

Internship Guide



Office of Career Planning

Table of Contents

Introduction & Career Planning Resources.....	Pages 3
Student Preparation & Internship Process.....	Pages 4-5
International Students.....	Page 6
General Information for Faculty.....	Pages 7-8
Departmental Guidelines by Academic Major.....	Pages 9-22
Accounting.....	Page 9
Biology.....	Page 9
Communication Management.....	Page 10
Computer Information Systems.....	Page 11
Criminal Justice.....	Page 11
Education.....	Page 12
English.....	Page 13
Environmental Science.....	Page 13
Healthcare Management.....	Page 14
History.....	Page 14
Human Resources Administration.....	Page 15
Human Services.....	Page 15
International Business.....	Pages 16
International Hospitality & Tourism.....	Pages 16
International Studies.....	Page 17
Management.....	Page 17
Marketing.....	Page 18
Math.....	Page 18
Political Science.....	Page 19
Psychology.....	Page 19
Religion.....	Page 20
Social Work.....	Page 20
Sociology.....	Page 21
Sport Business.....	Page 22
Recommended Forms and Agreements.....	Pages 23-37
Credit Approval Form.....	Page 24-25
Educational Affiliation Agreement.....	Page 26-28
Student Agreement.....	Page 29-30
Employer Informational Guide.....	Page 31-34
Internship Learning Contract.....	Page 35-36
Internship Paper.....	Page 37

Introduction

This guide, developed by the Career Planning Department and Academic Affairs is to be used to establish guidelines for students, faculty, and staff regarding the best practices of the internship program. It includes information regarding processes and forms intended to benefit members of the Saint Leo community.

Internships are an important part of the Saint Leo University academic experience. Every Saint Leo major offers students the opportunity to test theory against practice in a real world, real work setting. Students are encouraged to work with their academic advisor and the Career Planning Department to select an appropriate internship.

The academic advisor formulates a series of learning objectives that spell out their strategic plan for what they intend to learn during their internship experience. Each intern has a written agreement negotiated between the student, his/her academic advisor and the work site supervisor. A written plan helps each student direct, manage and reflect upon the learning process for the internship. Each objective has the following three components:

- Learning Objective: What is it that I want to learn?
- Activities/Resources: How am I going to learn it?
- Evaluation/Verification: How am I going to demonstrate what I learned?

Career Planning Resources

Location: Saint Edward Hall Suite 102

Office Hours: M-F 8:00-5:00 PM **Website:**

<http://www.saintleo.edu/Campus-Life/Student-Services-Division/Career-Planning-for-Students-and-Alumni>

Contact Information:

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Student Preparation

- Plan early!
- Meet with your faculty advisor at least one to two semesters prior to your internship
- Prepare your resume and cover letter and have your resume reviewed by Career Planning
Resume Development Resources: <https://saintleo.optimalresume.com/>
- Meet with your faculty advisor before you submit your resume and applications to potential internship locations
- Register for your internship class

Internship Process

If a student decides to pursue an internship, he/she must complete the following steps:

Step 1: Assess Yourself. Honest reflection will better direct your internship search, articulate your school and career objectives, work values, personal abilities; and develop the necessary enthusiasm for a rewarding internship experience. Review your schedule and plan how to best meet requirements.

Step 2: Assess Your Transportation. Not having your own, dependable transportation significantly restricts your choice of potential internship sites.

Step 3: Meet with Your Faculty Advisor/Sponsor. Clarify your intentions; determine how an internship fits into your program; seek faculty sponsorship for your experience. Internships must be approved by your faculty advisor.

Step 4: Investigate Internship Possibilities. You will need a network of family and friends to discover possible internship sites. Access on-line resources on the Career Planning website and professional organizations within your academic field.

Step 5: Prepare Your Resume. Your resume must be up-to-date, solid, and professional. Resume development services are offered through Career Planning.

Step 6: Access Your Transcript and Academic History. Students applying for a Saint Leo internship experience must have a minimal GPA (depending on your academic major), at least 30 credits, and have a declared major.

Step 7: Secure a Faculty Advisor/Sponsor. Primary supervision for your internship experience is by the on-site supervisor; however, a discipline-specific faculty advisor monitors your experience and correlating academic assignments, as well as gives a final grade.

Step 8: Arranging Interviews. Site interviews are arranged by students, faculty advisors or Career Planning depending on the major. Professional business attire and etiquette are required. Career Planning offers interview preparation, handouts, and guidelines to help you prepare.

Step 9: Make Your Site Decision. Based on the results of your interviews, make your site selection. Notify the site supervisor to accept the offer. Notify your faculty advisor/sponsor of your decision.

Step 10: Complete Internship Application Process. A student release form, learning agreement, and an affiliation agreement must be completed and signed by all involved parties and handed in on time. Be certain to have copies available for yourself, and your faculty advisor/sponsor. In addition you will be given learning objectives and evaluation forms. Make certain you have this information before beginning your internship.

Step 11: Register for Your Internship Course Make certain all necessary forms are completed, signed, submitted, and processed. You are responsible for registering with your faculty advisor/sponsor, for academic credit for your internship.

International Students

International Students are allowed to participate in the Saint Leo University internship program. International students will need to work in collaboration with the International Student Office, Career Planning Department, and his/her faculty advisor/sponsor. As mentioned previously, internships may be paid or non-paid positions. If an international student decides to participate in a paid position, he/she must have authorization on the I-20 to legally work in the United States.

The most common visa type's employers will see when recruiting undergraduate or graduate students for either full-time or internship positions are the F-1 and J-1 visas. The student holding F-1 status for a full academic year and in good academic standing may work off campus. Such work authorization is granted when the student has sustained unforeseen economic hardship. Also, the student may not work more than 20 hours per week when school is in session, but may work full time during holidays and vacations, including breaks between terms, provided the student intends to register for the next school term.

Curricular Practical Training (CPT): An F-1 student may perform curricular practical training prior to the completion of the educational program as part of his/her educational experience. The USCIS defines this type of training as —alternative work/study, internship, cooperative education, or with the school.¶

- ❖ The above information is adapted from a web article by Rochelle Kaplan, General Counsel for the National Association of Colleges and Employers (NACE). For more information on these and other legal issues related to hiring, please visit www.nacweb.org
- ❖ Also see the website of the U.S. Citizenship & Immigration Service at <http://uscis.gov/graphics/lawregs/index.html>

For additional information contact: Paige Ramsey -Hamacher Associate Director of International Students / Student Activities Building

Email: paige.ramsey.hemacher@saintleo.edu

Phone: (352) 588-8489

General Information for Faculty

Communication System: Relay student internship information.

