
	88	55	6	54	203	

INTERNSHIP TOTALS OF THE LAST FOUR YEARS

2014-2015	200
2015-2016	171
2016-2017	182
2017-2018	203

FY18 INTERNSHIP LOCATION BY TERM

	Summer 2017	Fall 2017	Winter 2017	Summer 2018	
AR	2				
BELFAST		1			
CA	2	1			
CO	1				
CT	2				
D.C.	2	1			
EAST TIMOR	1				
FL	2				
GERMANY	1				
IL	3				
IN	1				
MO	64	52	6	54	
NJ	1				
OR	1				
SD	1				
TURKEY	1				
VA	1				
WA	1				
WV	1				
	88	55	6	54	203

FY18 INTERNSHIP SITE LOCATIONS

CENTRAL (AR, MO, IL, IN, KS)	182
EAST (CT, D.C., NJ, VA, WV)	8
INTERNATIONAL	4
NORTH (SD)	1
SOUTH (FL)	2
WEST (CA, CO, OR, WA)	6
	203

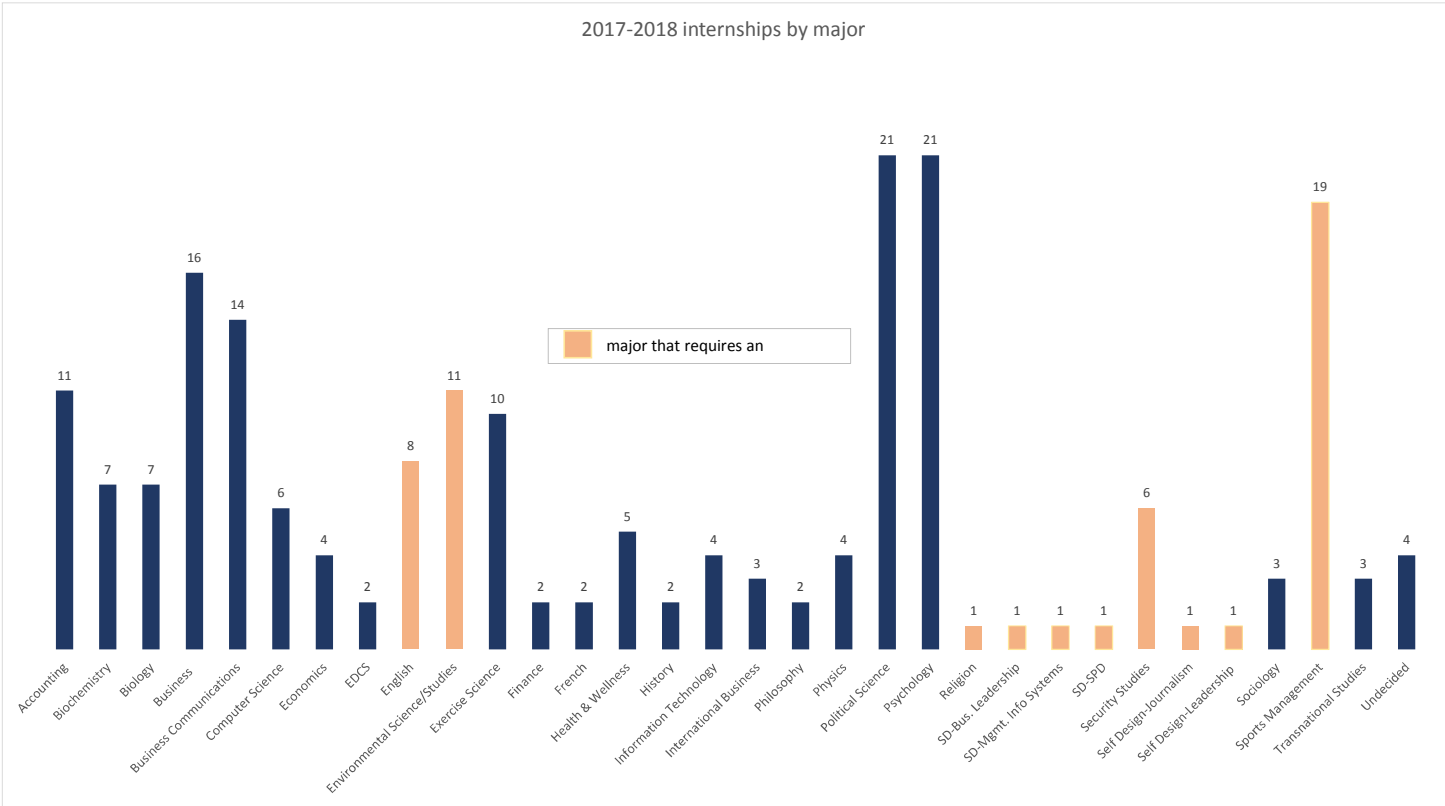
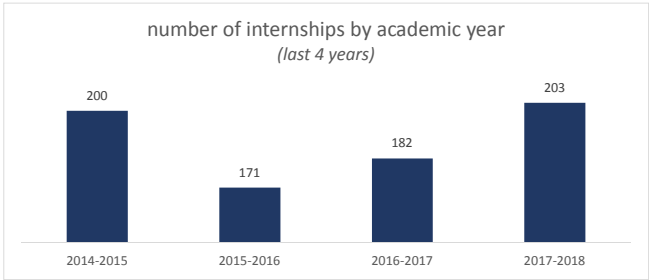
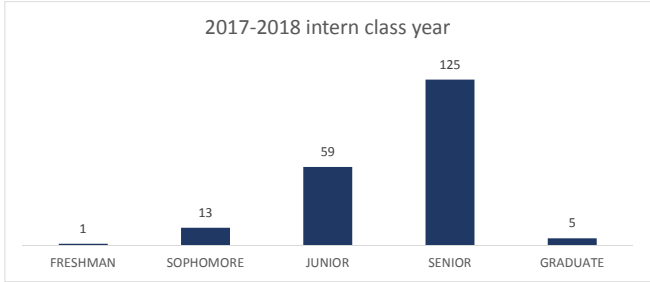
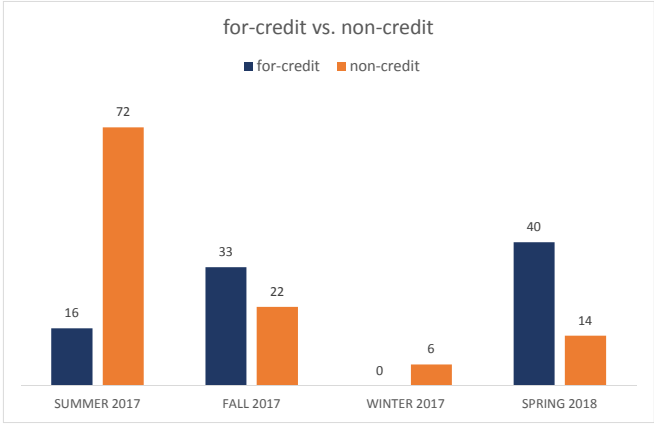
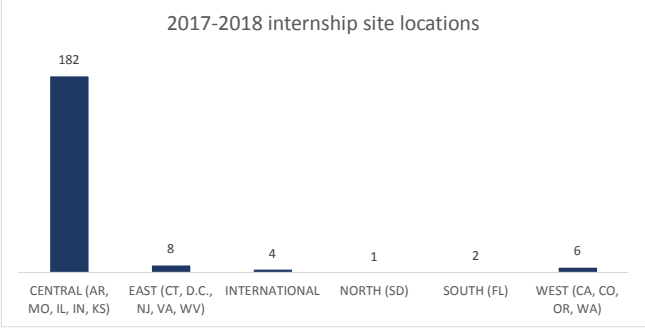
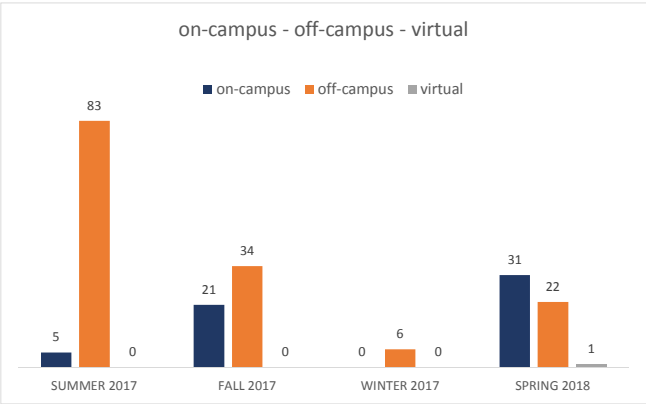
FY18 TOP 5 MAJORS

1. Psychology	21
2. Political Science	21
3. Sports Management	19
4. Business	16
5. Business Communications	14
	91

FY18 INTERNSHIP MAJORS

required for major or minor	
Accounting	11
Biochemistry	7
Biology	7
Business	16
Business Communications	14
Computer Science	6
Economics	4
EDCS	2
English	8
Environmental Science/Studies	11
Exercise Science	10
Finance	2
French	2
Health & Wellness	5
History	2
Information Technology	4
International Business	3
Philosophy	2
Physics	4
Political Science	21
Psychology	21
Religion	1
SD-Bus. Leadership	1
SD-Mgmt. Info Systems	1
SD-SPD	1
Security Studies	6
Self Design-Journalism	1
Self Design-Leadership	1
Sociology	3
Sports Management	19
Transnational Studies	3
Undecided	4
	203

