



**COTTEY**  
COLLEGE

**Internship  
Handbook  
for  
Site Supervisors**



Dear Internship Site Supervisor:

Internships bridge the gap between knowledge gained in a classroom and the practical application of that knowledge in the work place. At Cottey College an internship is defined as an “opportunity to integrate career related experience into an undergraduate education by participating in planned, supervised work. Characteristics of a Cottey internship include:

1. contributes to the student’s personal and professional development through challenging work assignments;
2. involves a supervision component that is mentoring and educational;
3. includes career related experiences that complement what is learned in the classroom; will have a reflection and evaluation process at the conclusion of the internship and;
4. is most successful when the student, the faculty sponsor, and the internship site supervisor all share responsibility in making it a valuable experience.

Your willingness to participate in the internship experience provides the opportunity for our students to pursue hands-on learning in an environment that is impossible to replicate in the classroom. Because this is a shared learning experience, there are several advantages for the employer as well. These advantages include:

1. students are highly motivated pre-professionals;
2. students bring new perspectives to old problems;
3. students are quality candidates for temporary or seasonal positions and projects;
4. internships are a proven, cost-effective way to recruit and evaluate potential employees and;
5. community relations are enhanced as you contribute your expertise to the education of our future workforce.

The information included in this handbook will guide you in the development and management of an internship position. Should you have questions or need additional information, please feel free to contact the office of career services at (417) 667-6333 ext. 2184. Your partnership with the Cottey College student internship program is greatly appreciated.

Thank you,

Kim Severance,  
Director of Career Services

# 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: **second Friday of semester**

Spring Semester: **second Friday of semester**

Summer Semester: **by second Friday after Spring graduation**

\*Summer internships incur tuition costs and **must** be paid to the Business Office by the second Friday after Spring graduation or before beginning the internship, whichever is earlier.

## 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. 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 Director of Career Services
- Investigate possible internship sites.
- Select a faculty member who wishes to supervise 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 **Director of Career Services** 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 Director of Career Services, 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)
- **Final Evaluation Method** (assigned by the faculty sponsor)

## SITE SUPERVISOR RESPONSIBILITIES FOR STUDENT INTERNSHIPS

### Prior to Internship

**Submit a detailed Internship Position Description Form.** Complete this form as you would for any job description within your organization including job responsibilities, skills needed to complete these duties, documents required for application, and internship logistics.

**Interview the student intern.** Once a student has applied for an internship position, interview the student prior to placement. Ensure that the student understands the requirements and expectations for the internship experience. Determine whether the student is a good "fit" for the intern position.

**For International Students:** submit a Curricular Practical Training **Employer Letter** listing company information, a contact person, start and end dates, and hours per week the student will work.

### During the Internship

**Assist the student and faculty sponsor to develop learning objectives for the internship experience.**

Internships enhance learning by allowing students to integrate theory into practice. Students completing internships often develop clearer academic and career goals.

**\*All Cottey College students, prior to entering into an internship agreement, must complete a 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.**

**Review and sign the student's Internship Learning Contract and Responsibilities Agreement.** The student will submit their Learning Contract to the Director of Career Services for approval. The faculty sponsor, site supervisor, registrar, and student will receive copies.

**Establish regular meeting times with the student.** The Site Supervisor should meet with the student on a regular basis throughout the internship experience. Ask questions to ensure the learning objectives are being met. Students will submit **Internship Time and Activity Logs** to their Faculty Sponsor, midway through and at the end of the internship, as documentation of tasks performed. **Site Supervisors will review and sign these logs for accuracy.** Maintain communication with the Faculty Sponsor as necessary.

### Completion of Internship

**Evaluate the learning that has occurred during the internship.** Complete an exit interview with the student intern. Discuss your evaluation of the student intern's performance, giving her a chance to offer feedback. Relate experiences in the internship to the learning objectives established in the Learning Contract. Suggest strategies for future improvement. Submit the **Site Supervisor Evaluation** to the Faculty Sponsor.

### DIRECTOR OF CAREER SERVICES 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.
- Assesses program and develops better means of administration based on comments from students, faculty and site supervisors.