



Internship Programs

A Guide for Students 2014-15

Internship Programs A guide for students

Table of Contents

An Introduction to Internships.....	1
Your Internship Plan	2
Useful Links & Networking	3
Career & Internship Fairs.....	3
Suggestions for a Successful Internship Experience	4
Begin your search for an internship early.	4
Make use of the resources.....	4
Visit Career Development to fine-tune your resume and cover letter.	4
Internship Requirements	5
Instructions for Completing the Internship Registration Form	6
Top Half of the Registration Form	6
The Internship Proposal.....	6
Signatures.....	6
Registration	6
Internship Registration Form	7
Internship Memorandum of Understanding.....	8
Non-paid Internship Agreement.....	9
Request to Participate & Agreement to Indemnify & Release From Liability.....	10
Ethics & Commitments for Shawnee State Interns.....	11
Training	12
Confidentiality	12
What to do in the Event of a Challenge.....	12
Suspected Child Abuse	12
Agreement Statement	12
Intern Hour Log.....	13



An Introduction to Internships

Congratulations on your decision to investigate the possibility of an internship! By definition, an internship is a short-term work experience in a professional environment where the emphasis is on learning. It is a chance for you to be immersed in the world of work under the guidance of a mentor (employer) and faculty advisor or Workforce Development designee who will create a real-world classroom for you.

If you are earning academic credit for the internship, your internship must be supervised by a faculty advisor; if you are not earning academic credit for the internship, your internship must be advised by an Workforce Development designee.

A meaningful internship will have the following components:

- Exposure to the professional world
- An intern who is an active participant and contributor
- An employer mentor who assigns meaningful projects and objectively evaluates progress

- A faculty advisor or Workforce Development designee who assists the intern with the connection between the academic and professional experience through reflection and evaluation

While the emphasis is on learning, not earning, there are many internships that offer a stipend (a lump sum paid for a designated time of work), hourly wages and/or housing, and other benefits. Compensation is certainly something to consider in your decision, however, it is important to keep in mind the greatest reward — the learning outcome!

Many departments at Shawnee State University offer the opportunity for you to receive academic credit for your work in a supervised internship experience relating to your major. Not all internships must be completed for academic credit, however such experiences can still be very valuable. You will practice what you have been learning in the classroom, learn new skills and competencies, gain experience in the world of work, clarify your career goals, build your resume, and make contacts that may lead to a full-time position upon graduation.

It is important for you to remember that the greatest resources you have are faculty, and the staff of University Workforce Development and Career Development.

Adapted from Guilford College



Your Internship Plan

You should begin planning at least two semesters prior to the time you wish to begin your internship experience!

First, take some time to think about why you want to do an internship. Ask yourself:

- What do I want to learn or achieve?
- What type of work environment is best for me?
- When do I want to do my internship? Summer? Intersession? Fall? Spring?
- Does my economic situation demand a paid position, or can it be unpaid?
- Do I want to get academic credit for this internship?

Next, use this time-line to guide your search. You will follow the same basic process when you begin your career search. Make sure you use all of the resources available to you!

You should begin **two semesters prior** to the start of your internship.

1. Meet with a Workforce Development designee to discuss requirements and prerequisites.

2. Write your goals and objectives.
3. Write your resume and cover letter. Take the completed documents to Career Development, the Writing Center, or a Resume Clinic for review.
4. Register with College Central and OHIO Means Internships
www.collegecentral.com/shawnee and
www.ohiomeansinternships.com/.
5. Begin networking with alumni, faculty, staff, and potential employers to explore options.
6. Attend the Part-Time Job and Volunteer Fair, JobFest, and the Graduate/ Professional School and Internship Fair.
7. Attend the Part-Time Job and Volunteer Fair, JobFest, and the Graduate/ Professional School and Internship Fair.
8. Polish your interviewing skills. Schedule a mock interview through Career Development.
9. Explore and apply to internship postings listed with various online sources.
10. **Attend an internship orientation.**
11. Interview with potential employers.
12. Send thank you letters to recruiters within 24 hours of your interview.
13. Once you have been offered an internship, ensure that it meets the criteria for academic credit (if you plan to receive credit) and complete the necessary paperwork with your faculty advisor.
14. Write a letter of acceptance.