2-A. Summary Charts



2-A. Internship Site Lists

SUMMER 2017 Internships															
Last Name	First Name	Student ID	Company	Internship Title	City	State	Country	Major	Classification	On-campus	Off-campus	Virtual	For-credit	Non-credit	Post-graduate
Amatya	Shrijan	463441	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	TURKEY	POL/PSY	SENIOR		1			1	
Asher	Christopher	1653446	Thumper Entertainment	Sports Entertainment Intern	Columbia	MO		SEMG	SENIOR		1			1	
Bahar	Kamer Ayberk	474517	Parliament	Legislative Intern				UNDECIDED	SOPHOMORE		1				1
Becker	Chandler	466435	Soccer Master	Sports Management Intern	St. Louis	MO		SEMG	SENIOR		1			1	
Belman Romero	Luis	464223	24 Hour Fitness Club	Fitness Facility Intern	Aurora	CO		SMG	SENIOR		1				1
Bhandari	Rohit	473843	The Garage	Data Integration Intern	Orlando	FL		ACC	JUNIOR		1				1
Boswell	Brendan	1698199	Soccer Master	Sports Marketing Intern	St. Louis	MO		BUS	JUNIOR		1				
Bouad	Mahfoud	467217	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		INF/MAT	SENIOR		1				1
Burney	Erica	474128	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		PSY	GRADUATE		1				1
Chapagain	Manoj	465709	ProAcct Financial	Financial Office Intern	Fulton	MO		ACC	SENIOR		1				
Cooper	Kathlyn	464594	National Parks Services - Harpers Ferry	Social Media Intern	Harpers Ferry	WV	EAST TIMOR	ENG	SENIOR		1				
Corrigan	Natalie	1626460	Special Olympics	Coach Intern	Jefferson City	MO		BUS	SENIOR		1				1
Corrigan	Natalie	1626460	WC Student Life	Administrative Assistant Intern	Fulton	MO		BUS	JUNIOR	1					1
Dlamini	Vela	472482	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		SOC	SENIOR		1				1
Dos Santos Ferreira	Leticia	472581	TIMOR GAP, E.P	Onshore Exploration Intern				ENV	JUNIOR		1				
Eggleston	Stefanie	464161	WC Janis Magazine Website	Janus Website Editor Intern	Fulton	MO		ENGC	SENIOR	1					
Epler	Edward Jones	479143	Edward Jones	Financial Advisor Intern	Springfield	MO		ECN	JUNIOR		1				1
Fernandez	Luciana	473806	Gainesville Country Club (K-E Camps)	Camp Counselor Intern	Gainesville	FL		POL	SENIOR		1				1
Fitterling	Kaely	472996	Worldwide Technology	Sales Operations Intern	St. Louis	MO		BUS	SENIOR		1				1
Franklin	Sydney	1592486	National Defense University	Research Intern	Washington	D.C.		SCS	SENIOR		1				
Freeman	Sean	468570	Medford Police Department	Security Studies Intern	Medford	OR	GERMANY	SCS	JUNIOR		1			1	
Gerber	Peter	463103	Camp Europe	Global Literacy Intern				FIN/TNS	SENIOR		1				
Goodwin	Christopher	467697	Lowe Boats	Marketing Intern	Lebanon	MO		BUS	SENIOR		1				
Greene	Amy	458227	Missouri Institute of Natural Science	Geology Intern	Springfield	MO		ENV	SENIOR		1				1
Guhit	Jem	472442	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		BSC	SENIOR		1				1
Hackbarth	Marissa	461138	Woltus Klumer Health	Summer Intern	St. Louis	MO		BIO/ENG	SENIOR		1				1
Hardeman	Nicholas	454264	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		BSC	SENIOR		1				1
Harrison	Alyssa	1628593	Advance Ventures Marketing	Sales Intern	Little Rock	AR		FRE	SENIOR		1				1
Harrison	Blake		Wells Fargo	Coporate Intern	Chesterfield	MO		BUS	SENIOR		1				1
Hausman	Blake	467823	City of Columbia	Environmental Science Intern	Columbia	MO		ENV	JUNIOR		1				1
Helliger	Payton	1654242	St. Charles Office of Emergency Communications	Security Studies Intern	St. Charles	MO	SCS	JUNIOR		1				1	
Hollandsworth II	Stu	472142	River City Rascals	Sports Marketing Intern	St. Louis	MO	SMG	SOPHOMORE		1				1	
Hood	Thomas	467421	Graybar	Data Analyst Intern	St. Louis	MO	CSC	SENIOR		1				1	
Hubbard	Hannah	1604628	Fulton Sun Newspaper	Journalist Intern	Fulton	MO	ENG	JUNIOR		1				1	
Jaeger	Arnold	1612117	AFLAC	Sales Intern	St. Louis	MO	BUS	GRADUATE		1				1	
Jafari	Fatima	468744	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	PSY/TNS	SENIOR		1				1	
Kate	Ravina	474122	International Peace Camp	Psychology Intern	Seattle	WA	PSY	JUNIOR		1				1	
Knipfel	Amelia	1617594	BrandSTL	Marketing Intern	St. Louis	MO	BUS	SENIOR		1				1	
Kotha	Pranish	472781	Riot Games		St. Louis	MO	PHY	JUNIOR		1				1	
Kroll	Kyle	1658533	AFLAC	Insurance Sales Intern	Columbia	MO	BUS	JUNIOR		1				1	
Kroll	Kyle	1658533	Aldi	Business Intern	Columbia	MO	BUS	JUNIOR		1				1	
Kumari	Rupa	466925	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	PSY	JUNIOR		1				1	
Lamour	Pierre (Kendy)	464032	Zimmer Biomet	Medical Equipment Sales Intern	Warsaw	IN	FRE/INB	GRADUATE		1				1	
Landherr	Drew	463329	Express Scripts	Accounting Intern	St. Louis	MO	ACC	GRADUATE		1				1	
Lay Guterres	Tania	471800	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	ENV	JUNIOR		1				1	
LeMaster	Evan	467335	American Cruise Lines	Hotel Service Member Intern	Guiliford	CT	BUS	SENIOR		1				1	
Linders	Jacob	1624112	AFLAC	Sales Intern	St. Louis	MO	POL/PSY	SENIOR		1				1	
Long	Karley	466317	Aldi	Management Intern	Columbia	MO	BSC	SENIOR		1				1	
Long	Alvin	1607237	Brown, Smith, Wallace	Accounting Intern	St. Louis	MO	ACC	GRADUATE		1				1	
Mahdi	Abdullah	1644548	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	BCM	SENIOR		1				1	
Malla	Apoorba	472333	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	CSC	SENIOR		1				1	
Malven	James	1628430	West Magazine	Communications Intern	St. Louis	MO	SD-JOURNALISM	JUNIOR		1				1	
McEwen	Caroline	1625043	Academy of Early Childhood	Assistant Teacher Intern	Columbia	MO	BIO	SENIOR		1				1	
Miller	Angela	1625990	FBI Field Office	Security Studies Intern	Fairmount	VA	SCS	SENIOR		1				1	
Moisson	Andrew	479969	Missouri House of Representatives	Legislative Intern	Jefferson City	MO	POL	SENIOR		1				1	
Money	Jacob	470871	ATS (Advanced Technology Services)	Sales Intern	Peoria	IL	INB	JUNIOR		1				1	
Mushi	Linda	1617273	Daniel Boone Regional Library	Library Aid Intern	Columbia	MO	PHL/BCMB	SENIOR		1				1	
Newberry	Isaac	455927	Shaw Nature Reserve	Environmental Science Intern	Gray Summit	MO	ENV	SENIOR		1				1	
Newland	Kelsey	474901	Kauffman Foundation		Kansas City	MO	POL	JUNIOR		1				1	
Nicholas	Tumain	474035	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	PHY	JUNIOR		1				1	
Nyathi	Ngegama	471820	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	PSY/MAT	JUNIOR		1				1	
Oberlag	Tara	460422	Tan-fastic Tan Center	Business Intern	Fulton	MO	BSC	SENIOR		1				1	
Oberlag	Tara	460422	WC Admissions	Office Intern	Fulton	MO	BSC	SENIOR	1					1	
Opoku	Joseph	462315	Simmons Foods	Sales & Marketing Intern	Siloam Spring	AR	TNS	SENIOR		1				1	
Pearl	Mathew	468985	The Hole in the Wall Gang Camp	Leadership Intern		CT	SD-LST CONSULTING	JUNIOR		1				1	
Pope	Carson	464191	J. Harris Company	Public Affairs Intern	Jefferson City	MO	POL	SENIOR		1				1	
Roseman	Zach	465949	Hoffman Clark, LLC	Law Office Intern	St. Louis	MO	ACC	SENIOR		1				1	
Sellenriek	Brian	1715020	State Farm Insurance	Sales Intern	Chesterfield	MO	BSC	JUNIOR		1				1	
Sexton	Sydney	1579706	ATS (Advanced Technology Services)	Accounting Intern	Peoria	IL	ACC/INB	SENIOR		1				1	

2-A. Internship Site Lists

Shafa	Fathimath	468434	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	BCM	JUNIOR	1		1			
Shill	Jakob	464583	ATS (Advanced Technology Services)	IT Intern	Peoria	IL	INF	SENIOR	1		1			
Simeunovic	Isidora	467287	Camp Krem	Camp Counselor Intern	Boulder Creek	CA	POL	SENIOR	1		1			
Skitt	Robert	464447	WC Philosophy Department	Research Assistant Intern	Fulton	MO	REL	SENIOR	1	1				
Smith	Cooper	470385	Cooperages 1912	Cooperages 1912 Intern	Napa	CA	BSC	SENIOR	1	1				
Strebler	Blake	468812	Mercer	Sales Intern	St. Louis	MO	BUS	SENIOR	1		1			
Sublette	Jackson	468812	Daktronics	Sales Intern	Brookings	SD	SMG	SENIOR	1		1			
Sublette	Jackson	468812	Perfect Game	Event Operations Intern	Voohees	NJ	SMG	SENIOR	1	1				
Tovizi	Eliza	472691	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	PSY	SENIOR	1		1			
Townsend	Paige	476004	Nixa Public Schools	Communication Intern	Nixa	MO	BSC	SENIOR	1	1				
Tsuendue	Tenzin	466352	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	ECN	JUNIOR	1		1			
Whitman	John	1618194	Zimmer Biomet	Marketing Intern	St. Louis	MO	BUS	SENIOR	1	1				
Wilson	Olivia	1626765	Hillcrest Hope Transitional Housing	Sociology Intern	Liberty	MO	POL	JUNIOR	1		1			
Wilson	Nathan	1580533	United States Congress - Rep. Graves	Legislative Intern	Washington	D.C.	POL	SENIOR	1		1			
Wohldmann	Russell	454995	River City Rascals	Stadium Operations Intern	O'Fallon	MO	SMG	SENIOR	1		1			
Young	Andrew	464481	Netsmart Technologies	Software Faciliator Intern	Kansas City	MO	BSC	SENIOR	1		1			
Young	Sawyer	1627440	WC Environmental Science Department	Paleontology Lab Intern	Fulton	MO	HIS	SENIOR	1	1				
Zack	Riley	1662029	Edward Jones	Financial Advisor Intern	St. Louis	MO	FIN	JUNIOR	1		1			
Zack	Madison	465905	St. Louis Hospital	Job Shadow	St. Louis	MO	BIO	SENIOR	1		1			
									5	83	0	16	72	5
										88		88		5