- Communicate and refer students interested in potentially interning to Career Planning for assistance such as resume writing and internship search resources
- Communicate with student's eligibility, preparation and maturity required for conducting an internship.
- Communicate with internship site supervisor prior to sending student out on an internship. Preferably this can be accomplished via telephone or in person. This contact should include an internship packet, expectations, monitoring, and evaluation information. Have evaluation forms developed and a way for the site supervisor to relay this information.
- Communicate with internship site supervisor and student at the end of the first week to establish how student is representing Saint Leo University
- Communicate (preferably every week to two weeks) with student his/her progress, time-logs, goals, and issues. These can be formal face- to -face meetings, phone conversations, or email contact. If issues arise, notify site supervisor to alleviate further problems at that time. It is recommended that formal evaluation visits should be made throughout the internship process in addition to phone and email contact.
- Preferably at the beginning of every semester, communicate via email a list of your students who will be interning that semester, their locations, and their site supervisor information. The Career Planning office will not contact the site supervisor; this information is for data resources only.

Recommended Application Process: Have application process in place and have interns approved either through department chair or faculty committee

- Most would agree that not all students meet the requirements for completing an internship, so have a recommended application process
- Have students submit application at least one to two semesters prior to interning to ensure an adequate approval process and to allow student proper time to locate an internship site

Liability Concerns and Accountability: Before placing a student, understand he/she represents the university and know the liability concerns

- Have a strong system in place regarding student accountability. This can include monitoring, student portfolios/journals, time logs, site visits, and evaluation forms
- Understand the liability issues such as an internship site that may cause harm to a student. Ensure there is adequate transportation and insurance coverage
- Have a good working relationship with the site supervisor and set your standards for this person. Do you want them to have a certain amount of work experience?
- Have open communication between the site supervisor and yourself to alleviate student concerns or issues.
- Relay to the student an internship is a privilege and not a right and make sure they understand the consequences and may be pulled from an internship

Evaluation Process: Have comprehensive evaluation and monitoring process.

- Present clear objectives for site supervisors and students what the evaluation process will include
- Create evaluation forms, time sheets, educational learning development plan, check-list
- Make formal site visits in addition to frequent contact with student via phone, on-campus meetings, and email. These can be included on the student's first day, prior to the internship beginning, mid-term, and final
- Maintain contact with site supervisor to alleviate issues when problems arise

Recommended Departmental Suggestions: The following are academic suggestions compiled from various sources

- Consider appointing an internship coordinator from your department who would be able to make site visits and serve as a referral source
- Consider incorporating a seminar course in conjunction with internship location. This would be an opportunity for the student to relay information back from the internship site and also an opportunity for the faculty member to relay professionalism to the student in return
- Consider if an internship should P/F or students should be given a letter grade. There is varied information regarding this and how it affects a student's accountability
 - Determine how many credits and hours an internship should be
 - Have students demonstrate what they have learned at the end of the internship. Should they make a presentation? Should they relay their experience to others considering interning?
 - Set deadlines. Do not refer a student to an internship nor the Career Planning Department late to alleviate issues. Referring a student late may mean insufficient time to locate an internship and insufficient time to prepare the student professionally
- Consider how prepared you want your students to be. The University policy is students may intern with a minimum of 30 credits, 2.5 GPA, and be a declared major. There is varied information regarding who should intern at universities. Some departments only recommend second semester Junior and Seniors, some have no restrictions
- Mandatory versus non-mandatory internship. Review your academic standards regarding internships. If you have a mandatory internship process, how has this worked in the past? If you have a non-mandatory internship process, how has this worked in the past? Mandatory internship programs seem to have a highly systematic process in place to alleviate problems

- Have established roles and responsibilities for the faculty, students, and Career Planning Department.
How do you want to coordinate your internship program and who will handle what duties.
- Incorporate Saint Leo values based internship program
- In two situations it may be appropriate and might be considered that the waiver of an internship and substitution of an upper level course or courses of equivalent credit hours is permissible. Waivers may be appropriate when a student already possesses work experience which satisfies the learning outcomes anticipated to emerge from an internship. Waivers may also be appropriate when the completion of the internship creates a hardship for the student. The Department Chair should exercise final approval authority in such cases. The Department Chair should delineate the standards by which such waivers are granted and should clearly communicate those standards to faculty and students.

Departmental Guidelines

Accounting

Internship Contact:

Dr. Barbara Caldwell or Faculty Advisor
Donald R. Tapia School of Business
352-588-7393

Are internships available? Yes, recommended not required

Internship Course Listing:

ACC 425 Accounting Internship (recommended elective) 3-12 credits

Prerequisites: Permission of department chair and dean and senior standing

Course Description: Students use classroom skills to design, implement, or improve accounting information with small businesses, larger corporations, governmental agencies, and CPA firms. This is a pass/fail course. May be repeated for credit.

Student Eligibility: Minimum qualifications include: students need to have a minimum GPA of 2.5, have obtained a minimum of 30 semester hours (preferably Junior or Senior level), and be a declared Accounting Major. Students will need faculty permission for internship participation.

Biology

Internship Contact:

Dr. Siamack Bondari or Faculty Advisor

Lewis Hall 352-588-8279

siamack.bondari@saintleo.edu

Are internships available? Yes, non-mandatory but encouraged

Internship Course Listing: None listed

Student Eligibility: To be determined by Faculty Advisor and Department Chair.

Communication Management

Internship Contact:

Dr. Stephen Baglione or Faculty Advisor
Donald Tapia School of Business
352-588-8228
stephen.baglione@saintleo.edu
Senior Internship

Are internships available? Yes, Pre-Internship and Final Internship. Communication Management is a mandatory internship program.

Internship Course Listings:

CMM 221 Communication Pre-Internship 3 Credits

Prerequisites: CMM 101 and approval from the department chair

Course Description: Students are offered an opportunity to work with professionals in the area of communication. The faculty-supervised, pre-internship experience may take place in a wide variety of professional settings. Students are engaged in coursework for the first half of the semester to prepare them for the internship experience and involved in communication related activity in an approved organization the second half of the semester. This may be a paid pre-internship.

Student Eligibility: To be determined by the Communication Management faculty. Sophomore level status.

CMM 425 Communication Internship

The internship may be 3 to 12 credits, depending on the student's and employer's needs.

Prerequisites: CMM 221, senior status, and approval of the department chair

Course Description: The faculty-supervised internship experience may take place in a wide variety of settings. The on-site internship is thirteen weeks in length. Students learn to address and overcome the many macro and micro obstacles that are a natural and integral part of the internship experience such as developing effective relationships and putting classroom theory into practice.