Adapted from Butler University

Useful Links & Networking

Use the following links to jumpstart your internship search! Search for internships, mentorships and apply online.

- www.collegecentral.com/shawnee
 - www.ohiomeansinternships.com
 - www.nocher.org/neointern
 - www.internships.com
 - www.internshipprograms.com
 - www.internmatch.com
 - www.idealists.org
 - www.studentjobs.gov/e-scholar.asp
 - www.studenthousing.org
 - www.inroads.org/index.jsp
 - www.internabroad.com/search.cfm
 - www.internjobs.com
 - www.internships.wetfeet.com/home.asp
 - www.internweb.com
 - www.collegerecruiter.com
 - www.goinglobal.com
 - www.careerbuilder.com
 - www.indeed.com
 - www.studentjobs.gov
 - www.usajobs.com
-

A valuable resource when looking for an internship is through networking — gathering information through contacts.

So, how do you find these contacts? Newspapers and the Internet can be valuable sources, but they are not the only resources. When you network, you must go beyond the obvious. Don't just look for someone who is doing the exact work that you want to do — look for other connections as well. For example, are they in a related field? Or, are they working in a completely different occupation, but for a company with whom you would like to work?

Friends, Family, & Your Neighbors

Everyone is a potential networking contact, but the only way to find out is to ask! Talk about your interests and ask your friends for suggestions. Search your own family for potential connections. As you go about your daily business you should be making contacts. The next time you visit your dentist or physician or hair stylist, tell them what you want to do for an internship and ask if they know of anyone.

Career & Internship Fairs

You should attend every career and internship fair possible. This is a chance to meet employers face-to-face and network for opportunities. Listings of fairs are available under the Workshops tab of the Career Development website.

Tried Everything and Still No Luck? Please contact:

Workforce Development
internships.now@shawnee.edu

Career Development
careers@shawnee.edu

Adapted from Butler University

Suggestions for a Successful Internship Experience

Begin your search for an internship early.

Start looking for an internship before or during pre-registration for the preceding semester in which the internship will be undertaken. Students who wait until the first day of classes to begin their search will find their options limited.

Make use of the resources.

Internship search engines, the Career Development website and the staff in Career Development, Workforce Development, and the Writing Center are all here to help! Don't be afraid to ask your faculty and University staff for a hand too.

Visit Student Career Development to fine-tune your resume and cover letter.

Be prepared to apply to various internships using your cover letter and resume — this is just like applying for a job. Even if the site doesn't ask for your cover letter and resume, you should still give it to them.

Be clear about your goals for the internship experience.

Credit is not given for working, but for utilizing the real world work environment to attain specified educational goals.

Use your faculty advisor for support, as a mentor and to bridge between your on-site work and academics.

Encourage your faculty advisor to visit you at your internship site. Discuss good times for them to visit you and let them know that you would enjoy having them see your work. Faculty advisor site visits often improve the experience.

Discuss problems or concerns with your faculty advisor and/or Workforce Development and Career Development staff.

Having a site problem is not considered a sign of failure. Identifying and discussing challenges encountered allows difficult situations to be used as opportunities for learning. Tell someone if you are experiencing hardships with your internship including, but not limited to, assignments that are not providing substantive work for hands-on experience.

Be conscientious and responsible during on-site work.

Community agencies and businesses are giving you the valuable gift of their time. Students, faculty, and staff have a joint responsibility to nurture our internship site relationships to ensure everyone involved has a positive experience.

Don't be afraid to talk with people at your site.

Be respectful of other people's time, but don't be intimidated because you are new.

Ask for things to do.

