

**COUNCIL FOR THE ADVANCEMENT OF PROFESSIONAL STANDARDS FOR  
HIGHER EDUCATION INTERNSHIP GUIDELINES**

*TEMPLATE DESIGNED BY LYNNE MONTROSE, REGIS UNIVERSITY*

| <b>STUDENT LEARNING AND DEVELOPMENT OUTCOMES</b>         | <b>ACHIEVEMENT INDICATORS</b>   | <b>EVALUATION METHODOLOGY</b>   |
|--|---|---|
| <i>Intellectual Growth</i>                               | <ul style="list-style-type: none"> <li><input type="checkbox"/> Produces personal and educational goal statements</li> <li><input type="checkbox"/> Employs critical thinking in problem solving</li> <li><input type="checkbox"/> Uses complex information from a variety of sources including personal experience and observation to form decisions or opinions</li> <li><input type="checkbox"/> Applies previously understood information and concepts to internship situation or setting</li> <li><input type="checkbox"/> Expresses appreciation for knowledge and new information</li> <li><input type="checkbox"/> Applies knowledge to local, national, and global issues</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Journals</li> <li><input type="checkbox"/> Presentations</li> <li><input type="checkbox"/> Projects</li> <li><input type="checkbox"/> Readings</li> <li><input type="checkbox"/> Papers</li> <li><input type="checkbox"/> Class discussion</li> <li><input type="checkbox"/> On-line threaded discussion</li> </ul> |
| <i>Effective Communication</i>                           | <ul style="list-style-type: none"> <li><input type="checkbox"/> Writes and speaks coherently and effectively</li> <li><input type="checkbox"/> Listens effectively and can engage in controversial discussions with civility</li> <li><input type="checkbox"/> Writes and speaks after reflection</li> <li><input type="checkbox"/> Able to influence others through writing, speaking or artistic expression</li> <li><input type="checkbox"/> Effectively articulates abstract ideas</li> <li><input type="checkbox"/> Makes presentations</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Journals</li> <li><input type="checkbox"/> Presentations</li> <li><input type="checkbox"/> Projects</li> <li><input type="checkbox"/> Readings</li> <li><input type="checkbox"/> Papers</li> <li><input type="checkbox"/> Class discussion</li> <li><input type="checkbox"/> On-line threaded discussion</li> </ul> |
| <i>Enhanced self-esteem and professional development</i> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Shows self-respect and respect for others</li> <li><input type="checkbox"/> Initiates actions toward achievement of academic, professional, and or personal goals</li> <li><input type="checkbox"/> Takes reasonable risks, demonstrates assertive behavior, functions without the need for constant reassurance from others</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Journals</li> <li><input type="checkbox"/> Presentations</li> <li><input type="checkbox"/> Projects</li> <li><input type="checkbox"/> Readings</li> <li><input type="checkbox"/> Papers</li> <li><input type="checkbox"/> Class discussion</li> <li><input type="checkbox"/> On-line threaded discussion</li> </ul> |
| <i>Realistic self-appraisal</i>                          | <ul style="list-style-type: none"> <li><input type="checkbox"/> Articulates and demonstrates personal skills and abilities</li> <li><input type="checkbox"/> Makes decisions and acts in congruence with personal values</li> <li><input type="checkbox"/> Acknowledges personal strengths and weaknesses</li> <li><input type="checkbox"/> Articulates rationale for personal behavior</li> <li><input type="checkbox"/> Seeks feedback from others</li> <li><input type="checkbox"/> Learns from past experiences</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Journals</li> <li><input type="checkbox"/> Presentations</li> <li><input type="checkbox"/> Projects</li> <li><input type="checkbox"/> Readings</li> <li><input type="checkbox"/> Papers</li> <li><input type="checkbox"/> Class discussion</li> <li><input type="checkbox"/> On-line threaded discussion</li> </ul> |