Student Eligibility: To be determined by the Communication Management faculty. Senior level status. Mandatory internship program which requires faculty scheduling, approval, and contact. Faculty will schedule, arrange, and monitor student mandatory internship.

Computer Information Systems

Internship Contact:

Dr. Vyas Krishnan or Faculty Advisor
Donald R. Tapia School of Business
352-588-8512
vyas.krishnan@saintleo.edu

Are internships available? Yes, non-mandatory but encouraged

Internship Course Listings:

COM425 Computer Information Systems Internship (recommended elective) 3-12 credits

Prerequisites: Coursework appropriate for internship goals, senior standing, and permission of department chair and dean.

Course Description: This course is designed to provide the student the opportunity to integrate all previously learned knowledge and skills. The specific area of study for the internship and the practicum is mutually agreed upon by the student, the faculty supervisor, and the internship mentor/preceptor. This is a pass/fail course. May be repeated for credit up to a 12-credit maximum

Student Eligibility: Minimum qualifications include: students need to have a minimum GPA of 2.5, have obtained a minimum of 30 semester hours (preferably Junior or senior level), and be declared Computer Information Systems Major. Students will need faculty, department chair, and dean's permission for internship participation.

Criminal Justice Internship

Contact:

Barry Glover or Faculty Advisor
Crawford Hall 352-588-8434
barry.glover@saintleo.edu

Are internships available? Yes, highly recommended but not mandatory.

Internship Course Listings:

CRM 425 Field Placement in Criminal Justice 6-12 Credits

Prerequisites: Senior standing and permission of the chair of the criminal justice department

Course Description: This field placement was designed to give criminal justice majors without professional experience in the criminal justice system some direct exposure to the daily workings of a criminal justice agency. Students must coordinate their field placement choice and the number of hours credited with their academic advisor. This course will be graded as P/F and thus does not affect GPA

Student Eligibility: To be determined by Criminal Justice faculty contact and Department Chair. Faculty will oversee eligibility, placement, and monitoring of student internships. All internships will be coordinated and placed through Criminal Justice Department.

Education

Internship Coordinator:

Carol McLeish

St. Edward Hall 352-588-8276

carol.mcleish@saintleo.edu

Are internships available? Yes, there are mandatory practicum classes and final internship.

Practicum Course Listings:

EDU 320/321 Practicum I and Seminar: Reflection

EDU 360/361 Practicum II and Seminar: Planning

EDU 460/461 Practicum III and Seminar: Integration

Internship Course Listings:

EDU 480 Internship 9-11 Credits

Prerequisites: Completion of all education requirements, a cumulative 2.50 grade point average, and a 2.5 or better in all education courses, and taking the Florida Teacher Certification Exam

Course Description: A full time practice teaching experience in the classroom. Taken in the Senior year under the supervision of a qualified teacher and a University supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8-3:30. Open only to students who have applied and been approved for student teaching through the Department of Education. This is a pass/fail course

EDU 481 Seminar Final Internship-Synthesis 1 Credit

Prerequisites: All EDU coursework except EDU 428 which may be taken concurrently with EDU 480/481 Co requisite: EDU 480

Course Description: This course is a problem-solving seminar connected to the full-time, final internship experience. This one-credit seminar will focus on synthesizing the knowledge base gained during coursework with the experiences of the final internship. Students will complete their professional portfolios and learn how to prepare for employment as teachers.

All placements, coordination, and approval for internships will be coordinated through the Education Department and internship coordinator for the Education Department.

Student Eligibility: Determined by internship coordinator, Faculty Advisor, and Education Department Chair.

English

Internship Contact:

Dr. Burgsbee Hobbs or Faculty Advisor
St. Edward Hall 352-588-8424
burgsbee.hobbs@saintleo.edu

Dr. Kurt Wilt or Faculty Advisor
St. Edward Hall 352-588-8839
kurt.wilt@saintleo.edu

Are internships available? Yes, voluntary participation but encouraged.

Internship Course Listing:

ENG 428 English Internship 3 Credits

Prerequisites ENG 318, acceptance to the internship by the chair of the English Department and approval by the school dean

Course Description: Provides students an opportunity to use their skills in a professional setting by allowing them to work with professional writers, editors and producers. The internship takes place in a newspaper, magazine, public affairs office or in a radio or television station. May be taken twice for credit. Offered annually

Student Eligibility: Minimal GPA of 2.5 or higher, minimal 30 credits, and be a declared English major. Approval from the Faculty Advisor and Department Chair.

Environmental Science

Internship Contact:

Dr. Chris Miller or Faculty Advisor
Lewis Hall
352-588-8335
chris.miller@saintleo.edu

Are internships available? Yes, non-mandatory but encouraged

Internship Course Listings: None listed

Student Eligibility: To be determined by Faculty Advisor and Departmental Chair

Health Care Management

Internship Contact:

Dr. Barry Hoy or Faculty Advisor
Donald R. Tapia School of Business
352-588-3454
barry.hoy@saintleo.edu

Are internships available? Yes mandatory internship program. Waivable with approval of Department Chair. Alternate course of equivalent credit hours must be substituted.

Internship Course Listing:

HCA 425 Health Care Internship Prerequisites: GBA 221, HCA 302, MGT 301, and taken during the last 15 hours of residency

Course Description: Designed to provide the student the opportunity to integrate all previously learned health care management knowledge and skills. The management area of study and the practicum are mutually agreed upon by the student, the faculty member and the health facility preceptor. This is a pass/fail course.

Student Eligibility: To be determined by Faculty Advisor and Department Chair.

History

Internship Contact:

Dr. Heather Parker or Faculty Advisor
Saint Edward Hall 352-588-7894
heather.parker02@saintleo.edu

Are internships available? Yes, non-mandatory but encouraged

Internship Course Listing: None listed

Student Eligibility: Minimal 2.5 GPA or higher, minimal of 30 credit hours, and be a declared History major. Approval from Faculty Advisor and Department Chair

Human Resources Management

Internship Contact:

Dr. Barry Hoy or Faculty Advisor
Donald R. Tapia School of Business
352-588-3454
barry.hoy@saintleo.edu

Are internships available? Yes, mandatory internship program. Waivable with approval of Department Chair. Alternate course of equivalent credit hours must be substituted.