One thing that aggravates any employer is paying someone to do nothing. Take the initiative and ask for additional work if you find yourself lacking in things to do. Also, while not having anything to do might feel like you're getting off easy, in the long run not having a strong internship experience will only be a detriment to your career.

Learn all you can about the field.

Talk with a variety of people in the organization to get an overall picture of the field and the company.

Utilize your resources at the site.

Unless specifically directed otherwise, don't be afraid to enlist the help of other departments for your project work.

Don't gripe about the grunt work.

Everything has a purpose, so learn how the small tasks fit into the big picture.

Hitch your wagon to a star.

Seek out the best performers in the company and find out how they have achieved success. You can gain valuable career information from them.

Get in the information loop.

Decisions are not just made in meetings. Learn where people talk and exchange business information.

Words of caution — do not participate in company gossip. If you hear people talking about other employees, do not participate in the conversation. It is much better to keep your thoughts on the business rather than the personal interactions of other employees.

Ask to attend meetings and events.

This will give you an opportunity to observe how things really get done.

Don't burn any bridges.

As a new employee, you are not in the position to be able to tell who can or cannot help you in your future career.

Reading and writing linked to the internship experience is strongly encouraged and will result in a more profound learning experience.

If you have questions or concerns, please contact:

Workforce Development
internships.now@shawnee.edu

Career Development
careers@shawnee.edu

Adapted from Butler University and Guilford College

Internship Requirements

- Each internship must be supervised by both an on-campus faculty advisor **or** Workforce Development designee and an off-campus site supervisor. Student interns are required to meet with on-campus faculty advisors or Workforce Development designee on a regularly scheduled basis during the semester. The timing of the faculty or Workforce Development designee consultations should be included in the Internship Proposal.
- If the proper paperwork is completed before internship commencement, students can receive 3 academic hours of credit for no less than 108 hours of on-site experience.
- The grade awarded for the internship is the prerogative of the faculty advisor, based on evaluations from the site supervisor, regular meetings with the student, final evaluations, and any additional work required by the faculty advisor.
- **To participate in an internship, students must have sophomore standing** (30+ credits earned) and have a cumulative **GPA of 2.5** or higher.

Students will complete the following before the internship begins:

- Internship Registration Form and Internship Proposal.** Requires signatures from faculty advisor/Workforce Development designee, site supervisor, and Internship Assistant.
- Internship Memorandum of Understanding.** Requires signatures from faculty advisor/Workforce Development designee, site supervisor, and director of Workforce Development (director of Workforce Development is the last to sign).
- Non-Paid Internship Agreement Form & Liability Form.** Deliver to Internship Assistant with internship registration form and proposal (this form is only applicable if your internship is **unpaid**).



Instructions for Completing the Internship Registration Form

The credit you receive is not for working, but for utilizing the alternative learning environment. The internship registration form serves as a learning contract that you should complete after securing your site and meeting with your faculty advisor.

Top Half of the Registration Form

In this section, you are asked to provide basic information about you and your site. Make sure that **everything** is properly filled out before you bring it to the director of Workforce Development.

- Fill in the **prefix for the department** granting credit. Your faculty advisor must be a member of that department.
- Please make sure that you fill in the **Internship Title** in the 33-character abbreviated description section; this is used on your transcript. Avoid using “internship” in your 33 character title as this is already implied. Creatively and accurately describe your internship when giving your title.

The Internship Proposal

You must develop your proposal (about 1 page in length) in consultation with **both** your site supervisor and your faculty advisor/Workforce Development designee. The proposal should include the following:

- A general description of the project, your learning objectives, a description of check-points and your evaluation agreement.
- Specify whether credit is in your major or minor. For further clarification of the proposal write up, see the registration form.
- **Your faculty advisor/Workforce Development designee must sign both the internship registration form and the proposal write-up.**

Signatures

After you have completed the internship registration form and proposal, you will must obtain the following signatures:

1. **Faculty Advisor/Workforce Development Designee**
2. **Site Supervisor**
3. **Internship Assistant.** The last signature you will need must be obtained from the Internship Assistant. Your proposal must be reviewed, signed, and will be filed with the registrar.

