

Carroll College Student Internship Guide



**Carroll College Career and Testing Services
Borromeo Hall East**

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INTERNSHIP PROGRAM OVERVIEW

The academic internship program at Carroll College is an experiential education opportunity that provides the link between the classroom and the workplace. It is an opportunity for you to learn about areas of academic interest through practical experience.

ADVANTAGES OF STUDENT PARTICIPATION

It takes more than a degree to land a job in your career of choice. In today's competitive job market, employers are looking for experience coupled with a college education. An academic internship is an opportunity to explore different career opportunities and a win-win situation where both the student and the employer have the opportunity to determine if they are a good fit.

WHAT IS AN INTERNSHIP?

- ⇒ It is a supervised, planned work experience taken for academic credit. It forms an academic relationship between a student, faculty advisor, and organization.
- ⇒ An internship must relate directly to classroom work in order to qualify for academic credit.
- ⇒ An internship may be a single semester experience, or it may continue for longer than one semester; it may be paid or unpaid.
- ⇒ The established ratio for number of hours of work to number of credits received are as follows: 42 hours = 1 credit (internships are typically 1-3 credits - a 3 credit internship will complete 126 hrs over a semester - it averages out to 9/hrs wk over 14 weeks. Your schedule may fluctuate over the semester, however, it is important to complete a total of 126 hours)
- ⇒ An internship can be started at any point in the semester; however, it must be a minimum of 8 weeks in duration.
- ⇒ Each academic department has a faculty internship advisor. Internship placements are approved and monitored by the faculty internship advisor. The student will be required to complete additional academic components for the internship, including outside readings relevant to the work situation, possibly a weekly journal, academic papers, etc.
- ⇒ In collaboration with the organization and the faculty internship advisor the student defines intentional learning objectives for the internship experience.

WHY DO AN INTERNSHIP?

- ⇒ 44.9 percent of employers offer higher salaries to incoming hires with internship experience than they offer to those without such experience. —NACE 2005 Experiential Report
- ⇒ On average, a new hire who previously interned with the company can expect to make an additional 6.5 percent above the normal starting salary. —NACE 2005 Experiential Report
- ⇒ New hires that have had internships are more frequently given tasks considered to require more responsibility.
- ⇒ New hires with internship experiences tend to have higher job satisfaction.
- ⇒ Getting practical work experience helps you test out different careers.
- ⇒ An internship can provide an opportunity to discover your passion, to make a solid contribution to your employer, and to grow.
- ⇒ It is required in your major!

STUDENT RESPONSIBILITIES CHECKLIST

___ **Meet with academic advisor.** Discuss with your academic advisor the ideal semester to complete an internship. Each academic department has an assigned faculty internship advisor who works with students on timing and establishing an internship. A semester before you plan to complete your internship, meet with your faculty internship advisor and identify your major requirements.

___ **Understand academic policies.** Internships adhere to their own set of academic policies. There are requirements as far as credits, registration, class standing (See Appendix A). It is the student's responsibility to read and understand the academic policies of internships.

___ **Locate an internship.** Start early. Become familiar with utilizing the many available resources in seeking an internship. Discuss openings and opportunities with your faculty internship advisor and check department bulletin boards for postings. Talk to friends and family about possible internship sites. Check with Career Services. Career Services posts internships on its website, sends out targeted emails about positions, and maintains a database of previous internship sites.

___ **Apply for a position.** In many cases you will be required to submit a cover letter and resume. Do this as soon as possible - often you are not the only one applying and there is competition for internship openings. To ensure your success be prompt during the application process. Career Services can help with resumes and cover letters.

___ **Fill out the Internship Approval Form and Write an Internship Proposal.** Obtain the Internship Approval Form from your faculty internship advisor or from Career Services. Fill out the student section and then have the internship site and faculty internship advisor complete and sign the form. The Internship Proposal should be written in consultation with your faculty internship advisor and site supervisor. The Internship Proposal should be no longer than one page and will include the following: a position overview, responsibilities, learning objectives and evaluation process. (See Example - Appendix B). The faculty internship advisor will establish academic requirements for each internship.