Internship Course Listing: None listed

Student Eligibility: To be determined by Faculty Advisor or Department Chair

Human Services

Internship Contact:

Dr. Cindy Lee or Faculty Advisor
St. Edward Hall 352-588-8869
cindy.lee@saintleo.edu

Are Internships Available: Yes, mandatory internship program

Field Placement Course Listings:

HUS 125 Field Placement
HUS 225 Field Placement II

Field Placement Course Descriptions:

HUS 425 Field Placement III Prerequisite: Generally taken in last semester of residency after completion of all major coursework. Specific prerequisites are HUS 121, MAT 201 or SOC/SSC 320, SSC/CRM 328, and SSC 337

Co requisite: HUS 498

This is a supervised field placement in a human services organization for a minimum of 250 hours during the term and is intended to provide students with the opportunity to learn the roles, skills, and methods of human services professionals. Students also should become familiar with the administrative processes of the organization. Course fee may apply. Offered as needed. This is a pass/fail course.

HUS 498 Senior Seminar Prerequisite: Generally taken in the last semester of residency after completion of all major coursework. Specific prerequisites are HUS 121, MAT 201, or SOC/SSC 223, PSY 121, PSY 325, PSY 327, SOC 121, SOC/SSC 320, SSC/CRM 328, and SSC 337

A capstone course designed to integrate previous coursework in human services. Through readings, written assignments and oral presentations, students demonstrate their ability to integrate theory with human services practice and administration. Offered as needed.

Student Eligibility: To be determined by Faculty Advisor and Department Chair

All placement, monitoring and contact will be handled through department and Faculty Advisor.

International Business

Internship Contact:

Dr. John Pantzalis or Faculty Advisor

Donald R. Tapia School of Business

352-588-8315 john.pantzalis@saintleo.edu

Are internships available? Yes non-mandatory program but recommended **Internship**

Course Listing:

MGT 425 Management Internship 3-12 Credits

Prerequisite: Permission of Department chair and Dean

Placement is in a small business or major corporation. The intern applies various analytic techniques to the operation of a business. Business supervision provides a variety of assignments for a thorough acquaintance with organizational functions. Offered as needed. This is a pass/fail course.

Student Eligibility: To be determined by Faculty Advisor or Department Chair. Minimal GPA of a 2.5 or higher, minimal 30 credit hours, and be a declared major.

International Hospitality and Tourism Management

Internship Contacts:

Dr. Eric Schwarz

Chair, Department of Sport Business and International Tourism

Donald R. Tapia School of Business

Office Number 312 352-588-7326

eric.schwarz@saintleo.edu

Or Faculty Advisor

Dr. Stan McGahey

Dr. Judy Holcomb

Associate Professor, IHT Management

Assistant Professor, IHT Management

Donald R. Tapia School of Business Donald R. Tapia School of Business

Office Number 332

Office Number 310

352-588-8913

352-588-8005

stan.mcgahey@saintleo.edu

judy.holcomb@saintleo.edu

Are internships available? Yes, mandatory participation

Internship Course Listing:

IHT 425 Internship in International Hospitality & Tourism 3-12 Credits Prerequisite:

Permission of Department Chair and Dean.

Course Description: Internships are the experiential component of the IHT major. They are privileged positions that enable students to build on classroom theory by gaining professional experience under the guidance of an accomplished mentor at a host agency that furthers their career aspirations.

Students have the option of fulfilling the internship requirement of 6-12 credit hours in individual 3 credit hour increments or performing them at one time. Internships can also be performed internationally. Offered fall, spring, and summer semesters.

Student Eligibility: To be determined through Faculty Advisor and Department Chair. All placement, monitoring and contact information will be coordinated through Faculty Advisor and Department Chair.

International Studies

Internship Contact:

Dr. Marco Rimanelli

St. Edward Hall 352-588-8277

marco.rimanelli@saintleo.edu

Are internships available: Yes, non-mandatory but encouraged

Internship Course Listing: None listed

Student eligibility: To be determined through Faculty Advisor or Department Chair. Minimal GPA of 2.5 or higher, a minimal of 30 credit hours, and be a declared major

Management

Internship Contact:

Dr. Tim Lowder or Faculty Advisor

Donald R. Tapia School of Business

352-588-7323

tim.lowder@saintleo.edu

Are internships available? Internships are required. Beginning in the 2011-2012 Academic Calendar Year, internships are required for the Bachelor's Degree in Management Program. Exceptions to this requirement must be approved in advance by both the Department Chair and the Dean.

Internship Course Listing:

MGT 425 Management Internship 3-12 Credits

Prerequisite Permission of Department Chair and Dean

Course Description:

Placement is in a small business or major corporation. The intern applies various analytic techniques to the operation of a business. Business supervision provides a variety of assignments for a thorough acquaintance with organizational functions. Offered as needed. This is a pass/fail course

Student Eligibility: To be determined by Faculty Advisor or Department Chair. Minimal 2.5 GPA, minimal 30 credit hours, and be a declared major.

Marketing

Internship Contact:

Dr. Stephen Baglione

Donald R.Tapia School of Business

Office Number 122 352-588-8228

stephen.baglione@saintleo.edu

Are internships available? Yes, voluntary participation but recommended.

Internship Course Listing:

MKT 425 Marketing Internship 3-12 Credits

Prerequisites: Permission of Department Chair and Dean

Course Description:

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual

experience in product development, promotion, and/or distribution. Offered as needed. This is a pass/fail course. May be repeated for credit up to a 12-credit limit.

Student Eligibility:

*The internship may be three to 12 credits, depending on the student's and employers needs, although only three credits are required. In order to apply, the student must have a minimum of a 2.5 GPA. If a student does not qualify for the internship by holding the minimum 2.5 GPA, two options are available:

Option 1: The student may retake courses or take other elective courses to reach the 2.5 GPA requirement, and then apply to intern.

Option 2: The student must complete a three-credit 300-400-level business class under the rubric of ACC, IHT, COM, CMM, MGT, MKT, SPB, or POL 325: Public Administration or Calculus (MAT 231), which is required by many graduate programs.

Mathematics

Internship Contact:

Dr. Monika Vo

Lewis Hall 352-588-8336

monika.vo@saintleo.edu

Are internships available? Yes, voluntary participation

Internship Course Listing: None listed

Student Eligibility: To be determined by Faculty Advisor and Departmental Chair.

Political Science Internship

Contact:

Dr. Hudson Reynolds

St. Edward Hall 352-588-8340

HUDSON.REYNOLDS@SAINTLEO.EDU

Are internships available? Yes, voluntary participation.

Internship Course Listing:

POL 425 Internship in Political Science 3-6 Credits

Prerequisite: Junior or Senior standing, enrollment in the campus program

Course Description: The internship in political science is intended to be offered to students who have no previous professional political work experience. It is a 150-300 hours unpaid, supervised internship, which may be taken only at specific, pre-approved provider sites and only upon approval of the host agent or agency.

