



**CAREER SERVICES**

# Internship Handbook for Students

# 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 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:

Deadlines vary by semester. *Start talking with your advisor and career services the semester before you want to intern.*

\*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 meet with the International Education Coordinator, complete CPT (Curricular Practical Training) forms and have a new I-20 prior to beginning their first day of the internship.

## ENROLLMENT:

Developing an internship is similar to a job search. The student will initiate contact with potential internship sites, submit resumes and applications, interview (if required), and finally secure an internship. The career services director 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 agrees to sponsor the internship experience (Faculty Sponsor),
- ✓ Work with the Faculty Sponsor and an internship site supervisor to complete the **Internship Learning Contract and Responsibilities Agreement**,
- ✓ Obtain an **Internship Add Form** from Career Services.
- ✓ Submit completed **Internship Learning Contract, Responsibilities Agreement and Internship 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 to Career Services AND the internship has been approved.*

## GRADING:

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

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

## Tips 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 between you (the student), the internship site, and the faculty sponsor, indicating what you expect to learn and how you will learn it. The completed 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 faculty sponsor, are necessary to develop the contract. You may want to write a first draft of the contract, 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 your 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 on both the Internship Learning Contract *and* the Internship Add Form.

Return your completed **Internship Learning Contract** and the **Responsibilities Agreement** as well as your **Internship Add Form** to *Kim Severance, Director of Career Services*, in the Kolderie Center, RBAC 164.

## INTERNSHIP EXPECTATIONS

An internship is considered a professional work experience suitable for inclusion in a professional résumé. Therefore student interns representing Cottey College are expected to conduct themselves in a manner appropriate to the internship position. A few of these expectations are listed below.

|  |  |
|--|--|
| Dress appropriately                                    | Be punctual                                  |
| Be productive  | Show initiative                              |
| Listen and observe                                     | Ask thoughtful questions                     |
| Be courteous   | Maintain confidentiality                     |
| Refrain from cell phone use                            | Valid absences only/Approval required        |
| Adhere to company personnel policies                   | Adhere to company I/T policies               |
| All photography requires permission of internship site | Demonstrate appreciation for the opportunity |

## An Internship is NOT –

### **Time Out:**

Although an internship is usually pursued outside of the college setting it should not be viewed as "time-out" from college to go to work. An internship is a learning experience. Some people learn more effectively through experience, and internships provide that opportunity. Remember, a grade or credit for an internship is based on what you can show or demonstrate you learned during the internship experience, not solely on the evaluation of your performance.

### **An Easy Grade:**

Most students report working just as hard, if not harder, on their internships as they do for classes on campus. Pursuing an internship along with several other classes creates a demanding schedule and requires a lot of time and energy. Be careful not to plan an internship during an otherwise "heavy" schedule.

### **Volunteer Experience:**

Regardless of the financial arrangements, an intern is not the same as a volunteer. An intern earns credit or a grade based on what is learned from the internship experience. A volunteer may perform the same tasks equally well, but may or may not be self-conscious about the learning derived. As an intern, you must be self-conscious of what you are learning and strive to meet identified learning goals in order to successfully earn credit or a grade.

### **Resident Expert:**

Student interns bring special skills, knowledge, and fresh ideas to an organization. It is not appropriate for an organization to expect an intern to be the "resident expert" or to fill a gap in an area in which the staff lacks basic skills of knowledge. A professional staff person should supervise you with expertise in the area you are working.

### **Go-Fer:**

An intern is not supposed to perform *all* the routine or uninteresting work within an organization. An internship should be a meaningful learning experience. Most positions and projects involve *some* routine work; however, it is recommended that it be limited to twenty percent of your time as an intern.

### **Guarantee of a Job Offer:**

There is no guarantee that an internship will get you a job. Many employers value hiring someone who has had internship experience; therefore, when you are competing for a particular position, your internship may prove beneficial. The best way to gain career and job advantages from your internship is to get to know the people you are working within the organization. Build a professional network for yourself.