FALL 2017 Internships

Last Name	First Name	Student ID	Company	Internship Title	City	State	Country	Major	Classification	On-campus	Off-campus	Virtual	For-credit	Non-credit	Post-graduate
Amayta	Shrijan	463441	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		POL/PSY	SENIOR		1			1	
Asher	Christopher	1653446	Thumper Entertainment	Promotions Manager Intern	Columbia	MO		SEMG	SENIOR		1		1		
Belman Romero	Luis	464223	Vector Marketing	Sales Intern	Columbia	MO		SMG	SENIOR		1			1	
Bouad	Mahfoud	467217	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		INF/MAT	SENIOR		1			1	
Caudel	Meleigha	464590	Compass Health Network - Pathways	Mental Health Intern	Jefferson City	MO		PSY	SENIOR		1		1		
Chapagain	Manoj	465709	ProAcct Financial	Accounting Ass't Intern	Fulton	MO		ACC	SENIOR		1			1	
Cochran	Tanner	464911	WC Athletics	Athletic Director Ass't Intern	Fulton	MO		SD-BSL	SENIOR	1			1		
Dermond	Branden	473466	Casa Grande High School	Ass't JV Coach Intern	Santa Rosa	CA		SD-SPD	SENIOR		1		1		
Diamini	Vela	472482	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		SOC	SENIOR		1			1	
Domsch	Wayne (Hunter)	1650657	WC Athletic Training	HES Capstone Intern	Fulton	MO		EXS	SENIOR	1			1		
Ellis	Jacob	450345	WC Athletics	Football Intern	Fulton	MO		EDCS	SENIOR	1				1	
Esry	Jordan	463940	Callaway County United Way	Communications Intern	Fulton	MO		BSC	SENIOR		1			1	
Evers	Zachary (Mason)	1653768	State Department	U.S. Consulate Gen. Intern			BELFAST	TNS	JUNIOR		1		1		
Flesch	Patrick	1650676	Missouri Attorney General's Office	Law Intern	Jefferson City	MO		UNDECIDED	FRESHMAN		1			1	
Flores	Manfredo	466541	Fulton State Hospital	Psychology Intern	Fulton	MO		PSY	SENIOR		1		1		
Franklin	Sydney	1592486	U.S. Department of State	Department of State Intern	Washington	D.C.		SCS	SENIOR		1		1		
Gehlert	Kodi	1657899	WC National Churchill Museum	Museum Intern	Fulton	MO		HIS	JUNIOR	1			1		
Gramajo Cifuentes	Paola	1644595	Callaway County Health Department	Public Health & Nutrition Intern	Fulton	MO		HLW	SENIOR		1		1		
Griesbach	Katherine	474936	Faith Maternity Center	Sociology Intern	Fulton	MO		POL	SOPHOMORE		1			1	
Hall	Nicole	1655234	WC Psychology Department	Psychology TA Intern	Fulton	MO		PSY	SENIOR	1			1		
Harris	Antoine	468785	WC Organizational Leadership	Leadership Intern	Fulton	MO		UNDECIDED	SENIOR	1			1		
Houska	Barrett	1708989	WC Greek & Residential Life Office	Psychology Intern	Fulton	MO		BCM	JUNIOR	1			1		
Jafari	Fatima	468744	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		PSY/TNS	SENIOR		1			1	
Johnson	Bailey	475554	WC Athletic Training	Patient Care Intern	Fulton	MO		BCM	SOPHOMORE	1			1		
Kumari	Rupa	466925	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		BIO	SENIOR		1			1	
Kyles	DaVonte	1661985	North Callaway R-1 High School	Defensive Line Coach Intern	Hatton	MO		SMG	SENIOR		1		1		
Long	Karley	1644548	Aldi	Business Intern	Columbia	MO		BSC	SENIOR		1			1	
Mahdi	Abdullah	472333	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		BCM	SENIOR		1			1	
Malla	Apoorba	1627152	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		CSC	SENIOR		1			1	
Mallon	Thomas	468326	Missouri Attorney General's Office	File Clerk Intern	Jefferson City	MO		INB	SENIOR		1		1		
McCollum	Casey	468326	WC Athletics	Athletic Game Intern	Fulton	MO		SMG	JUNIOR	1			1		
McEwen	Caroline	1625043	Academy of Early Childhood	Assistant Teacher Intern	Columbia	MO		BIO	SENIOR		1			1	
Money	Jacob	470871	ATS (Advanced Technology Services)	Account Manager Intern	Fulton	MO		INB	JUNIOR		1		1		
Morris	Brittany	1628873	WC Center for Career Development	Public Relations Intern	Fulton	MO		ENG	SENIOR	1			1		
Nicholas	Tumain	474035	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		PHY	JUNIOR		1			1	
Nyathi	Ngegama	471820	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		PSY/MAT	JUNIOR		1			1	
Oyesanya	Odunayo	462929	WC Athletics	Football Coach Intern	Fulton	MO		BUS	SENIOR	1			1		
Patlan	Brianna	1645142	WC Athletic Training	Athletic Training Intern	Fulton	MO		EXS	SENIOR	1			1		
Primantgen-Lawson	Carie	1421872	State Farm - Russ Weyland	Math Intern	Fulton	MO		BIO	SENIOR		1			1	
Richards	Alexis	1645045	Rosa Parks Center	Women Studies Intern	Fulton	MO		PSY	SENIOR		1		1		
Savos Dos Reis Fernandez	Lusitania	1631782	WC Environmental Science Department	Sustainability Intern	Fulton	MO		ENV	SENIOR	1			1		
Scarlett	Robin	1582701	Hermann Hill Vineyard Inn & Spa	Analyst Intern	Hermann	MO		SD-MIS	SENIOR		1		1		
Schmidt	Kenneth	479777	Mastercraft Contractors, LLC	Assistant Manager Intern	Fenton	MO		ACC/FIN	SENIOR		1		1		
Schmidt	Christian	463621	WC Athletics	Sports Information Intern	Fulton	MO		SMG	JUNIOR	1				1	
Shafa	Fathimath	468434	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		BCM	JUNIOR		1			1	
Shaw	Cody	468619	WC Athletic Training	Athletic Training Intern	Fulton	MO		HLW	SENIOR	1			1		

2-A. Internship Site Lists

Spain	Isaiah (Nicholas)	469672	WC President's Office	Social Media Intern	Fulton	MO	BSC	SOPHOMORE	1			1			
Struebing	Jillian	1711904	WC English Department	English Department Intern	Fulton	MO	ENV	JUNIOR	1			1			
Summers	Kimber	463841	WC Center for Engaging the World	Study Abroad Intern	Fulton	MO	PSY	SENIOR	1			1			
Tepen	Amber	1624147	Boone Hospital Internship Program	Cardiac Rehab Intern	Columbia	MO	EKS	SENIOR		1		1			
Thompson	Nikita	1627114	WC President's Office	Social Media Intern	Fulton	MO	TNS	SENIOR	1			1			
Tovizi	Eliza	472691	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	PSY	SENIOR		1			1		
Tsuendue	Tenzin	466352	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	ECN	SENIOR		1			1		
Wood	Ronald	467925	WC Athletics	HES Intern	Fulton	MO	EKS	SENIOR	1			1			
Woytus	Eric	1653806	WC Environmental Science Department	Sustainability Intern	Fulton	MO	ENV	JUNIOR	1			1			
									21	34	0	33	22	0	
										55			55		0

WINTER 2017 Internships

Last Name	First Name	Student ID	Company	Internship Title	City	State	Country	Major	Classification	On-campus	Off-campus	Virtual	For-credit	Non-credit	Post-graduate
Amatya	Shrijan	463441	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		POL/PSY	SENIOR		1			1	
Bouad	Mahfoud	467217	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		INF/MAT	SENIOR		1			1	
Dlamini	Vela	472482	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		SOC	SENIOR		1			1	
Malla	Apoorba	472333	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		CSC	SENIOR		1			1	
Nyathi	Ngegama	471820	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		PSY/MAT	JUNIOR		1			1	
Tovizi	Eliza	472691	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		PSY/MAT	SENIOR		1			1	
										0	6	0	0	6	0
											6			6	0

SPRING 2018 Internships

Last Name	First Name	Student ID	Company	Internship Title	City	State	Country	Major	Classification	On-campus	Off-campus	Virtual	For-credit	Non-credit	Post-graduate
Adair	Margaret (Maggie)	1661984	Joy Jackson Law Firm	Law Intern	Columbia	MO		BUS	SOPHOMORE		1			1	
Amatya	Shrijan	463441	Fulton State Hospital	Forensic Rehab Specialist	Fulton	MO		POL/PSY	JUNIOR		1			1	
Al-Ghassain	Faris	1715003	WC Computer Science Department	Computer Science/IT Intern	Fulton	MO		CSC	JUNIOR	1			1		
Balamurugan	Brammika	472866	WC Center for Career Development	Data Management Intern	Fulton	MO		ACC	SENIOR	1			1		
Brautigam	Therasia	1673967	WC Columns Newspaper	Journalism Intern	Fulton	MO		ENG	JUNIOR	1			1		
Broyhill	Andrew	1715291	WC Athletics	Wrestling Statistics Intern	Fulton	MO		SEC	JUNIOR	1			1		
Burch	John	473508	Missouri House of Representatives - Rep. Neely	Legislative Intern	Jefferson City	MO		POL	SOPHOMORE		1		1		
Busateri	Thomas (Brady)	1700833	WC History Department	Archives Intern	Fulton	MO		EDCS	SENIOR	1			1		
Campbell	Benjamin	1631944	Show-Me State Games	Marketing & Event Intern	Columbia	MO		BSC	SENIOR		1		1		
Capestro	Matthew	479521	First Christian Church (Disciples of Christ)	Anti-racism Ministry Intern	Fulton	MO		PHL/SOC/REL	JUNIOR		1		1		
Chapagain	Manoj	465709	ProAcct Financial	Tax Season Intern	Fulton	MO		ACC	SENIOR		1			1	
Dean	Denzel	472385	WC Athletic Training	Patient Care Intern	Fulton	MO		EKS	JUNIOR	1			1		
Doran	Shayla	475578	Missouri House of Representatives - Rep. McDaniel	Legislative Intern	Jefferson City	MO		POL	SOPHOMORE		1			1	
Dos Santos Ferreira	Leticia	472581	WC Environmental Science Department	Sustainability Intern	Fulton	MO		ENV	JUNIOR	1			1		
Eichman	Destri	1713858	WC Wellness Center	Peer Health Intern	Fulton	MO		BCM	JUNIOR	1			1		
Flores	Manfredo	466541	Fulton State Hospital	FSH Intern II	Fulton	MO		PSY	SENIOR		1		1		
Freeman	Victoria	465388	Missouri House of Representatives - Rep. Sommers	Legislative Intern	Jefferson City	MO		POL	SENIOR		1		1		
Gramajo Cifuentes	Paola	1644595	WC Wellness Center	Nutrition Education Internship	Fulton	MO		HLW	SENIOR	1			1		
Gundy	Heidi	1628880	WC Athletic Training	Public Health Intern	Fulton	MO		EKS	JUNIOR	1			1		
Gundy	Heidi	1628880	WC Athletic Training	Sports Rehab Intern	Fulton	MO		EKS	JUNIOR	1			1		
Hall	Nicole	1655234	WC Psychology Department	Social Sciences TA Intern	Fulton	MO		PSY	SENIOR	1			1		
Hyseni	Eljesa	1628110	WC Wellness Center	Global Public Health Intern	Fulton	MO		BIO	SENIOR	1			1		
Ingram	Madison	1715425	WC Columns Newspaper	Staff Writer Intern	Fulton	MO		BSC	SOPHOMORE	1			1		
Jafari	Fatima	468744	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		PSY/TNS	SENIOR		1			1	
Large	Ketrick	469016	WC Athletic Training	Physical Fitness Intern	Fulton	MO		SMG	SENIOR	1			1		
Large	Ketrick	469016	WC Athletics	Athletic Program Intern	Fulton	MO		SMG	SENIOR	1			1		
Lay Guterres	Tania	471800	WC Environmental Science Department	Sustainability Intern	Fulton	MO		ENV	JUNIOR	1			1		
Linders	Jacob	1624112	A.G. Laramore LLC	Legal Assistant Intern	St. Louis	MO		POL/PSY	SENIOR		1		1		
Malla	Apoorba	1644548	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		CSC	SENIOR		1			1	
Marshall	Hannah	472333	WC Athletic Training	Athletic Training Intern	Fulton	MO		EKS	SENIOR	1			1		
Marshall	Hannah	1650958	WC Athletic Training	Health & Wellness Intern	Fulton	MO		EKS	SENIOR	1			1		
Martin	Amber	1650958	WC English Department	TEOFL Tutor	Fulton	MO		ENG	JUNIOR	1				1	
McKee	Jarod	1673111	Joy Jackson Law Firm	Legal Assistant Intern	Camdenton	MO		POL	JUNIOR		1			1	
Moisson	Andrew	479969	Missouri House of Representatives - Rep. Ploucher	Legislative Intern	Jefferson City	MO		POL	SENIOR		1		1		
Morales	Joshua	463356	McIntire Elementary School	BAC-PAC Intern	Fulton	MO		HLW	JUNIOR		1		1		
Morris	Brittany	1628873	Cosmic Sauce	Video Marketing Intern	Kingdom City	MO		ENG	SENIOR			1		1	
Morris	Brittany	1628873	WC Center for Career Development	Social Media Intern	Fulton	MO		ENG	SENIOR	1			1		
Mullican	Brady	1714955	WC Biology Department	Research Intern	Fulton	MO		UNDECIDED	SOPHOMORE	1				1	
Newland	Kelsey	474901	Missouri House of Representatives - Rep. Arthur	Legislative Intern	Jefferson City	MO		POL	JUNIOR		1		1		
Nicholas	Tumain	474035	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		PHY	JUNIOR		1			1	
Nyathi	Ngegama	471820	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO		PSY/MAT	JUNIOR		1			1	
Patlan	Brianna	1645142	WC Athletic Training	Nutrition Capstone Intern	Fulton	MO		EKS	SENIOR	1			1		
Rackers	Kole	465619	WC Athletic Training	Patient Care intern	Fulton	MO		SMG	SENIOR	1			1		
Schmidt	Christian	479777	WC Athletics	Sports Management Intern	Fulton	MO		SMG	JUNIOR	1				1	