Interns may work for campaign organizations, at the local offices, with municipal, county or state agencies or with public interest organizations. Offered annually. This is a pass/fail course.

Student Eligibility: To be determined by Faculty Advisor and Department Chair. Minimal 2.5 GPA, minimal 30 credit hours, and be a declared major.

Psychology Internship

Contact:

Dr. Kevin Keiffer

St. Edward Hall 352-588-8228

kevin.keiffer@saintleo.edu

Are internships available? Yes highly recommended, but not mandatory participation.

Internship Course Listings:

PSY 425 Internship in Psychology 6-12 Credits

Prerequisite: Senior standing in psychology, a minimum GPA in the major of a 2.5, PSY 331, PSY 327, PSY 427 and approval of the Psychology Internship committee and APA student affiliate membership. Co requisite: PSY 426

Course Description: Supervised internship placement giving students the opportunity to work in local agencies with individuals and groups for 16 hours(6 credits) to 32 hours (12 credits) per week for 12 weeks. Placements are available in mental health facilities, schools, rehabilitation centers, hospitals and other human service agencies. Students must apply for internship 1 year before they plan to participate.

PSY 426 Internship Seminar 3 credits

Co requisite: PSY 425

Course Description: Assists students in integrating and strengthening their various field experiences. Examines the application of psychological ideas and concepts to clinical practices through discussion, written assignments, readings and case presentations. Assists students in identifying, clarifying and developing specific professional goals. Offered in spring semester.

Student Eligibility: To be determined by Faculty, Internship Coordinator, and Department Chair.

Internship resources, placement, and contact to be handled directly through Faculty Internship Coordinator.

Religion

Internship Contact:

Dr. Anthony Kissel or Faculty Advisor

DeChantal Hall 352

588-8991

anthony.kissel@saintleo.edu

Are Internships available? Yes, non-mandatory participation

Internship Course Listing: None listed

Social Work Internship

Contact:

Dr. Cindy Lee or Faculty Advisor

St. Edward Hall 352-588-8869

cindy.lee@saintleo.edu

Are internships available? Yes, mandatory internship program **Internship**

Course Listings:

SWK 332 Pre-Internship 3 credits

Prerequisites: SWK 121 and junior standing in social work. Co requisite SWK 333

Course Description: This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar one and one-half hours per week. Offered spring semester.

SWK 333 Methods of Social Work Practice II 3 Credits

Prerequisites SWK 331 and junior standing in social work

Co requisite SWK 332

Course Description: This course builds on SWK 331 Methods of Social Work Practice I and emphasizes the problem solving method of practice with small groups and families. It includes the relationship between micro and mezzo skills and continues an emphasis on ethical decision-making and issues of diversity in social work practice. Offered in spring semester,

SWK 425 Field Placement in Social Work Prerequisites: Senior standing in Social Work, completion of all social work courses Co-requisite SWK 426

Supervised field placement giving students an opportunity to apply theory to practice working with individuals, families, groups and communities for a minimum of 400 hours. Placements are available in such settings as hospitals, mental health clinics, schools, nursing homes and social welfare and juvenile facilities. May be repeated for credit up to a total of 12 credits. Course fee may apply. Offered spring semester. This is a pass/fail course.

SWK 426 Senior Seminar in Social Work Prerequisites: Senior standing in Social Work, completion of all social work courses Co-requisite SWK 425

This capstone course meets once a week for three hours. Through integrative assignments and seminar presentations, the student demonstrates ability to integrate theory with social work practice. Offered in spring semester. **Student Eligibility:** To be determined by Social Work Faculty and Department Chair. All contact, placement, and monitoring coordinated through Social Work Department.

Sociology

Internship Contact:

Dr. Cindy Lee or Faculty Advisor

St. Edward Hall 352-588-8869

cindy.lee@saintleo.edu

Are internships available? Yes, voluntary participation

Internship Course Listing:

SOC 425 Field Placement in Sociology 3 Credits

Prerequisite Senior Standing

Course Description: This course is designed to allow students supervised practical experience in a local agency, organization, institution or business for a minimum of six hours per week. It includes an integrative seminar 1 hour per week. This is a pass/fail course.

Student Eligibility: To be determined by Sociology Faculty and Department Chair

All contact, placement, and monitoring to be coordinated by the Sociology Department

Sport Business

Internship Contacts:

Dr. Eric Schwarz

Chair, Department of Sport Business and International Tourism

Donald R. Tapia School of Business

Office Number 312 352-588-7326

eric.schwarz@saintleo.edu

Or Faculty Advisor

Dr. Susan Foster	Mr. Phil Hatlem
Professor of Sport Business	Instructor of Sport Business
Donald R. Tapia School of Business	Donald R. Tapia School of Business
Office Number 319	Office Number 311
352-588-8582	352-588-8107
susan.foster@saintleo.edu	phil.hatlem@saintleo.edu

Are internships available? Yes, mandatory participation.

Internship Course Listings:

SPB 495: Internship Performance 6 credits

Prerequisites: All required courses for the sport business major, 2.5 GPA, and permission of department chair.
Co requisite: SPB 496.

Course Description: This course evaluates the student's on-site performance of their culminating field experience. The student is required to work full-time for a minimum of 12 weeks with an approved site supervisor in an approved sport business organization. The field experience is intended as a culminating experience of the sport business curriculum. It will expose students to organizational structure and function, help them gain additional work experience, enhance their employability skills, and expose them to other areas applicable to the specific area of sport business they have selected. This course is a graded experience. The duration of the internship is 12 weeks, 40 hours per week.

SPB 496: Internship Assignments and Colloquium 6 credits

Prerequisites: All required courses for the sport business major, 2.5 GPA, and permission of department chair.
Co requisite: SPB 495.

Course Description: This course is the co requisite for SPB 495 and is designed as the portion of the internship for which all paperwork including work logs, organizational analysis, internship portfolio, and the required colloquium presentation at the completion of the internship are graded. All assignments are discussed in the prerequisite course SPB 449. Special attention is paid toward the enforcement of professional writing, APA Style Manual application, and quality presentation skills.

Student Eligibility: To be determined through Sport Business Faculty and Department Chair. All contact, placement, and monitoring coordinated through Sport Business Department.

Recommended Forms & Agreements

Credit Approval Form

Internship Candidate: To earn academic credit for an internship, submit this form to your Faculty Advisor and secure his/her signature.. **deadlines:**

Fall Semester Internship
Spring Semester Internship
Internship

April 15
October 15 Summer
March 15

You are responsible for registering with your faculty advisor for the appropriate internship course(s).