___ **Turn in complete Internship Approval Form and register for credit.** A completed Internship Approval Form must be turned in to Career Services within the first two weeks of the internship. All signatures must be gathered and turned in to Career Services. At this time you will also sign and turn in the "*Code of Professional and Ethical Conduct for Student Interns*". The registrar will not accept student registration for any internship courses without the proper paperwork signed by the site supervisor, student's faculty internship advisor, and the internship coordinator.

STUDENT INTERNSHIP GUIDE

DURING THE INTERNSHIP

- > **Define expectations.** Complete the Internship Approval Form and Internship Proposal in consultation with your internship supervisor. Identify the specific terms and conditions of the internship. (e.g., dates of employment as an intern, including internship end date; compensation; schedule; hours per week; tasks or responsibilities; any other expectations.) Know what is expected of you and ask questions if you are unclear or do not understand.
- > **Refer periodically to the learning objectives in the proposal.** Check your proposal to confirm tasks and responsibilities and what you were hoping to learn from the internship. Check in with your supervisor to confirm that both your expectations are being met. If your expectations are not being met or you have some confusion about your role - speak with your supervisor or faculty internship advisor. Everyone wants this to be a success and can't modify the internship if they do not know there is a problem. Often your faculty internship advisor or career services can also speak to a supervisor on your behalf.
- > **Monitor internship hours.** Be aware of the number of hours you need to complete for your internship. It is your responsibility to complete the required hours. You may work more than the required hours but only if it works with your schedule and does not interfere with your other classes and commitments.
- > **Monitor academic requirements.** It is your responsibility to complete all the required assignments during the internship. Keep current on journals and paper research. Be clear about the expectations of your faculty internship advisor.
- > **Evaluate your progress.** If you are bored or ready for more challenge - communicate with your supervisor. Your supervisor may be busy and may not immediately know that you are ready for more responsibility - start volunteering for more projects. On the same note if you are having trouble keeping up or completing projects please contact your supervisor.

EVALUATIONS

Your internship supervisor will be required to complete a final evaluation of your performance. You should meet with your internship supervisor to go over the evaluation. The final evaluation will be assigned by your faculty internship advisor or may be obtained from career services. It must be returned to your faculty internship advisor. You will also be sent a final evaluation from Career Services. Please complete the evaluation and return to Career Services.

SPECIAL POLICIES

In cases where Carroll College acts as the official employer (some state and federal agencies pay the college directly and the college pays the student), the student is required to complete the Internship Approval Form and Internship Proposal as usual. In addition a signed contract between Carroll College and the outside agency also must be completed prior to the student beginning work. If the placement continues over summer the student must be pre-registered for fall semester. A student is required to complete Carroll College human resources paperwork. Please see Career Services for instructions.

ACADEMIC GUIDELINES FOR INTERNSHIPS

Carroll College allows its students to participate in a work program that relates to their area of studies. This employment must relate directly to classroom work in order to qualify for an internship. Close cooperation between Carroll and the participating companies insures a work experience that contributes significantly to the student's overall growth and professional development. Students will receive academic credit and may or may not receive monetary compensation for an internship.

