



**COTTEY**  
COLLEGE

**Internship  
Handbook  
for  
Faculty**

# INTERNSHIP GUIDELINES

## DEFINITION:

An internship is a supervised work experience, **with intentional learning goals**, related to a student's major or area of career interest. It is monitored by both a faculty member and an internship site supervisor. Internships may or may not be compensated. Compensation and/or additional application requirements are determined by the internship site.

## CREDIT:

Internship credit is awarded for the planned learning that occurs during the internship, not for the intern's performance at the internship site. No more than 4 credits for Associate candidates and 12 credits for Bachelor candidates will count towards graduation.

Credit hours enrolled will be based on hours worked.

- 1 credit hour = a minimum of 45-89 work hours per semester
- 2 credit hours = a minimum of 90-134 work hours per semester
- 3 credit hours = a minimum of 135+ work hours per semester

## REGISTRATION DEADLINES:

Fall Semester: **September 20**

Spring Semester: **January 31**

Summer Semester: **June 15**

\*Summer internships incur tuition costs and **must** be paid to the Business Office by **June 15**.

\*Deadline for stipend faculty submitting summer internship grades and materials is **September 15**.

## ELIGIBILITY:

Students eligible to participate in an internship must have first-year, second-semester or second-year standing by the beginning of the internship AND have a 2.0 cumulative GPA or higher.

International Students eligible to participate in an internship **must have held F-1 status for one academic year** AND have a 2.0 cumulative GPA or higher. International Students must complete CPT (Curricular Practical Training) forms. CPT forms may be obtained from the International Education Coordinator.

## ENROLLMENT:

Developing an internship is similar to a job search. The student will initiate contact with potential internship sites, submit resumes and applications, interview, and finally secure an internship. The experiential learning coordinator can assist with ideas for internship sites. To enroll in an internship at Cottey College, the student needs to complete the following **prior** to beginning an internship experience.

- ✓ Attend a **mandatory internship orientation** with the Experiential Learning Coordinator
- ✓ Investigate possible internship sites.
- ✓ Select a faculty member who wishes to sponsor the internship experience.
- ✓ Work with faculty sponsor and internship site supervisor to complete the **Internship Learning Contract and Responsibilities Agreement**.
- ✓ Obtain an **Add Form** from Academic Records.
- ✓ Submit completed **Internship Learning Contract, Responsibilities Agreement** and **Add Form** to the **experiential learning coordinator** in the Kolderie Center.

**Students are not officially registered for an internship until ALL forms with signatures are submitted and the internship has been approved.**

## GRADING:

Upon completion of the internship experience and submission of required documentation to the faculty sponsor and experiential learning coordinator, the faculty sponsor will submit a grade of **pass or fail**. Required documents include:

- ✓ **Time and Activity Logs** (accurately and thoroughly completed),
- ✓ **Written Evaluations** (employer, faculty sponsor, and student), and
- ✓ **Final Evaluation Method** (assigned by the faculty sponsor).

## **FACULTY SPONSOR RESPONSIBILITIES FOR STUDENT INTERNSHIPS**

- **Encourage students to participate in internships.**  
Internships enhance learning by allowing students to integrate theory into practice. Students completing internships often develop clearer academic and career goals.
- **After a student has located a potential internship site, she may ask you to be the faculty sponsor.**  
If you agree to be the sponsor, assist the student in establishing learning objectives.

**\*All Cottey College students, prior to entering into an internship agreement, must complete an Internship Learning Contract with internship specific learning outcomes. It is expected that the Internship Site Supervisor and a Faculty Sponsor, determined by the student, will have significant input into the expectations and requirements needed to achieve the learning outcomes set forth in the Internship Learning Contract.**