2-A. Internship Site Lists

Schwerdt	Chyanne	475126	ProAcct Financial	Accountant Ass't Intern	Fulton	MO	ACC	SOPHOMORE		1		1			
Shaw	Cody	468619	WC Athletic Training	Health & Wellness Intern	Fulton	MO	HLW	SENIOR	1			1			
Strebler	Blake	1625645	WC Athletics	Athletic Department Intern	Fulton	MO	BUS	SENIOR	1			1			
Touslee	Tanner	1606699	WC Athletics	Athletic Department Intern	Fulton	MO	SMG	SENIOR	1			1			
Tovizi	Eliza	472691	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	PSY	SENIOR		1			1		
Tsuendue	Tenzin	466352	Fulton State Hospital	Forensic Rehab Intern	Fulton	MO	ECN	SENIOR		1			1		
Washington	Anthony	474181	WC Athletic Training	Physical Fitness Intern	Fulton	MO	SMG	SOPHOMORE	1			1			
Washington	Anthony	474181	WC Athletics	Athletic Program Intern	Fulton	MO	SMG	SOPHOMORE	1			1			
Wu	Ka Wai (Jannie)	472058	WC Environmental Science Department	Sustainability Intern	Fulton	MO	ENV	JUNIOR	1			1			
Young	Justin Tanner (JT)	469597	Missouri Senate - Sen. Weiland	Legislative Intern	Jefferson City	MO	POL	JUNIOR		1		1			
									31	22	1	40	14	0	
										54			54	0	

INTERNSHIP PROGRAM SUMMARY REPORT

Summer 2017-Spring 2018

Mandy Plybon, M.A. | Assistant Director/Internship Coordinator

2-B. Intern Mid-Term Evaluation Summaries

Scale	
5 - excellent	2 - improvements needed
4 - above average	1 - unsatisfied
3 - satisfactory	0 - not applicable

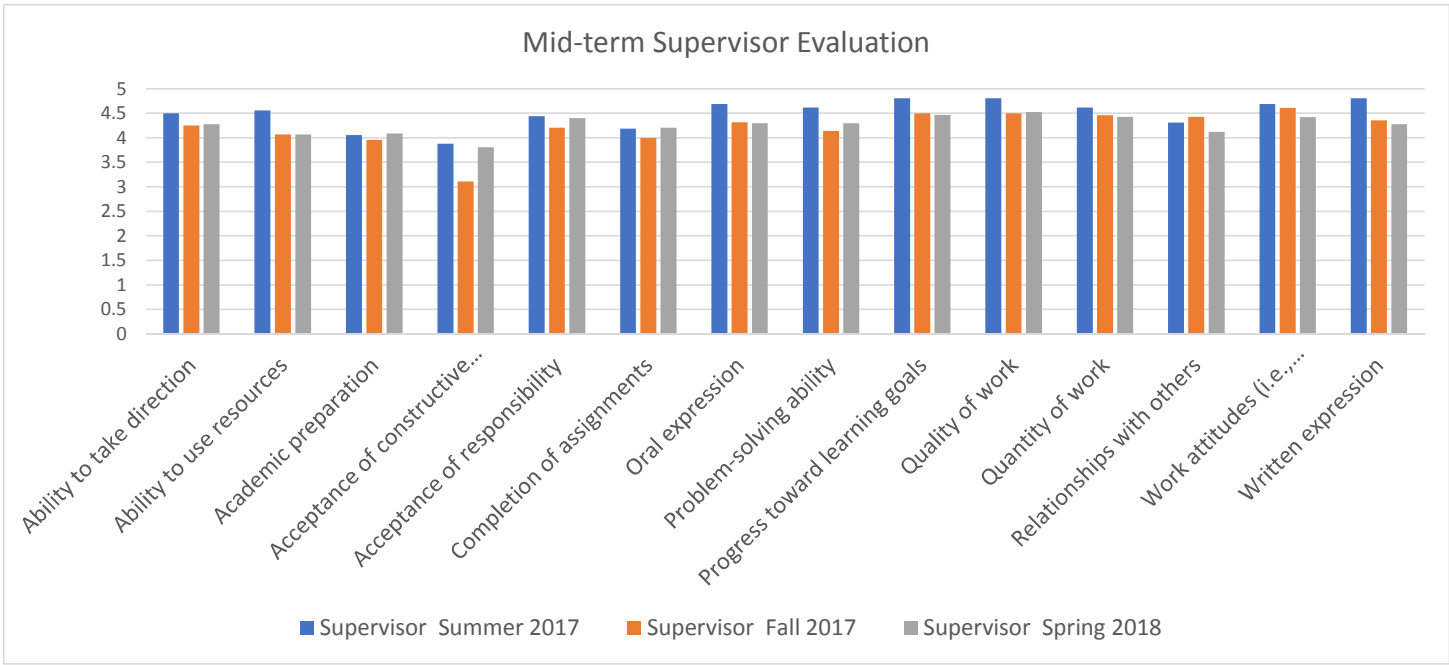
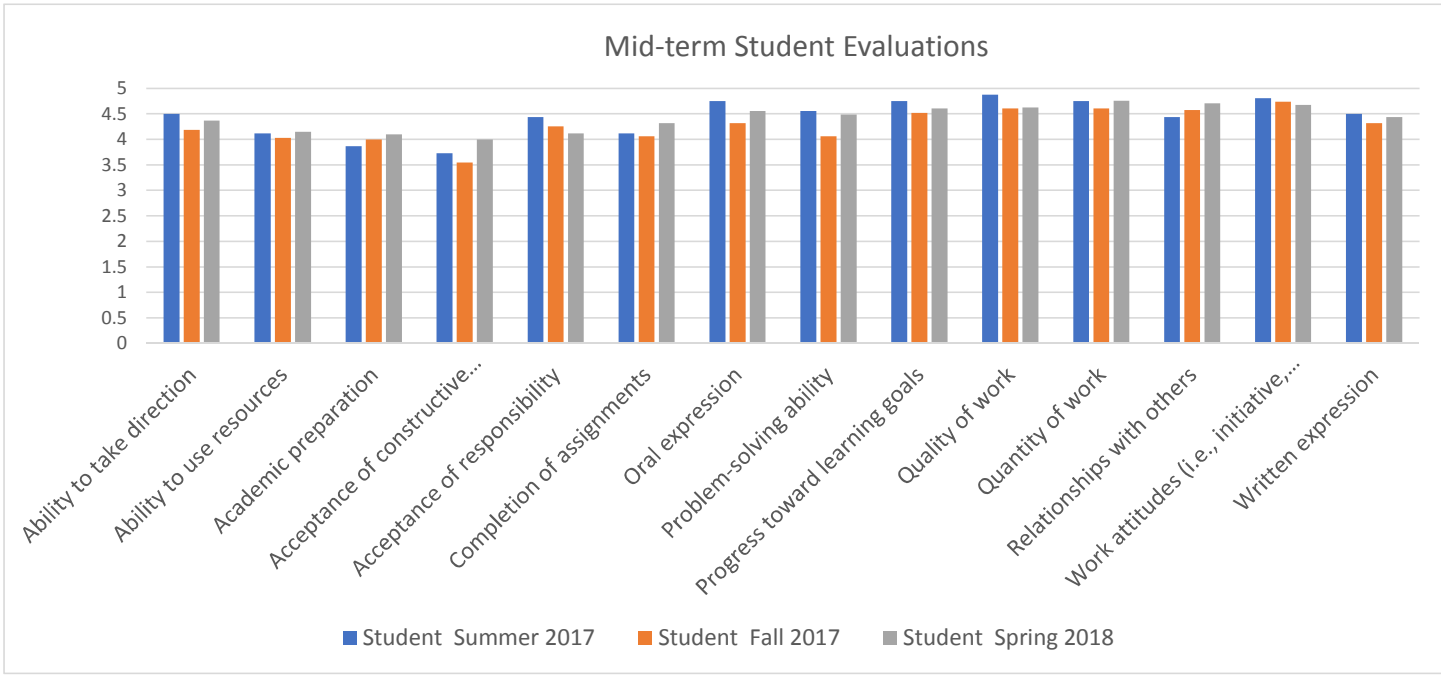
blue = lowest rating yellow = highest rating

**The ratings are the overall lowest average score and the highest average score within each column.*

	Student	Supervisor	Student	Supervisor	Student	Supervisor
	Summer 2017	Summer 2017	Fall 2017	Fall 2017	Spring 2018	Spring 2018
Ability to take direction	4.5	4.5	4.19	4.25	4.37	4.28
Ability to use resources	4.12	4.56	4.03	4.07	4.15	4.07
Academic preparation	3.87	4.06	4	3.96	4.1	4.09
Acceptance of constructive comments	3.73	3.88	3.55	3.11	4	3.81
Acceptance of responsibility	4.44	4.44	4.26	4.21	4.12	4.4
Completion of assignments	4.12	4.19	4.06	4	4.32	4.21
Oral expression	4.75	4.69	4.32	4.32	4.56	4.3
Problem-solving ability	4.56	4.62	4.06	4.14	4.49	4.3
Progress toward learning goals	4.75	4.81	4.52	4.5	4.61	4.47
Quality of work	4.88	4.81	4.61	4.5	4.63	4.53
Quantity of work	4.75	4.62	4.61	4.46	4.76	4.43
Relationships with others	4.44	4.31	4.58	4.43	4.71	4.12
Work attitudes (i.e., initiative, enthusiasm)	4.81	4.69	4.74	4.61	4.68	4.42
Written expression	4.5	4.81	4.32	4.36	4.44	4.28
column average	4.44	4.50	4.28	4.21	4.42	4.27