- ⇒ An internship consists of an agreement between an organization, a student, and a faculty internship advisor.
- ⇒ A student is awarded academic credit at the completion of the internship.
- ⇒ A student must complete an Internship Approval Form with an Internship Proposal and all required academic assignments.
- ⇒ The credit to hour ratio is 1 credit per 42 hours of work for a semester - normally 15 weeks. No more than 3 credits may be earned per semester. A maximum of 6 credits may be earned in Internship Credit. [Exceptions for academic majors that require a practica, clinical experience and/or student teaching or have prior approval of the academic dean.]
- ⇒ Each department assigns a course number for internships - see catalog. Unless otherwise stated the internship course number is 425 along with the department code number. Example: BA, PO, CO etc.
- ⇒ Internships can be taken on a pass/fail basis or for a letter grade (pass = minimum of a C grade).
- ⇒ The student must be of junior or senior status, and the experience should be in the student's major area of academic study.
- ⇒ Tuition for internship credits is the same as for other credits earned at the college.
- ⇒ Internships may be completed in the fall, spring, or summer semester and may begin at any point during the semester.
- ⇒ Internships must be at least eight weeks in duration.
- ⇒ The student's cumulative GPA and major GPA will be factors in judging the appropriateness of a particular internship experience the student proposes.
- ⇒ Students must register in the academic term in which the work activity takes place. All paperwork must be completed **each semester** the student participates in an internship. Students seeking credit for extended internships longer than one semester must submit a new Internship Approval Form and Proposal for each semester of the internship. Each subsequent semester should include new learning objectives and additional responsibilities.
- ⇒ Grades will be based on the employer evaluation, supervising professor evaluation and the student's required academic work connected with the internship.
- ⇒ Internship Approval Form with attached Internship Proposal and all required signatures must be completed within two weeks of beginning the internship.
- ⇒ In addition, the student is required to devote whatever hours are necessary to complete the academic component of the internship: i.e., meeting with the faculty or employer supervisor, and completing all academic activities (e.g., readings, reflection seminar, paper) required by the faculty supervisor.

Internship Proposal Example

Susie B. Saint
October 9, 2007

Community Health Internship Proposal

Position Overview:

The intern will participate in the planning and formation of the Obesity Prevention Program with the Lewis & Clark City-County Health Department. Lewis and Clark City-County Health Department was recently awarded a grant to implement an Obesity Prevention Program and will begin developing the program.

Responsibilities:

Internship responsibilities will include but not be limited to the following:

- Assist in creating a four-year plan to implement the Obesity Prevention Program
- Research similar successfully structured and implemented programs from other areas
- Make correlations between built environments and public health with relation to chronic disease
- Gather recent statistics for community members of all ages in order to highlight the growing obesity problem within our community
- Formulate community health policy/intervention that will successfully decrease the risk for obesity and chronic disease
- Identify and interview those community members/stakeholders in order to develop a stakeholder planning team (Core Group) that will aim to connect public health and community awareness
- Research and apply a Complete Streets model to guide community development

Learning Objectives:

- Understand Public Health policy and implementation program structure
- Gain knowledge of Community Health funding, budget formation, and grant-writing processes
- Collaboration with fellow Community Health organizations on the local, national, and global levels
- Assessment and augmentation of existing programs and resources with regards to Community/Public Health awareness
- Utilize research methods for analyzing statistics and existing resources within a community with a purpose of implementing a Community Health program
- Identify target groups within a community that are most in need of Community Health education and support
- Attend Community Action Group meetings on a monthly basis

Evaluation Process:

The intern will be reviewed at both the mid-term mark and at the end of the semester by the site supervisor and the faculty advisor. Periodic progress meetings will take place with the site supervisor. Other grading criteria are as follows:

- Completion of a Mid-Term Evaluation and Final Student Evaluation by Employer
- Completion of a Site Supervisor Evaluation
- A Portfolio of Work from the Internship Experience
- A Final Research Paper
- Complete Weekly Journal Entries

Internship Proposal

A one page proposal that includes the following information. The example is a general guide. Each internship will have unique qualities.

Position Overview

A brief explanation of the position and its role within the organization.

Responsibilities

Describe the tasks and/or duties required in your position

Learning Objectives

What skills, experiences, and new concepts will you acquire as a result of this internship?

Evaluation Process

List academic assignments required by your faculty advisor. This may include readings, journals, research papers, site evaluation, etc.