- **For International Students, ensure that the work is related to their major.**
- **Develop learning objectives and intern duties on the learning contract.**  
Will the duties allow the intern to achieve her objectives? Does mastery of the learning objectives warrant the awarding of the credit hours? Does the site provide an environment conducive to learning?
- **Determine the modes of evaluation you will require in addition to the evaluation forms.**  
Be specific. Active reflection of the work experience is an essential part of an effective internship. Evaluating student performance may involve on-site visits, student interviews, site supervisor interviews, conference calls, and additional internship assignments. **Additional assignments may include supplemental readings, notebook/portfolio, journals, research paper, reflection paper, final project/product, or presentation.**
- **Review and sign the student's Internship Learning Contract and Responsibilities Agreement.**  
The student will submit their Learning Contract to the experiential learning coordinator for approval. The faculty sponsor, site supervisor, registrar, and student will receive copies.
- **Establish regular meeting times with the student.**  
The Faculty Sponsor should meet with the student a minimum of **three times** during the internship either in person or by phone. Advocate for the student if problems arise. Ask questions to ensure the learning objectives are being met. Students will submit **Internship Time and Activity Logs, signed by their Site Supervisor**, midway through and at the end of the internship as documentation of tasks performed.
- **Evaluate the learning that has occurred during the internship.**  
Discuss all evaluations with the intern, giving her a chance to offer feedback. Relate experiences in the internship to theories studied in the classroom. Suggest strategies for future improvement.
- **Assign a grade.**  
After receiving all of the evaluations, activity logs and required assignments from the intern, issue a grade of **pass/fail**, with pass defined as a C or better.

### **EXPERIENTIAL LEARNING COORDINATOR DUTIES**

- Acts as an informational and educational resource for all parties involved in the internship.
- Maintains a listing of internships for students and faculty.
- Coordinates administrative paperwork and provides student orientation to the internship experience.
- Provides assessment of program and develops better means of administration based on comments from students, faculty, and site supervisors.

## **Tips for Students Drafting An Internship Learning Contract**

**\*All Cottey College students, prior to entering into an internship agreement, must complete an Internship Learning Contract with internship specific learning outcomes. It is expected that the Internship Site Supervisor and a Faculty Sponsor, determined by the student, will have significant input into the expectations and requirements needed to achieve the learning outcomes set forth in the Learning Contract.**

The Internship Learning Contract is a mutual agreement among you (the student), the internship site, and the faculty sponsor, indicating what you expect to learn, how you will learn it and what you have learned. In other words, the Learning Contract includes learning objectives, strategies for accomplishing the objectives, and evaluation methods for assessment of outcomes.

The student intern is responsible for completing the Internship Learning Contract. However, input from the internship site and the faculty sponsor, will be needed to develop the contract. You may want to write a first draft of the contract and then share it with your site supervisor and faculty sponsor for suggestions and approval before producing the final version.

### **Page One**

Thoroughly complete the general information of the learning contract.

### **Page Two**

Under **Statement of Ability**, describe the current skills, knowledge and work experience that prepared you for this internship. You may attach a resume. You may include coursework that you have taken related to the internship.

Develop 3-4 **Learning Objectives**. Be as specific as possible. Learning objectives are important and generally fall into four categories:

- Skill Development: learning and improving specific skills (writing, research, communication, computer, etc.)
- Broader Knowledge: understanding the workplace, operational procedures, and organizational structure, socioeconomic factors, etc.
- Career Awareness: investigating specific careers and occupations and the qualities and/or training required
- Personal Development: confidence, assertiveness, decision-making, values

Indicate the **Tasks and Strategies** you will perform in order to achieve your learning objectives. What will your duties be in the internship? Include the internship title and specific duties and responsibilities. Refer to the internship's job description.

The **Faculty Evaluation** section is to be completed by you and the faculty sponsor. What will be required of you by your faculty sponsor? The evaluation methods should be specific and include a reflective component. Typical assignments include a journal, portfolio, presentations or papers.

### **Page Three**

Read the Responsibilities Agreement, then sign and date. Obtain the Faculty Sponsor's and the Site Supervisor's signatures. Return your completed **Internship Learning Contract** and the **Responsibilities Agreement** to *Renee Hampton, experiential learning coordinator, in the Kolderie Center, RBAC 164.*