To receive interdisciplinary credit, complete only the first section below. Interdisciplinary internships are considered elective credit and do not meet a general education, major or minor requirement.

Student Name:

Student ID Number: _____

Anticipated Graduation Date: _____

Declared Major: _____ GPA: _____

Number of Credit _____ Hours earned:

Local Phone _____ Number:

Email Address: _____

Have you had your completed resume reviewed? YES NO

Term and year of proposed internship: _____

Proposed internship locale and Site/Organization:

Page 1 of 2
Credit Approval Form (page 2)

Site Supervisor Name: _____ Site
Supervisor Phone: _____
Site Supervisor Email: _____

Number of hours you plan to work at the internship site during the semester:

Number of semester hours for which you to register this internship:
 1 3 6 9 12

Note: Each semester hour requires 50 hours of work at the internship site. Thus, in order to receive the same amount of credit as a typical class, you need to register for three semester hours and complete no less than 150 hours at the site.

Are you currently on academic probation? YES NO

Are you currently on community, disciplinary, residence hall probation, residence hall probation, residence hall suspension or dismissal? YES NO

Are you studying on an F-1 student visa? YES NO

Are you eligible for Federal Work Study? YES NO

Faculty Advisor/Internship Sponsor's Name (please print):

To receive credit in your major or minor, complete both the section above and the one below. It is your responsibility to contact the Department Chair, who indicates approval of the internship for departmental credit by signing below. Internships that are not approved for departmental credit may still earn interdisciplinary credit.

Name of Department: _____

Course Prefix and _____ Number:

Faculty Sponsor's Signature: _____

Department Chair's Name (please print): _____

Department Chair's Signature: _____

Page 2 of 2

Educational Affiliation Agreement

This agreement is entered into between Saint Leo University, inclusive of the University Campus, Center for Online Learning, Weekend and Evening Program, and Centers for Continuing Education, as the “Educational Institution” and _____ as the “Experience Provider,” on this _____ day of _____, 20

This agreement is intended to replace any prior agreements between the Educational Institution and the Experience Provider related to internship or educational programs. It will become effective immediately upon signature by both parties.

Saint Leo University is an Equal Opportunity Employer, Affirmative Action employer. The university seeks to provide equal opportunity to all persons. Saint Leo University does not discriminate in all aspects of employment on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran status, veteran of the Vietnam War era status, or citizenship, marital status, family responsibilities matriculation, political affiliation, except in those special circumstances permitted or mandated by law. Additionally, the University's position on affirmative action reflects the requirements of Executive Order 11246 (as mandated by Executive Order 11375), Title VII of the Civil Rights Act, the District of Columbia Human Rights Act of 1977, Section 503 of the Rehabilitation Act of 1973, 38 US Code 2012 (formerly known as section 402 of the Vietnam Era Veterans Readjustment Act of 11974) and all other applicable laws.

1. Inter-Institutional Application: To facilitate internship opportunities between institutions, this agreement is intended to administer the relationship between the Educational Institution and the Experience Provider with respect to student interns from any of the Saint Leo University entities [above] involved in an internship opportunity with the Experience Provider.

2. General Considerations:

- a.** An internship is a cooperative program between the educational institution and approved experience provider. The Experience Provider provides workplace supervision, work facilities, and instruction, which assists students in gaining knowledge and skills necessary in their chosen program of study.
- b.** This agreement is continuous unless terminated by either party or by offering written notice to the other. Such notice may be sent by

USPS or by facsimile transmission to the party and address listed below the signatories' names.

c. The Educational Institution shall not be considered a business Associate of the experience provider under the Health Insurance Portability and Accountability Act of 1996.

d. The Experience Provider retains discretion to terminate the internship of any student at any time and for any reason.

Page 1 of 3

Educational Affiliation Agreement (page 2)

3. The Experience Provider agrees to:

- a. Designate an individual who will serve as the liaison with the educational institution and the student.
- b. Involve the student for the entire period of the internship as agreed unless the agreement is terminated (see 2a above), or the Experience Provider terminates the student.
- c. Give the student the opportunity to engage in wide range of duties to learn and practice diverse skills.
- d. Provide orientation to the Experience Provider's operations, policies, procedures, rules, and methods.
- e. assign primary responsibility for the student's supervision and direction at the intern site.
- f. Evaluate the performance of the student and notify faculty sponsor immediately in any case of student misconduct or Provider dissatisfaction.
- g. If applicable, compensate the student at the rate agreed upon for the term of the internship. If terminated prior to the completion of the internship experience, the student is eligible for only a prorated portion of the agreed amount.

4. The Educational Institution agrees to:

- a. Designate a Faculty Advisor/Sponsor for each internship.
- b. Make certain that the Educational Facility properly monitors the student during the internship experience.
- c. Make certain that the Assistant Director for Internships and Faculty sponsor is an available liaison to the Experience Provider and serves to promote

communication and cooperation between the Experience Provider, the student intern, and the Educational Institution.

- d. Remove the student intern from any internship site where circumstances exist whereby the student is not complying with the policies and procedures of the Educational Institution and/or the Experience Provider.
- e. Remove the student intern from any internship site whereby it is determined by the Assistant Director for Internships and/or Faculty Sponsor the internship experience is not serving the best interest of the student.
- f. Require the student to agree to the following provisions, as well as any other obligations and/or responsibilities required by the Educational Institution:
 - Comply with the policies and procedures of the Experience Provider, including dress and grooming standards.
 - Comply with moral and ethical standards derived from the Benedictine values on which the Educational Institution is founded.
 - Immediately report any, and all, serious problems including safety and personnel problems, to the Educational Institution and the Experience Provider. Read and
 - sign a Saint Leo University Student Internship Release Agreement. Maintain
 - personal or student health insurance, and, if applicable, current automobile insurance and an automobile operator's license.

Page 2 of 3

Educational Affiliation Agreement(page 3)

This agreement constitutes the entire agreement of the parties with respect to the subject matter of this agreement, and may not be modified except in writing, and signed by both parties' authorized representatives.

The Experience Provider:

Administrator

Date

Phone: _____

Email: _____

Saint Leo University:

Faculty Advisor / Sponsor

Date

Phone: _____

Email: _____

Department Chair
Phone: _____
Email: _____

Date

Page 3 of 3

Student Internship Agreement
This is a release. Please read carefully.

Students must submit this completed form to their Faculty Advisor/Sponsor when registering for credit.