**These numbers are the average score of all the students and supervisors who completed the evaluation.*

2-B. Intern Mid-Term Evaluation Summaries



INTERNSHIP PROGRAM SUMMARY REPORT

Summer 2017-Spring 2018

Mandy Plybon, M.A. | Assistant Director/Internship Coordinator

2-B. Intern Final Evaluation Summaries

Scale	
5 - excellent	2 - improvements needed
4 - above average	1 - unsatisfied
3 - satisfactory	0 - not applicable

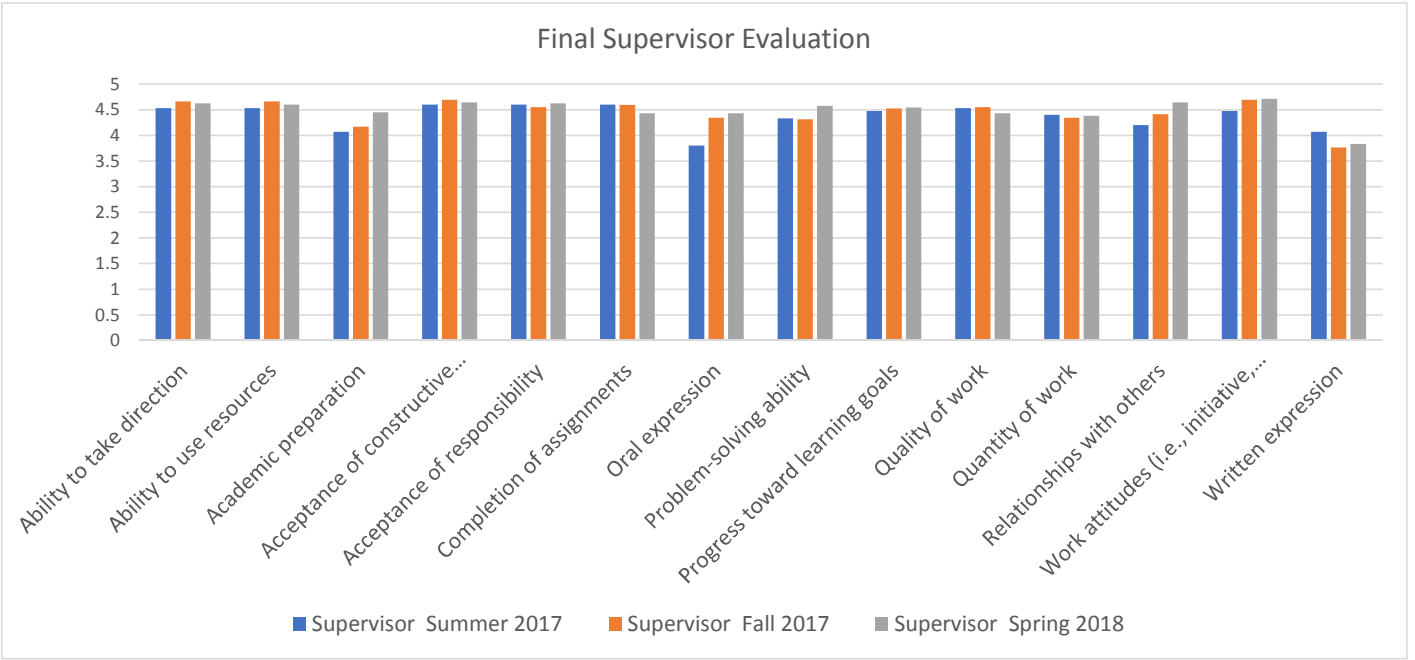
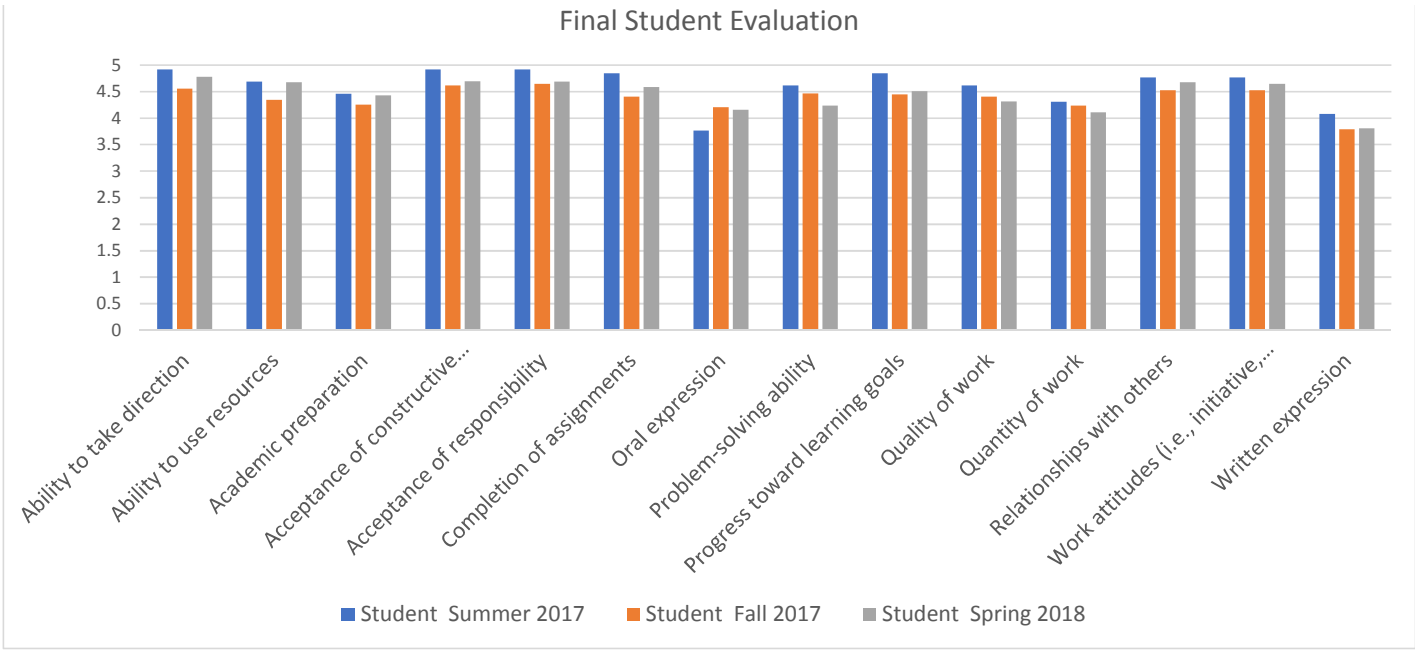
blue = lowest rating yellow = highest rating

**The ratings are the overall lowest average score and the highest average score within each column.*

	Student	Supervisor	Student	Supervisor	Student	Supervisor
	Summer 2017	Summer 2017	Fall 2017	Fall 2017	Spring 2018	Spring 2018
Ability to take direction	4.92	4.53	4.56	4.66	4.78	4.62
Ability to use resources	4.69	4.53	4.35	4.66	4.68	4.6
Academic preparation	4.46	4.07	4.26	4.17	4.43	4.45
Acceptance of constructive comments	4.92	4.6	4.62	4.69	4.7	4.64
Acceptance of responsibility	4.92	4.6	4.65	4.55	4.69	4.62
Completion of assignments	4.85	4.6	4.41	4.59	4.59	4.43
Oral expression	3.77	3.8	4.21	4.34	4.16	4.43
Problem-solving ability	4.62	4.33	4.47	4.31	4.24	4.57
Progress toward learning goals	4.85	4.47	4.45	4.52	4.51	4.54
Quality of work	4.62	4.53	4.41	4.55	4.32	4.43
Quantity of work	4.31	4.4	4.24	4.34	4.11	4.38
Relationships with others	4.77	4.2	4.53	4.41	4.68	4.64
Work attitudes (i.e., initiative, enthusiasm)	4.77	4.47	4.53	4.69	4.65	4.71
Written expression	4.08	4.07	3.79	3.76	3.81	3.83
column average	4.61	4.37	4.39	4.45	4.45	4.49

**These numbers are the average score of all the students and supervisors who completed the evaluation.*

2-B. Intern Final Evaluation Summaries



2-B. Evaluation Review

This is a review of the mid-term and final self and supervisor evaluations.

Number of completed internship evaluations by term

	No. of for-credit internships	Mid-term Student	Mid-term Supervisor	Final Student	Final Supervisor
Summer 2017	16	16	16	14	15
Fall 2017	33	31	28	33	29
Spring 2018	40	40	40	36	40

Scale

5 - excellent 2 - improvements needed
4 - above average 1 - unsatisfied
3 - satisfactory 0 - not applicable

blue = lowest rating yellow = highest rating
**The ratings are the overall lowest average score and the highest average score within each column.*

	MID-TERM	FINAL	MID-TERM	FINAL	MID-TERM	FINAL	MID-TERM	FINAL	MID-TERM	FINAL	MID-TERM	FINAL
	Student	Student	Supervisor	Supervisor	Student	Student	Supervisor	Supervisor	Student	Student	Supervisor	Supervisor
	Summer 2017	Summer 2017	Summer 2017	Summer 2017	Fall 2017	Fall 2017	Fall 2017	Fall 2017	Spring 2018	Spring 2018	Spring 2018	Spring 2018
Ability to take direction	4.5	4.92	4.5	4.53	4.19	4.56	4.25	4.66	4.37	4.78	4.28	4.62
Ability to use resources	4.12	4.69	4.56	4.53	4.03	4.35	4.07	4.66	4.15	4.68	4.07	4.6
Academic preparation	3.87	4.46	4.06	4.07	4	4.26	3.96	4.17	4.1	4.43	4.09	4.45
Acceptance of constructive comments	3.73	4.92	3.88	4.6	3.55	4.62	3.11	4.69	4	4.7	3.81	4.64
Acceptance of responsibility	4.44	4.92	4.44	4.6	4.26	4.65	4.21	4.55	4.12	4.69	4.4	4.62
Completion of assignments	4.12	4.85	4.19	4.6	4.06	4.41	4	4.59	4.32	4.59	4.21	4.43
Oral expression	4.75	3.77	4.69	3.8	4.32	4.21	4.32	4.34	4.56	4.16	4.3	4.43
Problem-solving ability	4.56	4.62	4.62	4.33	4.06	4.47	4.14	4.31	4.49	4.24	4.3	4.57
Progress toward learning goals	4.75	4.85	4.81	4.47	4.52	4.45	4.5	4.52	4.61	4.51	4.47	4.54
Quality of work	4.88	4.62	4.81	4.53	4.61	4.41	4.5	4.55	4.63	4.32	4.53	4.43
Quantity of work	4.75	4.31	4.62	4.4	4.61	4.24	4.46	4.34	4.76	4.11	4.43	4.38
Relationships with others	4.44	4.77	4.31	4.2	4.58	4.53	4.43	4.41	4.71	4.68	4.12	4.64
Work attitudes (i.e., initiative, enthusiasm)	4.81	4.77	4.69	4.47	4.74	4.53	4.61	4.69	4.68	4.65	4.42	4.71
Written expression	4.5	4.08	4.81	4.07	4.32	3.79	4.36	3.76	4.44	3.81	4.28	3.83