CARROLL COLLEGE CAREER SERVICES
Code of Professional and Ethical Conduct for Student Interns

General Statements

While interning at your site, you are representing not just yourself, but also Carroll College and your fellow students past, present, and future.

You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as an intern may be measured by your employer's performance measurement process and/or a college-sponsored performance evaluation. You must receive a satisfactory (or better) performance rating for the period of your internship for the internship to be recognized by Carroll College.

You must keep both the Carroll Career Services office and your sponsoring employer apprised, at all times, of your current e-mail address, physical address and telephone number.

You will follow all policies and procedures of the internship experience, as well as the college policies for on-campus classes. This includes completion of all assignments related to the internship.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excusals. Please consider your other commitments before beginning an internship. You will be responsible to notify the employer and your supervising professor immediately in case of absence.

Any changes in your internship status (layoff, cutback in hours, or dismissal) must be reported immediately to your faculty internship advisor.

Specific Statements

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

Maintaining confidentiality regarding information accessed on any clients, members, customers, employees, and products or services associated with the internship site;

Reporting for the internship experience on-time;

Using appropriate written and oral expression in all interactions with college personnel, managers, supervisors, employees, the public and clients;

Observing all established safety and sanitation codes;

Accepting responsibility and accountability for decisions and actions taken while at the internship;

Ensuring that all interactions are conducted with dignity and respect towards every person.

By my signature below, I indicate my understanding of, and willingness to conform to, the professional standards of the internship education program delineated in the preceding general and specific statements. If any facet of the code of conduct is not adhered to, I may be at risk of losing academic credit or in some other way may be penalized.

Name (print) _____

Signature _____ Date _____

Copy to supervising professor: _____



Date Entered _____

*Copy to HR _____

Internship Approval Form

It is the student's responsibility to ensure that this form is wholly complete before submitting it for approval.

Must register for at least one credit.

NO AUDITS ALLOWED

Semester of Placement: Fall Spring Summer 20 _____

Course Subject _____ Course Number _____ Credits _____

1 Credit = 42 Hours 2 Credit = 84 Hours 3 Credit = 126 Hours 6 Credit = 252 Hours

Step 1: Student Information

Student Name _____ I.D. Number _____

Address _____ Phone _____

Class Status SOPH JR SR Major/Program _____ CGPA _____

Step 2: Internship Site Information

Organization Name _____

Mailing Address _____

Site Supervisor _____ Title _____

(Please Print)

Phone _____ Email Address _____

Date Position Starts _____ Date Position Ends _____

Work Schedule: _____ hrs/week

How many weeks? _____ (Must be at least 8 weeks) UNPAID PAID \$ _____/hr

_____ Signed Contract to Carroll College When Applicable*

Intern Title: _____

Site Supervisor _____

Signature

Date

Approval Form must be accompanied by the Internship Proposal and Signed Code of Professional Ethics

An internship proposal will contain the following components (The proposal should not exceed one page):

1. A Brief Position Overview
2. Responsibilities
3. Learning Objectives
4. Evaluation Process

(See Attached Example - Appendix B)

(Over)

Step 3: Faculty Information

Faculty Internship Advisor _____ Dept. _____
(Please Print)

Phone: _____ Email _____

Faculty Internship Advisor _____
Signature _____ Date _____

Department Chair _____
Signature _____ Date _____

Career Services
Internship Coordinator _____
(All Attachments/Info/Signatures Must be Complete) Date _____

Please Note:

If the Internship is the only class for which a student is registering, approval is not complete until tuition has been paid.

(*In cases where Carroll College acts as the official employer under contract with an outside agency a signed contract between Carroll College and the outside agency also must be completed prior to the student beginning work.)

Office Use Only

Registrar _____
Date _____

- Copies to:**
- Faculty Internship Advisor**
 - Site Supervisor**
 - Career Services Internship Coordinator**
 - *Human Resources Office (If Applicable)**