I, _____, ID # _____
am a student at Saint Leo University and plan to complete a _____ credit
internship in the FA _____
SP _____, SU _____, of 20____ at the following location:

In granting academic credit for this internship, the University asserts that, to the best of its knowledge and judgment, the experience is an appropriate curricular option for students in a liberal arts program of study and worthy of Saint Leo credit. Saint Leo University makes no other assurances, either written or applied, regarding all travel and/or living arrangements, the student has made concerning this internship. Saint Leo University does not knowingly approve internship opportunities that pose undue risks to student participants. However, any internship or travel carries with it potential hazards which are beyond the control of the University and its given agents or employees.

STUDENT INSURANCE COVERAGE: I have sufficient health, accident, disability, and hospitalization insurance to cover me during my internship; I further understand that I am solely responsible for the cost of said insurance and for the expenses not covered by the insurance, and I recognize that Saint Leo University does not have an obligation to provide me with such insurance. In addition, I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete this internship experience, and I release Saint Leo University from any liability for injury to myself, damage to, or loss of my possessions, or any injury or damage I may cause to third parties during the course of my internship.

PERSONAL CONDUCT: In appreciation of the Benedictine values on which Saint Leo University is founded – excellence, community, integrity, personal development, responsible stewardship, and respect – the University holds students responsible for knowing the policies as set forth in the student handbook, in the University catalog, and those posted as needed on official bulletin boards. These policies are not an end in and of themselves; however, they exist to facilitate the educational process, of which, academic internships are an integral part. As a student of Saint Leo, I agree to adhere to the student code of conduct established by the University and understand that an off-campus internship may require additional standards of professional decorum as well. Therefore, I indicate my willingness to understand and conform to the professional standards of the internship site as well as to the policies of the Saint Leo University code of student conduct. I agree that should the University and/or its agents interpret my conduct as a violation of the student code and/or as compromising to the reputation of Saint Leo University, or my Faculty Advisor/Sponsor can and will terminate my internship experience. In addition, I understand that this decision will be final and may result in the loss of academic credit.

Page 1 of 2

Student Internship Agreement(page 2)

GENERAL RELEASE: I understand that I am to meet with my Faculty Advisor/Sponsor as set forth within the terms of my Learning Agreement. I understand that I am to inform my Faculty Advisor/Sponsor immediately regarding serious problems, including but not limited to physical, safety, and personnel issues involving my internship site. I understand that Saint Leo University reserves the right to make cancellations,

changes, or substitutions in cases of emergency or altered conditions or in general interest of the internship program. I understand that my faculty advisor/ sponsor may take any actions deemed warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship program, including termination of the internship experience. It is further agreed that I shall undertake the internship site and its use of any/all facilities at my sole risk. Saint Leo University shall not be liable for any/all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or my property stemming from or connected with the internship and with the use of any/all services, facilities associated with the internship. I release, discharge and covenant not to sue Saint Leo University, its governing board, employees, or agents as to any and all liability that may arise out of any injury to myself or others or property damages, resulting from my participation in this internship.

I understand that this internship is offered by Saint Leo University as a curriculum option and is thereby taken for academic credit, requiring my completing academic assignments and paying tuition for credits earned. I authorize Saint Leo University to release to potential internship sites information relating to this application and all supporting documents (resume, grade transcript, and academic advisor reference) when, in their judgment, it will be relevant to possibly securing a site. If I have a disability or limitation, I agree to cooperate in providing any necessary information that would enable the internship site to provide reasonable accommodation for my participation in an internship experience. I certify that I have personally completed this application and that the information I am providing is complete, accurate, and given in good faith.

Student NameⓈ**Please Print)** _____

Student Signature: _____

Date: **Age:**

Saint Leo University Internship Program

Employer Informational Guide

Internship requirements

The Saint Leo University Internship Program is designed to extend and promote student learning opportunities beyond the traditional classroom setting, allowing for professional application of theory-based skills. The internship is a carefully structured work experience in which a student pursues intentional, faculty guided learning objectives and actively reflects on what is being learned during the experience. In addition, internships are relevant to the students' vocational and career goals, promote personal development, and are monitored and evaluated for academic credit.

How to list an internship with the University

1. Review the definition of an internship (listed above) to determine if the position might qualify as a credit-earning internship.
2. If you provided the name of a contact person, be prepared for students to contact you with questions regarding the opportunity. All internship opportunities are subject to employer-scheduled interviews, from which you will select the intern(s) you think will be the best fit for your organization and position. Be sure to discuss and agree upon the number of hours and times that the intern will work during the term—as a guideline, one three-credit internship is equal to 150 hours during the course of one semester – or 10-12 hours per week. Once notified of your selection, we will provide necessary paperwork to finalize the internship experience between employer, faculty, advisor, and student.
3. Provide the intern with hand-on, professional-level projects and experiences throughout the term. Make sure the student will have sufficient assignments to cover their required hours of work during the term.

Timing of the Internship

Internships are arranged in advance to coincide with one of three academic terms—fall, spring, and summer. Keep in mind that since students earn academic credit for their internships, the timing of the internship will need to coincide with the university's academic calendar. Students will usually contact you to apply for the internship prior to the term in which they plan to begin the internship and will most likely want to begin work within the first couple of weeks of the academic term. The academic terms at the university fall within the following time frames:

Fall Term.....late August through early December
Spring Term.....mid January through early May
Summer Term.....mid-May though early August

Academic internship registration deadlines for students generally coincide with these dates. For an on-line academic calendar, please visit www.saintleo.edu

Hour requirements for the Internship

To receive full academic credit for an internship, students usually will need to complete a minimum of 150 hours at the internship site during the term. Students may receive a lesser amount of academic credit if they work fewer hours, however, students must work a minimum of 50 hours at the site during the term to earn the minimum amount of credit offered. Although the amount of time worked may vary and is primarily up to the employer, during fall or spring terms students generally work a minimum of 10-12 hours per week for 14 weeks if they are seeking 3 credits. For summer internships, the number of hours worked range from

Saint Leo University Internship Program

1240 per week and can earn between 3-12 academic credits. The length of the internship and amount of hours worked is negotiable between the student intern and the internship sponsor. [Page 1 of 4](#)

Employer Informational Guide(page 2)

Saint Leo University strictly adheres to local, state, and federal legal employment guidelines, and to principles and practices established by the National Society for Experiential Education (NSEE) and the National Association of Colleges and Employers (NACE). The following information is a compilation from that organization, the US Fair Labor Standards Act, and from —Starting and Maintaining a Quality Internship Program by Michael True, Messiah College, Grantham, Pennsylvania.