**These numbers are the average score of all the students and supervisors who completed the evaluation.*

Career development competencies evaluated

- 1 Ability to take direction
- 2 Ability to use resources
- 3 Academic preparation
- 4 Acceptance of constructive comments
- 5 Acceptance of responsibility
- 6 Completion of assignments
- 7 Oral expression
- 8 Problem-solving ability
- 9 Progress toward learning goals
- 10 Quality of work
- 11 Quantity of work
- 12 Relationships with others
- 13 Work attitudes (i.e., initiative, enthusiasm)
- 14 Written expression

Notes of interest (over all three terms)

- 1 In all three terms and on both the mid-term and final evaluation, students evaluated themselves between satisfactory and above average on each career development competency. (3.55 to 4.88)
- 2 In all three terms and on both the mid-term and final evaluation, supervisors evaluated the students between satisfactory and above average on each career development competency. (3.11-4.81)
- 3 The lowest three skills reported by students and supervisors were "acceptance of constructive comments", "written expression", and "oral expression."
- 4 The highest three skills reported by students and supervisors were "work attitude", "quality of work", "acceptance of responsibility".
- 5 The skill that improved, in all three terms, from mid-term and the final evaluation was "acceptance of constructive comments".
- 6 The skill that declined, in all three terms, from mid-term to the final evaluation was "written expression". (both students and supervisors)
- 7 "Oral expression" also declined between mid-term and the final evaluation in the Summer 2017 term. (both students and supervisors)

2-C. Internship Program Evaluation Summaries

How would you rate this internship as a means of gaining professional skills and knowledge?

	Summer 2017	Fall 2017	Spring 2018	average
Excellent	53%	50%	67%	57%
Very Good	33%	39%	25%	33%
Good	13%	11%	3%	9%
Needs Improvement	0%	4%	6%	3%

What was your reason for completing an internship? (Check all that apply)

	Summer 2017	Fall 2017	Spring 2018	average
Assistance in selection of career direction	47%	61%	53%	53%
Increased self-awareness/confidence	53%	36%	42%	44%
Potential future employment at internship site	47%	25%	33%	35%
For college credit	93%	71%	72%	79%
Practical experience	67%	68%	78%	71%
Professional contact/networking	67%	54%	42%	54%
Skills enhancement	67%	79%	78%	74%
Other, please specify	0%	18%	6%	8%

Overall, how would you evaluate the Westminster Internship Program?

	Summer 2017	Fall 2017	Spring 2018	average
Excellent	53%	39%	50%	48%
Very Good	47%	46%	39%	44%
Good	0%	11%	6%	5%
Needs Improvement	0%	4%	6%	3%

How did the Westminster Internship Program assist you in your internship? (Check all that apply)

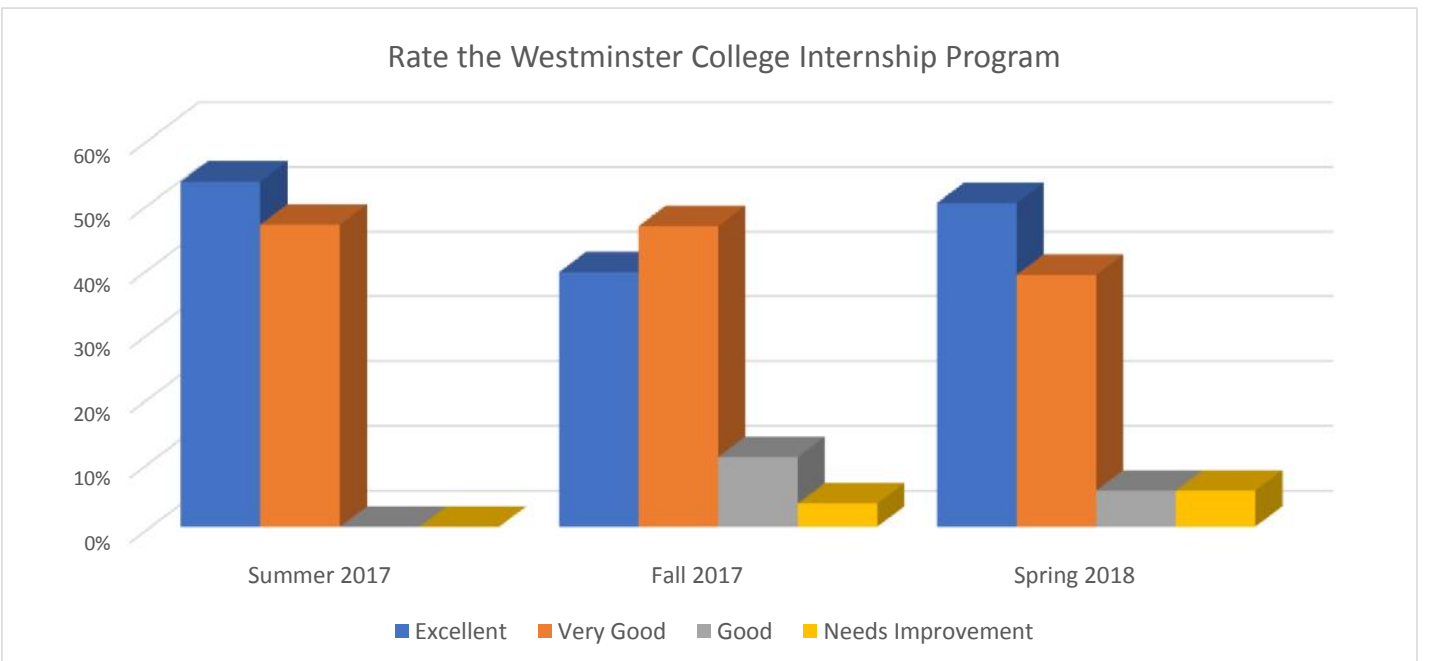
	Summer 2017	Fall 2017	Spring 2018	average
Assistance in locating an internship	20%	25%	44%	30%
Assistance writing resume/cover letter	40%	18%	25%	28% *
Assistance with the interview process	20%	7%	6%	11% *
Explanation of program goals and learning contract	60%	54%	67%	60%
Received reminders of deadlines	73%	79%	72%	75%
Received encouragement and advice when needed	80%	39%	42%	54%
Other, please specify	0%	11%	0%	4%

**The Center for Career Development helps students with resumes, cover letters, and interviews. These services are not typically viewed as part of the Internship Program by students. These questions will be rephrased for the next round of evaluations.*

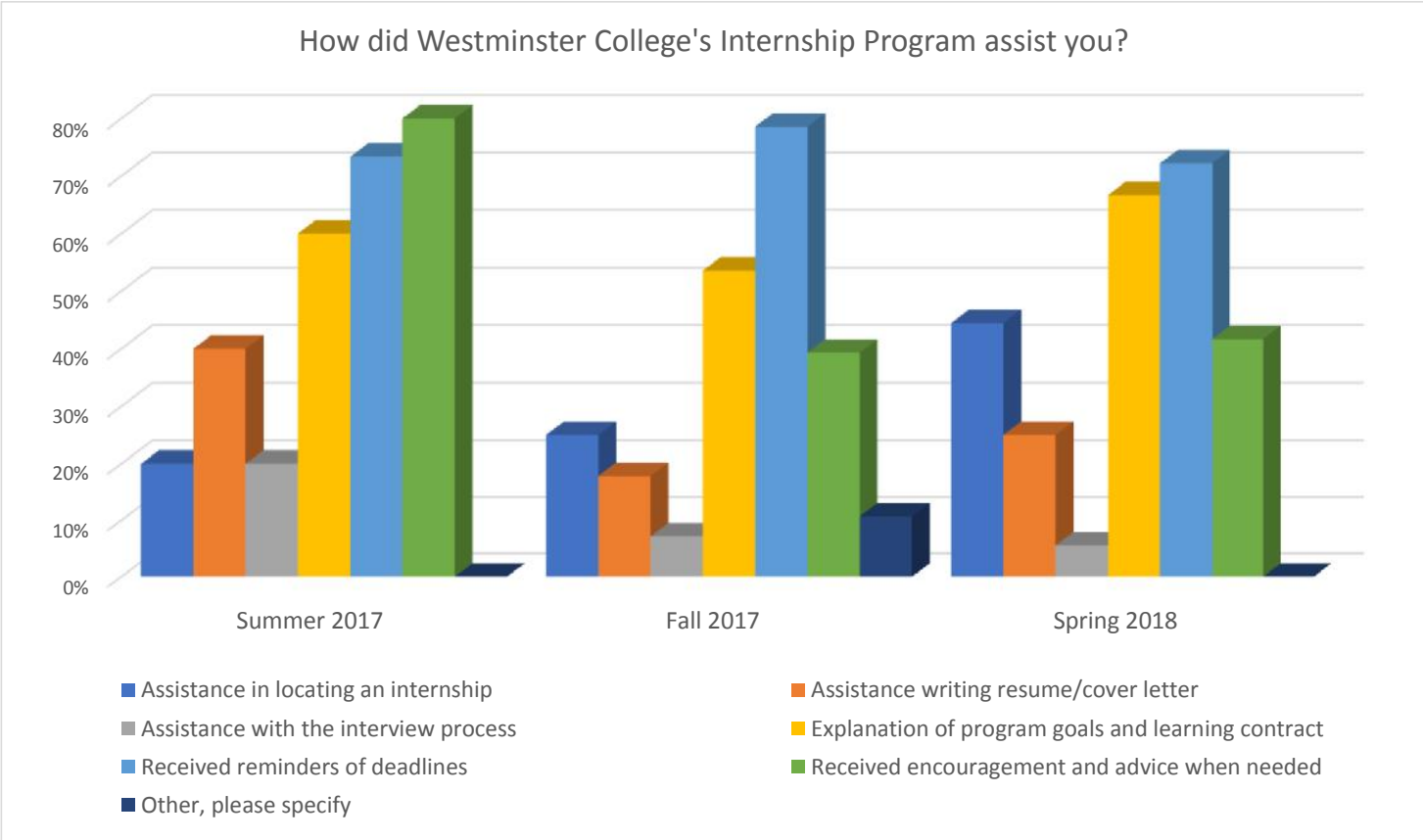
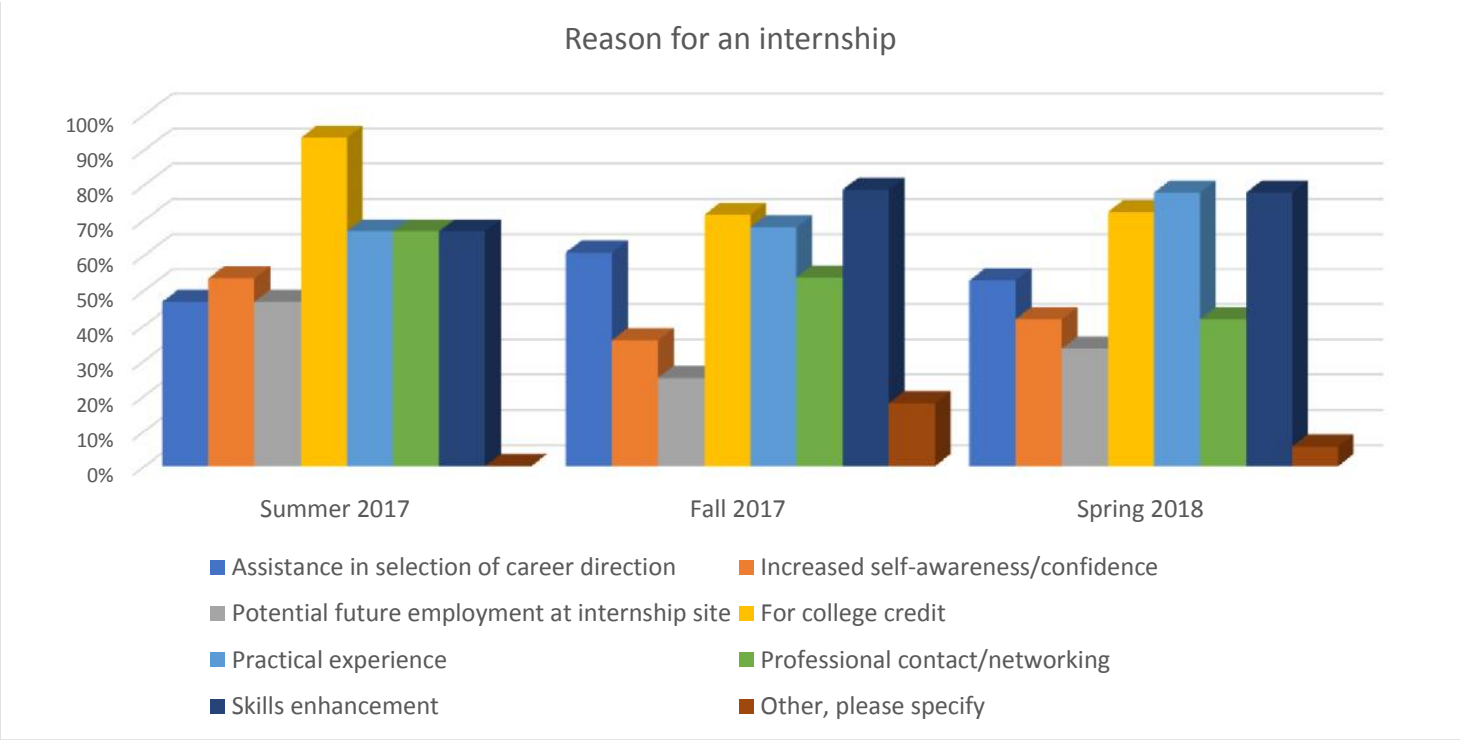
Notes of interest (over all three terms)