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| <b>Clarified values</b>                       | <input type="checkbox"/> Articulates personal values<br><input type="checkbox"/> Acts in congruence with personal values<br><input type="checkbox"/> Makes decisions that reflect personal values<br><input type="checkbox"/> Demonstrates a willingness to scrutinize personal values and beliefs, identifies personal work, and lifestyle values and explains how they influence decision-making  | <input type="checkbox"/> Journals<br><input type="checkbox"/> Presentations<br><input type="checkbox"/> Projects<br><input type="checkbox"/> Readings<br><input type="checkbox"/> Papers<br><input type="checkbox"/> Class discussion<br><input type="checkbox"/> On-line threaded discussion |
| <b>Career Choices</b>                         | <input type="checkbox"/> Able to articulate career choices based on assessment of interests, values, skills, and abilities.<br><input type="checkbox"/> Documents knowledge, skills, and accomplishments resulting from formal education, work experience, service-learning, and volunteer experiences<br><input type="checkbox"/> Makes connections between classroom and internship learning<br><input type="checkbox"/> Makes academic choices based on thoughtful consideration of career goals<br><input type="checkbox"/> Able to articulate clear objectives and evidence of related knowledge, skills and accomplishments<br><input type="checkbox"/> can articulate the characteristics of a preferred work environment<br><input type="checkbox"/> Understands the elements of the work place | <input type="checkbox"/> Journals<br><input type="checkbox"/> Presentations<br><input type="checkbox"/> Projects<br><input type="checkbox"/> Readings<br><input type="checkbox"/> Papers<br><input type="checkbox"/> Class discussion<br><input type="checkbox"/> On-line threaded discussion |
| <b>Leadership Development</b>                 | <input type="checkbox"/> Understands that leadership is a process rather than a position, and can articulate leadership philosophy or style when examining own leadership style<br><input type="checkbox"/> Comprehends that leadership occurs at all levels of an organization   | <input type="checkbox"/> Journals<br><input type="checkbox"/> Presentations<br><input type="checkbox"/> Projects<br><input type="checkbox"/> Readings<br><input type="checkbox"/> Papers<br><input type="checkbox"/> Class discussion<br><input type="checkbox"/> On-line threaded discussion |
| <b>Meaningful interpersonal relationships</b> | <input type="checkbox"/> Develops and maintains satisfying interpersonal relationships<br><input type="checkbox"/> Establishes mutually rewarding relationships with friends and colleagues<br><input type="checkbox"/> Treats others with respect, listens to and considers others points of view  | <input type="checkbox"/> Journals<br><input type="checkbox"/> Presentations<br><input type="checkbox"/> Projects<br><input type="checkbox"/> Readings<br><input type="checkbox"/> Papers<br><input type="checkbox"/> Class discussion<br><input type="checkbox"/> On-line threaded discussion |
| <b>Independence</b>                           | <input type="checkbox"/> Exhibits self-reliant behaviors<br><input type="checkbox"/> Functions autonomously<br><input type="checkbox"/> Exhibits the ability to function interdependently<br><input type="checkbox"/> Accepts supervision as needed<br><input type="checkbox"/> Manages time effectively  | <input type="checkbox"/> Journals<br><input type="checkbox"/> Presentations<br><input type="checkbox"/> Projects<br><input type="checkbox"/> Readings<br><input type="checkbox"/> Papers<br><input type="checkbox"/> Class discussion<br><input type="checkbox"/> On-line threaded discussion |

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| <b>Collaboration and Networking</b>   | <input type="checkbox"/> Works cooperatively with others<br><input type="checkbox"/> Seeks the involvement of others<br><input type="checkbox"/> Seeks feedback from others<br><input type="checkbox"/> Contributes to the achievement of a group goal<br><input type="checkbox"/> Exhibits effective listening skills  | <input type="checkbox"/> Journals<br><input type="checkbox"/> Presentations<br><input type="checkbox"/> Projects<br><input type="checkbox"/> Readings<br><input type="checkbox"/> Papers<br><input type="checkbox"/> Class discussion<br><input type="checkbox"/> On-line threaded discussion |
| <b>Social responsibility</b>          | <input type="checkbox"/> Understands and participates in relevant governance systems<br><input type="checkbox"/> Demonstrates civic engagement on campus and in local, national and global communities<br><input type="checkbox"/> Understands abides by, and participates in the development, maintenance, and/or orderly change of community, social, and legal standards or norms<br><input type="checkbox"/> Appropriately challenges the unfair, unjust, or uncivil behavior of other individuals or groups  | <input type="checkbox"/> Journals<br><input type="checkbox"/> Presentations<br><input type="checkbox"/> Projects<br><input type="checkbox"/> Readings<br><input type="checkbox"/> Papers<br><input type="checkbox"/> Class discussion<br><input type="checkbox"/> On-line threaded discussion |
| <b>Appreciating diversity</b>         | <input type="checkbox"/> Understanding ones own identity and culture<br><input type="checkbox"/> Seeks involvement with people different from oneself<br><input type="checkbox"/> Seeks involvement of diverse interests<br><input type="checkbox"/> Articulates the advantages and challenges of a diverse society<br><input type="checkbox"/> Challenges appropriately abusive use of stereotyping by others<br><input type="checkbox"/> Understands the impact of diversity on one's own society<br><input type="checkbox"/> Develops an informed perspective on issues of diversity and democracy<br><input type="checkbox"/> Reflects on issues of power and privilege | <input type="checkbox"/> Journals<br><input type="checkbox"/> Presentations<br><input type="checkbox"/> Projects<br><input type="checkbox"/> Readings<br><input type="checkbox"/> Papers<br><input type="checkbox"/> Class discussion<br><input type="checkbox"/> On-line threaded discussion |
| <b>Spiritual awareness</b>            | <input type="checkbox"/> Develops and articulates personal belief system<br><input type="checkbox"/> Understands roles of spirituality in personal and group values and behaviors   | <input type="checkbox"/> Journals<br><input type="checkbox"/> Presentations<br><input type="checkbox"/> Projects<br><input type="checkbox"/> Readings<br><input type="checkbox"/> Papers<br><input type="checkbox"/> Class discussion<br><input type="checkbox"/> On-line threaded discussion |
| <b>Personal and educational goals</b> | <input type="checkbox"/> Sets, articulates and pursues individual goals<br><input type="checkbox"/> Articulates personal and educational goals and objectives<br><input type="checkbox"/> Acknowledges how internship achieves educational goals<br><input type="checkbox"/> Uses personal and educational goals to guide decisions<br><input type="checkbox"/> Understands the effect of one's personal and educational goals on others  | <input type="checkbox"/> Journals<br><input type="checkbox"/> Presentations<br><input type="checkbox"/> Projects<br><input type="checkbox"/> Readings<br><input type="checkbox"/> Papers<br><input type="checkbox"/> Class discussion<br><input type="checkbox"/> On-line threaded discussion |