

## Internship Program Student Application for Academic Credit

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### **An internship is . . .**

- A supervised work experience, which earns academic credit.
- An experience that gives students an opportunity to apply and extend the theoretical knowledge acquired in the classroom to a practical experience.
- An opportunity for students to view careers to which their academic interests may lead.
- A vehicle to establish positive contacts with prospective employers.

### **The role of the internship coordinator is to . . .**

- Assist students in developing their internship proposal.
- Supervise and interact with students on internship assignments.
- Interact with site supervisors
- Evaluate internship monthly reports and final paper, review host site evaluations, and assign final grades.

### **The site supervisor's role is to . . .**

- Provide supervision.
- Assign and train students in their job tasks and responsibilities.
- To complete a written evaluation of the intern's performance at the end of the internship based on the following learning outcomes:
  1. Ability to communicate verbally and in writing.
  2. Judgment in decision making.
  3. Ability to work with others.
  4. Dependability.
  5. Conforms to professional behavior and ethical standards and practices consistent with organizational standards.
  6. Ability to perform at levels expected in your field.

### **Student eligibility for internship credit is based on the following criteria . . .**

- Applicants must have **completed their sophomore year.**
- **Students must experience new learning during the internship.** (Internships with organizations for which a student is already working or that he or she has worked with in the past must contain significant projects and/or independent work that is new to the intern.)

### **Credit requests should be based on the following . . .**

- Students must complete 45 clock hours for every hour of credit requested.
- Business internships are for a minimum of 8 credit hours and a maximum of 12 credit hours.

### **Deadlines for submitting proposals follow . . .**

- SUMMER applications should be received by the internship coordinator no later than the **Friday of the 3<sup>rd</sup> week of April.**
- FALL applications should be received by the internship coordinator no later than the **Friday of the 1<sup>st</sup> week of May.**
- SPRING applications should be received by the internship coordinator no later than the **Friday of the 1<sup>st</sup> week of October.**

## **Administrative and Academic Guidelines for Proposals**

### **Guidelines for completing your application:**

- Consult with your faculty advisor; **determine the number of credit hours to request.**
- **Contact John Pelletier, Business Internship Coordinator, to plan your internship placement.**
- **Students are responsible for finding a sponsoring agency for the internship** in conjunction with the Internship Coordinator.
- Internship placement **MUST** have prior approval by the Internship Coordinator.
- **Submit** proposal to the Internship Coordinator.

### **Specific details of the internship experience you may want to consider before meeting with the Internship Coordinator are:**

- The academic purpose of the internship,
- Experience you are bringing to the internship,
- The number of hours you would like to put into the internship, and
- Skills you hope to acquire during your internship.

### **Specific details you want to complete/prepare before meeting with the Internship Site Supervisor:**

- Prepare a professional resume,
- Research the company/agency in which you will complete your internship at,
- Obtain a copy of your transcript, and
- Be prepared to speak about your skills and strengths.

### **Specific details of the internship experience you want to have in place after meeting with the Internship Coordinator and Agency Site Supervisor:**

- An agreement on work schedule and hours(bring your school schedule with you),
- the name(s) of site supervisor(s) (ask for a business card),
- a general outline of activities and work responsibilities(ask for a job description), and
- a mutually agreed upon monitoring and evaluation procedure.

### **Internship Expectations on the part of the intern:**

- Keep a weekly log of your accomplishments; submit weekly logs and hours worked to internship coordinator on a monthly basis.
- Submit a 3-page paper describing the value of your internship, what you learned during your internship and how it better prepared you for the real world of work. You need to address the following:
  1. Interpersonal relationships
  2. Customer service
  3. Knowledge gained from your internship
  4. Dealing with people
- Your final paper must also include a narrative addressing your self-assessment of each of the six learning outcomes; these are the same learning outcomes you will be evaluated on by your site supervisor:
  1. Student will be able to communicate verbally and in writing.
  2. Student will be able to exercise appropriate judgment in decision making.
  3. Student will be able to work well with others.
  4. Student will be dependable.
  5. Student will be able to conform to professional behavior and ethical standards and practices consistent with organizational standards.
  6. Student will be able to perform at levels expected in this field.

This paper must be submitted at the end of your internship and before a grade can be recorded.



## INTERNSHIP PROPOSAL

STUDENT'S NAME:		DATE:	STUDENT ID NO.:
CURRENT GPA:	DEGREE CONCENTRATION:	FOR SEMESTER:	# OF CREDITS REQUESTED:  (45 HOURS PER CREDIT)
EMPLOYER'S NAME:		EMPLOYMENT LOCATION:	
EMPLOYMENT PERIOD: FROM: <span style="float: right;">TO:</span>			
SUPERVISOR'S NAME:		POSITION:	

STUDENT RESUME, STUDENT GOALS AND OBJECTIVES, AND JOB DESCRIPTION MUST ACCOMPANY THIS REQUEST.

STUDENT'S SIGNATURE:	DATE:
APPROVED BY FACULTY LIAISON'S/INTERNSHIP COORDINATOR:	DATE:
APPROVED BY PROGRAM COORDINATOR:	DATE:
APPROVED BY DIVISION CHAIR:	DATE:

ALL STUDENTS MUST SUBMIT MONTHLY REPORTS THAT WILL BE EVALUATED BY THE ON-THE-JOB SUPERVISOR, AND FACULTY LIAISON / INTERNSHIP COORDINATOR.

## INTERNSHIP JOB DESCRIPTION

### EMPLOYER INFORMATION:

NAME OF ORGANIZATION / EMPLOYER:
ADDRESS OF ORGANIZATION / EMPLOYER:
CONTACT PERSON:  <div style="text-align: right; margin-right: 20px;">NAME: _____ TITLE: _____ PHONE: _____</div>

### JOB INFORMATION:

JOB TITLE AND DESCRIPTION:		
TYPE OF ACADEMIC MAJORS AND MINORS ELIGIBLE FOR CONSIDERATION:		
OTHER DESIRABLE CHARACTERISTICS:		
PAY AND FRINGE BENEFITS (IF ANY):		
APPLICATION DEADLINE DATE:		STARTING AND ENDING DATE OF JOB:
DAY/NIGHT EMPLOYMENT:	APPROXIMATE # OF HOURS PER WEEK:	DATE:

# RESUME

## PERSONAL INFORMATION:

STUDENT'S NAME:	DATE:
HOME ADDRESS: STREET: CITY, ZIP: COUNTRY:	

SCHOOL ADDRESS: STREET: CITY, STATE, ZIP: TELEPHONE:
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MILITARY:
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EDUCATION:
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CAREER OBJECTIVES:
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WORK EXPERIENCES:
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REFERENCES:
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**NOTE:** IT IS PREFERRED THAT YOU ATTACH YOUR MOST CURRENT RESUME.

**INTERNSHIP DESCRIPTION:**

Provide a narrative description fully describing your proposed internship experience, providing details as to what you expect to accomplish during the internship period. What will be your internship responsibilities? With what aspects or departments of the sponsoring agency will you be involved?

What will be expected of you as an intern?