- 1 90% of those who responded reported their internship was an excellent or very good means in which to gain professional skills and knowledge.
- 2 The top three reasons students completed an internship were 1) for college credit (79%) 2) skills enhancement (74%) and 3) practical experience (71%).
- 3 The top three ways the Westminster Internship Program assisted students were 1) received reminders of deadlines (75%) 2) explanation of program goals and learning contract (60%) and 3) received encouragement and advice when needed (54%).

2-C. Internship Program Evaluation Summaries



2-C. Internship Program Evaluation Summaries



INTERNSHIP PROGRAM SUMMARY REPORT

Summer 2017-Spring 2018

Mandy Plybon, M.A. | Assistant Director/Internship Coordinator

3. Intern site visit list since my arrival 3.13.18

Spring 2018

Last Name	First Name	Organization	City	State	Date
Burch	John	Missouri House of Representatives	Jefferson City	MO	4/18/2018
Capestro	Matthew	First Christian Church	Fulton	MO	4/25/2018
Freeman	Victoria	Missouri House of Representatives	Jefferson City	MO	4/11/2018
Morris	Brittany	Westminster College Center for Career Development	Fulton	MO	4/20/2018
Newland	Kelsey	Missouri House of Representatives	Jefferson City	MO	4/11/2018
Schwerdt	Chyanne	ProAcct Financial	Fulton	MO	4/23/2018
Young	Justin (JT)	Missouri Senate	Jefferson City	MO	4/18/2018

Summer 2018

Last Name	First Name	Organization	City	State	Scheduled
Bohannon	Nicholas	River City Rascals	O'Fallon	MO	7/19/2018
Broyhill	Andrew	Wooldridge & Wooldridge Law Firm	Boonville	MO	7/24/2018
Clavin	Ryan	The Center St. Louis	St. Louis	MO	7/19/2018
Deimeke	Ethan	Callaway County Sheriff's Office	Fulton	MO	7/24/2018
Hausman	Blake	City of Columbia	Columbia	MO	7/24/2018
Hubbard	Hannah	CatchPhrase Communications	Auxvasse	MO	7/24/2018
Lee	Jonathan	U.S. Marshal's Office	Jefferson City	MO	7/11/2018
Myers	Mackenzie	Vetta Sports	Ballwin	MO	7/19/2018
Roth	Rebecca	Missouri State Recycling Program	Jefferson City	MO	7/11/2018
Zack	Riley	Wells Fargo Advisors	Chesterfield	MO	7/19/2018

INTERNSHIP PROGRAM SUMMARY REPORT

Summer 2017-Spring 2018

Mandy Plybon, M.A. | Assistant Director/Internship Coordinator

4. Potential intern site visit list - Summer 2018 (so far)

Company name	Contact person	Position	City	State	Date visited	Status
American Red Cross	Brittany Ruetters	volunteers/interns	Fulton	MO		in process
Callaway Bank	Marsha Moore	Human Resources	Fulton	MO		scheduled
Callaway Senior Center	Pam Crowley	Center Administrator	Fulton	MO	7/10/2018	
Conservation Federation Missouri	Micaela Haymaker	Director of Operations	Jefferson City	MO		in process
Faith Maternity Care	Melissa Williford	Community Outreach Coordinator	Fulton	MO		in process
Fulton Parks & Rec/City of Fulton	Michelle Maupin	Human Resources Director	Fulton	MO	6/15/2018	
Fulton Rotary Club	Jennifer Books	President	Fulton	MO		scheduled
Jefferson City Rotary Club	Bernard Thompson	Vice President	Jefferson City	MO		scheduled
Kingdom Projects	Connie Hale	Manager	Fulton	MO	6/20/2018	
Missouri Forest Products Association	Laura Brookshire	Communications & Membership Manager	Jefferson City	MO		in process
Missouri Parks Association	Deborah Schulteheinrich	President, Board of Directors	Columbia	MO	6/25/2018	
MO Department of Conservation Internship Program	Bryson King	Human Resources Specialist	Jefferson City	MO		scheduled
PFS Brands	Carla Dowden	Human Resources Director	Holts Summit	MO	6/22/2018	
Remley Women's Center	Cinnamon Brown	Faculty sponsor	Fulton	MO		scheduled
The Ovid Bell Press	Nancy Berrey	Human Resources Director	Fulton	MO	6/22/2018	
University of Missouri Extension - Callaway County	Anita Ellis	County Program Director	Fulton	MO	7/3/2018	
WC Service Scholars	Kiva Nice-Webb	Chaplain	Fulton	MO		scheduled
YMCA of Callaway County	Sara McDaniel	CEO	Fulton	MO	6/21/2018	
YMCA of Jefferson City	Tom Jansen	Operations and Property Manager	Jefferson City	MO		in process

5. Emerson National Security Fellowship Award

A. Summary

B. 2018 recipient

C. 2018-2019 Fellowship

A. Summary

The Emerson National Security Fellowship is named after Westminster College alumnus and former U.S. Representative from Missouri Bill Emerson. Rep. Bill Emerson ('59), contributed significantly to the development of public policies as they related to both domestic and international issues. He was elected to Congress in 1980 and was re-elected seven times. Emerson served on the Agriculture and Transportation Committees while in office. In addition, he was a Captain in the U.S. Air Force Reserve from 1964 – 1992.

This fellowship is open to current juniors and sophomores, of any major, with an interest in national security. Those students with career interests in the military, diplomacy, food or transportation security or counterterrorism are particularly encouraged to apply. The applicant must be in good academic standing with the College and in good legal standing. In addition, many security related internships may require the applicant to pass a background check and may require the applicant to be a U.S. citizen.

The Emerson National Security Fellowship provides an award stipend that goes toward funding a security-based internship in Washington, DC.

The application process is as follows.

- Send a one-page résumé, one letter of recommendation, and a one-page letter of interest to Dr. Gibson.
 - The letter of interest should include the both the interests of the applicant and how the applicant will relate his/her work to the legacy of Rep. Emerson.
- The selection committee selects the top applicants, each of whom will then have a phone interview with the committee. They choose the award winner from those top applicants.

B. 2017-2018 recipient

- Sandra Mondragon
 - Class of 2019
 - International Studies major
- Internship information
 - National Down Syndrome Society, Washington, D.C.
 - Public Policy Intern
 - 6/4/18-8/15/18
 - Receiving three credits for the internship (fee for credits waived)
- Award amount
 - \$4,000.00

C. 2018-2019 Fellowship

- Due to the discontinuation of funding, this will be the last year for the fellowship.
- The award amount will be \$4,000.00

6. Challenges

A. Lack of internship opportunities in certain fields

B. Summer internship cost

C. Students not always utilizing resources

D. The length of an international student's internship approval

A. Lack of internship opportunities in certain fields

A few fields of study require internships but lack enough viable connections to opportunities.

- environmental studies/science
- sports management
- pre-professional programs (medical, engineering) -- *medical internships are almost non-existent for undergraduate
- public health/nutrition
- human resources (challenging to find opportunities due to privacy laws)

Solution: A goal for Summer 2018 is to connect with local organizations that provide internships in the above areas.

B. Summer internship cost

The cost associated with summer course credits deters students from either completing an internship over the summer break or receiving credit for the internship.

- \$375.00 per credit hour for a summer internship
- A 3-credit hour internship costs \$1,125.00

Solution: Secure and offer internship scholarships for the summer break, beginning Summer 2019.

C. Students not always utilizing resources

Many students do not always utilize CCD resources; these include face-to-face presentations, Columns CareerLink (jobs/internships/employer interaction), Westminster College Career Network (WCCN), resume review, and interviewing.

Solution: Post programs and other important information on CCL so that students have access to it. This will provide multiple touch points between the student and CCL/WCCN, hopefully building confidence and familiarity with the platforms. Also, list events and services on the website and publicize through College Relations, campus groups, Westminster Seminar, LST and classroom presentations.

D. The length of an international student's internship approval

Due to the frequency of the last minute registration of their internships, international students often experience a rushed registration experience and delayed approval. The process for international students is below.