Registration

A copy of your internship registration form and your proposal is delivered to the Office of the Registrar by the appropriate credit deadline (they can be submitted in advance).

Check the academic calendar for specific deadlines by semester at **www.shawnee.edu/off/reg/courses.html**.

Adapted from Guilford College

Internship Memorandum of Understanding

The following is designed to assist in providing a high-quality internship experience for both the intern and the employer. This form should be completed together by the intern and the immediate supervisor. Both parties should provide input into the completion of the form and agree to the terms outlined. Please note: this is not a legal contract. A copy of this form should be given to both the intern and the supervisor.

Student Information

Name: _____

Address: _____

Phone: _____ Email: _____

University Contact: _____

Internship Information

Company Name: _____

Company Address: _____

Immediate Supervisor: _____

Supervisor Phone: _____ Email: _____

Internship Description

Internship will begin on _____ and end on _____

Internship title: _____

Goals to accomplish during internship: _____

What do you want to experience or learn during this internship? _____

List the projects that will be assigned: _____

Other goals: _____

Internship Description

Intern Signature

Date

Supervisor Signature

Date

Faculty Advisor/Workforce Development Designee Signature

Internship Assistant Signature

Complete this form if your internship is unpaid.

_____ (hereinafter called “Site”)

and _____ (hereinafter called “Intern”), a student at Shawnee State University, hereby agree to this non-paid internship agreement.

Intern agrees that his/her internship is of a voluntary nature from which s/he will benefit by educationally and that s/he shall not be considered an employee of the site and shall have no right to typical employee benefits from the site such as minimum wage, retirement pay, sick leave, paid vacation, workman’s compensation, or other such compensation or benefits generally associated with the employer/employee relationship.

Site Supervisor Signature

Date

Intern Signature

Date

Adapted from Guilford College

Student's Name: _____ Student ID: _____

Internship Name: _____

Shawnee State University (University), is offering students the opportunity to participate in the University's Internship Program. I understand that I am under no obligation to participate in this program or its activities; however, I voluntarily choose to do so at my own risk.

Because this activity will require travel to a location off the University campus, and risk of personal injury or damage to property, I agree to the following conditions for participation in the activity:

In consideration of being granted the opportunity to participate in this activity, I, for myself, my executors, administrators, and assigns, do hereby release and forever discharge the University and its Board of Trustees, its administrators, faculty members, employees, agents, and students from all claims of losses, damages, injuries or costs, and any actions whatever, including, but not limited to, those based on negligence, in any manner arising out of my participation in this activity. I understand that this Release means that, among other things, I am giving up my right to sue Shawnee State University for any such losses, damages, injuries, or costs that I may occur.

Any questions I may have had about the program content, nature, risks, or hazards of this internship have been discussed with a Workforce Development designee to my satisfaction. I hereby attest and verify that I have full knowledge of the risks involved in this activity, that I will assume any expenses I may incur in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses. I also understand that it is my responsibility to obtain personal health insurance and/or personal injury coverage through a private insurer.

I have carefully read this agreement and understand it to be a release of all claims and causes of action for my injury or death or damage to my property that occurs while participating in the Shawnee State University Internship Program and it obligates me to indemnify the parties named for any liability for injury or death of any person and damage to property caused by my negligent or intentional act or omission.

I further represent that my true age is 18 years or older. If I am under 18 on this date, my parent or legal guardian has also signed this Release and Indemnify the University.

Student's Name (print)	Student's Signature	Date
------------------------	---------------------	------

Parent's Name and Signature, if student under 18:

Parent's Name (print)	Parent's Signature	Date
-----------------------	--------------------	------

Ethics & Commitments for Shawnee State Interns

Your internship entails important responsibilities. You have committed to fulfilling those responsibilities as you provide needed services to an employer. The following ethics and commitments are guidelines for assuring that you have a productive and positive experience, and that the Office of University Workforce Development and/or your academic department accomplishes its stated goals on behalf of those with which you are working. In the course of your internship experience, remember that a responsible investment of your time and talent is greatly appreciated by the employer and reflects well on Shawnee State University as a whole.