- Student meets with me about their internship. We go over the requirements (CCL registration, I-20 form and the approval process).
- Student registers the internship on CCL.
 - o I review the information and either ask the student to edit the form or begin the approval process.
 - o The approval process goes through 1) site supervisor, 2) the faculty sponsor (if receiving credit), 3) the student, and 4) Roxanne Seidner, Director of International Services.
- Student fills out the I-20 form and submits it to Roxanne.
 - o This step is solely dependent upon the student's speed and level of motivation.
 - o After Roxanne reviews the I-20 form, she sends it to SEVIS (Student & Exchange Visitor Information System) for review and approval. This process alone can take two weeks to complete.
 - o Roxanne will approve or reject the internship record based on the I-20 form and the national office's approval.
- Once everyone approves the record, I let the student know that he/she can begin the internship.

INTERNSHIP PROGRAM SUMMARY REPORT

Summer 2017-Spring 2018

Mandy Plybon, M.A. | Assistant Director/Internship Coordinator

Solution: Make sure the international students know the process at the beginning of each semester. This can be done during Roxanne's International Student Orientation, a presentation, a mass email, and an announcement on CCL & website. Also, meet regularly with Roxanne to go over pending students and any updates from her office.

INTERNSHIP PROGRAM SUMMARY REPORT

Summer 2017-Spring 2018

Mandy Plybon, M.A. | Assistant Director/Internship Coordinator

8. Website updates completed

MyWC-Career Services page

1. continual update of programs and events
2. added WCCN link to resources section
3. added important dates to remember
4. added link to the main CCD webpages

CCD webpages on main WC site

1. updated "contact us" page
2. reorganized and updated the "recent graduate info" page to include 2016, 2017, and 2018 graduate information
3. updated all pages with Internship Coordinator information on them
4. updated the "future plans questionnaire" link to pull up most recent questionnaire form
5. added Spring 2017 internship article link to the "Internships" page
6. added current internship program summary

8. Recommendations

1. 2018-2019 goals:

- increase the number of Sophomore internships
- increase the overall number of internships reported by 10%

2. Develop the local list of available environmental studies/science and sports management internships to enable students to have more opportunities off-campus during the school year.

3. Create a plan to use the CSO system more, which should then increase student usage.

- post program announcements
- encourage students sign-ups for presentations, programs, and events
- post department programs on the calendar for students to see
- use the system for targeted email blasts (internships, jobs, programs, employer visits, etc.)
- Link WCCN to CSO for a one-stop access to networking tools

4. Develop an employer internship program workshop/training series

- Several employers and site supervisors have requested guidance in supervising interns and creating a more formalized program within their respective organization.

5. Update internship materials for website and person-to-person distribution

- make sure all materials are up to date with deadlines and requirements
- schedule presentations at the beginning of each semester to go over the opportunities and deadlines with students

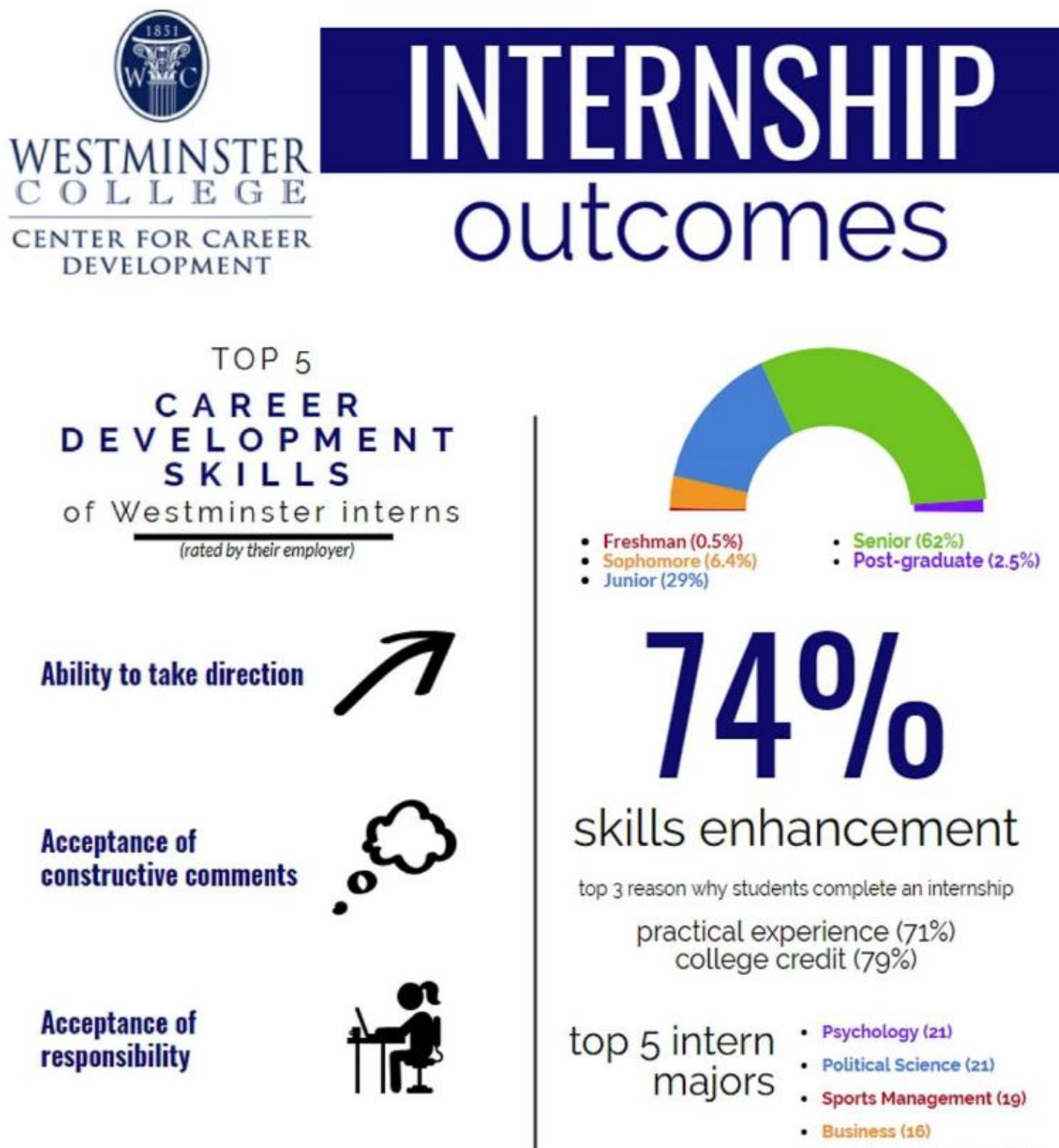
6. Continue to strengthen the relationship between faculty and the CCD

- advertise to faculty members CCD is available for classroom presentations
- connect with faculty at department meetings
- Facilitate programs for faculty members to learn best practices when sponsoring a student during an internship. Encourage a veteran faculty sponsor to contribute to the program.

9. Infographic

To view the interactive infographic, click this link.

<https://create.piktochart.com/output/31222182-internshipstats2017-2018>



9. Infographic

**Completion of
assignments**



**Work ethic/
professionalism**



• **Bus. Communications (14)**



8

months

On average, when employers begin
recruiting interns prior to the start date.

59%

offer rate for students who
completed an internship

45.6% of interns are offered a job by
one of their internship employers



Center for Career Development
Westminster College | Lower level, Newnham Hall
CareerSrv@westminster-mo.edu | 573.592.5381

(data from Westminster College's 2017-2018 internship report & 2018 NACE Internship & Co-op Survey Report)

INTERNSHIP PROGRAM SUMMARY REPORT

Summer 2017-Spring 2018

Mandy Plybon, M.A. | Assistant Director/Internship Coordinator

10. Evaluation questions

A. Mid-term Evaluation

B. Final Evaluation

C. Internship Evaluation

D. Exit Interview

A. Mid-term Evaluation

1. Internship Information

Student's Name:

Supervisor's Name:

Faculty Sponsor's Name:

2. Please review the progress to date by choosing the appropriate number in the corresponding category below. You may evaluate yourself/the intern in comparison to other interns or entry level employees.

5 excellent * 4 above average * 3 satisfactory * 2 improvement needed * 1 unsatisfactory * 0 not applicable

Quality of work:

Completion of assignments:

Quantity of work:

Acceptance of responsibility:

Oral expression:

Acceptance of constructive comments:

Written expression:

Ability to take direction:

Problem-solving ability:

Relationships with others:

Academic preparation:

Work attitudes (i.e., initiative, enthusiasm):

Ability to use resources:

Progress toward learning goals:

3. What strengths are you employing at your internship?

4. Areas needing improvement:

5. Additional comments:

B. Final Evaluation

1. Internship Information

Student's Name:

Supervisor's Name:

Faculty Sponsor's Name:

2. Please review the progress to date by choosing the appropriate number in the corresponding category below. You may evaluate yourself/the intern in comparison to other interns or entry level employees.

5 excellent * 4 above average * 3 satisfactory * 2 improvement needed * 1 unsatisfactory * 0 not applicable

Quality of work:

Completion of assignments:

Quantity of work:

Acceptance of responsibility:

Oral expression:

Acceptance of constructive comments:

Written expression:

Ability to take direction:

Problem-solving ability:

Relationships with others:

Academic preparation:

Work attitudes (i.e., initiative, enthusiasm):

Ability to use resources:

Progress toward learning goals:

3. Describe work performed:

4. What were some special abilities the student demonstrated during this internship?

5. Additional comments:

INTERNSHIP PROGRAM SUMMARY REPORT

Summer 2017-Spring 2018

Mandy Plybon, M.A. | Assistant Director/Internship Coordinator

C. Internship Evaluation

1. Internship Information

Student's Name:

Internship Site/Name of Organization:

Site Supervisor's Name:

Faculty Sponsor's Name:

2. What prior courses or skills were needed to be successful in this internship?
3. What were the benefits/advantages to interning at this site?
4. How would you rate this internship as a means of gaining professional skills and knowledge?
5. How could your internship have been more valuable to you? Provide suggestions for future interns at this site.
6. How structured was your internship?
7. Did you receive an orientation to the company, special training or informal assistance and guidance?
8. Did you meet at a regular time with your Site Supervisor or was your Site Supervisor always available to you?
9. How often was your WC Faculty Sponsor available to discuss problems/questions concerning your internship?
10. How much input or feedback did your WC faculty sponsor provide regarding your learning contract, learning journal and final project?
11. How did your WC faculty sponsor advise you regarding the application of academic theory to your internship experience?
12. What was your reason for completing an internship? (Check all that apply)
13. Overall, how would you evaluate the Westminster Internship Program?
14. How did the Westminster Internship Program assist you in your internship? (Check all that apply)

D. Exit Interview

Intern:

Company:

Major:

Year:

Today's Date:

1) Internship facets

- a) Is there anything about your internship that you feel most proud about?
- b) What was your biggest challenge during the internship?
- 2) Describe the company culture/environment. How did you adapt to the culture?
- 3) Describe your relationship with your supervisor, co-workers.
- 4) What effect did you have on the job site? (What impact did you have? What was your role?)
- 5) What are you going to come away with after this internship? (Skills, knowledge gained)
- 6) How has this experience impacted your career plans? (Confirmed, shifted, changed)
- 7) What is your next step? (Another internship? Job searching? Grad school?)
- 8) Would you recommend this internship? If so, what type of student would it take to succeed?
- 9) What is your final project (for your faculty sponsor)?
- 10) Is there anything more you would like to tell me about your internship?