If you are earning academic credit for your internship, you must meet with your faculty advisor.

As a Shawnee State University Representative...

- ... I commit to be drug and alcohol free prior to and during my internship work.
- ... I agree to conduct myself with integrity at all times. This includes being honest and showing respect for individuals and their property. I understand that I am not only serving the employer, but the employer is serving me by investing valuable resources in my learning.
- ... I acknowledge that I am not perfect, yet I am committing time to improve my experience in the field. I will do my best to serve the office or department to which I have been assigned and will take satisfaction in knowing that my efforts (however small) are appreciated.

Responsibility, Commitment, & Follow Through

It is important that SSU students be punctual and responsibly carry out all assigned tasks and duties related to their internship. If you agree to be somewhere or to do something, follow through. Please do not make promises that you cannot

keep! Other employees, customers, and your site supervisor are relying on you. Emergencies may arise that will prevent you from meeting an obligation, but you must make every effort possible to notify your site supervisor and faculty advisor/Workforce Development designee (and client, if appropriate) as soon as possible. Please carefully plan your time so that your various responsibilities do not conflict.

Establish a regular schedule with your internship site supervisor, and stick to it! The employees and or customers may benefit little or may even be negatively affected if you are inconsistent in your participation. The employers you work for are aware of the fact that you are a student and they do make an effort to work with your schedule when possible. Please also discuss with them your schedule during breaks and holidays.

Dress & Act Appropriately

You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly, and appropriately (check with your site for their conduct and dress codes). Use formal names unless instructed otherwise. Set a positive standard for other students to follow!

Be Flexible

The level or intensity of activity at an internship site is not always predictable, but maintaining a positive attitude is your best line of defense! Please be flexible as sometimes you will be asked to do something that is not part of your “regular duties,” but often helps to advance the goals of the employer. Your flexibility in changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.

Employer Policies & Procedures

All SSU students should be knowledgeable of and act according to agency rules, policies, protocols, procedures, and expectations. If these policies and procedures are not specified or clearly stated, please

ask your service site supervisor. Also, familiarize yourself with the workings of the site, as well as people, places, and things that can assist you in case an emergency arises.

Training

Employers will conduct their own training/ orientation specific to your duties at the company or organization. It is crucial that you attend all training for your specific assignment. Your company or organization site supervisor will inform you of the dates/times of these training sessions. Please see your site supervisor immediately if you encounter difficult or uncomfortable situations.

Confidentiality

If applicable, SSU students will at all times keep confidential all identifying information about the client(s) they serve. This includes names, addresses, phone numbers, personal or family problems, places of employment, living habits, and other things that clients may discuss with or in front of you. Please use pseudonyms when referring to the people you have served.

What to do in the Event of a Challenge

Should a problem arise between you and the people with whom you are working, notify your site supervisor as soon as possible. If problems occur

with your supervisor, you are unhappy with your internship assignment, or you are treated unfairly within the organization or company for which you are working, please immediately notify your faculty advisor/Workforce Development designee.

Suspected Child Abuse

If a situation arises which merits notification of a higher authority, such as suspicion of child abuse, you are to seek assistance from your service site supervisor. Anyone who suspects that a child is being abused or neglected is required by law to report it to the Department of Social Services via the 24/7 statewide hotline (1.800.552.7096 or 1.804.786.8536).

Agreement Statement

I have carefully read and understand the Ethics & Commitments statement. I agree to uphold them to the best of my ability and recognize that my actions and attitude reflect directly upon Shawnee State University as a whole.

Name (print)

Signature

Date

Adapted from Appalachian State University



www.shawnee.edu

Workforce Development

internships.now@shawnee.edu

Office of Career Development

careers@shawnee.edu