How do internships benefit employers?

- Year round source of highly motivated pre-professionals
- Students bring new perspectives to old problems
- Visibility of your organization is increased on campus
- Quality candidates for temporary or seasonal positions and projects
- Freedom for professional staff to pursue more creative projects
- Flexible, cost-effective work force not requiring a long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees
- Your image in the community is enhanced as you contribute your expertise to the educational enterprise

Designing an Effective Internship Program

Simply deciding to utilize interns in your organization, however, is only the first step. It is important that organizations take the time to carefully research and plan an effective internship program. Below are several key elements that are crucial to a successful internship program.

Long-Range Planning

Thinking about your internship needs in advance is necessary for a successful internship program. Things to consider include workload and the availability of intern projects, staff support, office space and financial resources. In most cases, you should post internships at least seven to ten weeks prior to your expected start date. This will allow sufficient time to screen and select appropriate candidates. Many companies with established internship programs utilize interns throughout the academic year. You will want to do some research to determine how often your organization can support interns and set appropriate deadlines.

Effective Supervision

Due to the training nature of an internship, it is imperative that interns are provided with sufficient supervision. Considerable time investment will be needed, especially on the front end, to plan for and implement necessary training. It is also recommended that the supervisor plan ongoing weekly meetings to stay up-to-date with the intern's progress. Use care in identifying a seasoned staff member who —buys in to the importance of utilizing interns. The person should realize that the purpose of an internship is two-fold. Interns will provide some useful assistance for the organization while also gaining on-the-job training that will assist them with their future career search.

Saint Leo University Internship Program

Page 2 of 4

Employer Informational Guide(page 3)

Meaningful Assignments Gone are the days of using interns simply as —go-fersll. Students are seeking opportunities that will stimulate them and provide real experience. A good internship program will ensure the assignment of challenging projects and tasks. Effective assignments are coupled with adequate supervision so as to provide an information resource and to ensure interns are keeping pace. Be sure to have some additional projects available in case an intern successfully completes a project ahead of schedule.

Whenever possible, try to include the intern in organizational events such as staff meetings and allow opportunities for networking and informational interviewing with key personnel.

Compensation/Legal Compliance

A common question from employers is how to compensate interns. Training must be comparable to that given at a vocational school; the training must benefit the student; the student would not replace regular employees; the employer does not immediately benefit from the student's activities; there is not a promise of a job following the training; and that both employer and student understand that no wages will be given for the training period. Contact your legal counsel or your Human Resources department for more detailed information.

In addition, employers may not be required to pay minimum wage if the student is receiving course credit for their work. Keep in mind that not all students want to receive academic credit for an internship. Many colleges and universities do not require credit for an internship experience. You may obtain more detailed information from your legal counsel or your Human Resources Department.

International Students

The most common visa types employers will see when recruiting undergraduate or graduate students for either full-time or internship positions are the F-1 and J-1 visas. The student holding F-1 status for a full academic year and in good academic standing may work off campus. Such work authorization is granted when the student has sustained unforeseen economic hardship. Also, the student may not work more than 20 hours per week when school is in session, but may work full time during holidays and vacations, including breaks between terms, provided the student intends to register for the next school term.

Curricular Practical Training (CPT): An F-1 student may perform curricular practical training prior to the completion of the educational program as part of his/her educational experience. The INS defines this type of training a —alternative work/study, internship, cooperative education, or with the school.’

Saint Leo University Internship Program

*** The above information is adapted from a web article by Rochelle Kaplan, General Counsel for the National Association of Colleges and Employers (NACE). For more information on these and other legal issues related to hiring, please visit www.nacweb.org Also see the website of the U.S. Citizenship and Immigration Services at <http://uscis.gov/graphics/lawsregs/index.htm>

Page 3 of 4

Saint Leo University Internship Program Employer Informational Guide(page 4)

Appropriate Documentation

Documentation is very important for effective learning to take place. It is strongly advisable that an employer, faculty advisor, and intern create mutually agreed upon learning objectives. Well documented learning objectives provide clear direction and targeted goals for the intern. This ensures both parties envision the same experience and reduces the possibility of misunderstanding and disappointment. Effective learning objectives are concise and measurable.

An example of a measurable learning objective:

The intern will produce a marketing plan for XYZ product line.

An example of an immeasurable learning objective:

The intern will receive an understanding of our marketing concepts.

It is a good idea to also document other aspects of your internship program. This may include your internship program mission, internship job descriptions, eligibility and application requirements, compensation structures, supervisory roles, and supervisor/intern evaluations.

In most instances, the intern's school will require the above information if the intern is receiving college credit for the experience. Additional forms beyond those stated above and/or agreements may be necessary for college credit depending on the school's requirements.

Ensure Interns Feel Welcome

Just as you would a new full-time employee, it is very important that interns be provided with a warm introduction to your organization. Not only our interns new to your organization, in many cases, they are new to the professional world of work. Before interns arrive, be sure to provide them with any necessary parking and dress code information. Once interns start, they should review necessary policies (i.e. work hours, missing work, harassment, safety, etc.). Acquaint them with their work space and environment by introducing them to co-workers. Interns should become familiar with your organization's communication process and chain of accountability. The intern should also know the extent of their job authority and decision-making capabilities. You may even plan lunch activities with various staff members for the first week. Many organizations plan intern group outings and special events to recognize interns' accomplishments.

Evaluation

An internship can only be a true learning experience if constructive feedback is provided. An effective evaluation will focus on the interns' learning objectives that were identified at the start of the internship. Supervisors should take time to evaluate both a student's positive accomplishments and weaknesses. If an intern was unable to meet their learning objectives, suggestions for improvement should be given.

In conclusion, utilizing interns in your organization can result in many benefits. It is important to do some careful planning before creating your internship program. You can be sure to continue recruiting from your pool of internship candidates and foster positive public relations by implementing an effective, thorough internship program.

Page 4 of 4

Internship Learning Contract School of Business

Part A

1. *Name:* _____ *Student ID:* _____

2. Campus Address or Home Address:

(Telephone # During Internship)\

3. *Internship Organization*

(Organization Name)

(Street)

(City and State)

(Telephone Number)

4. *Faculty Advisor / Sponsor*

(Name)

(Office and Location)

(City and State)

(Telephone Number)

5. Credits to be awarded for internship: _____

Page 1 of 2

Internship Learning Contract School of Business (page 2)

Part B

1. *Learning Objectives*: Describe the specific learning objectives of the internship:

2. *Internship Job Description*: Describe in detail what the intern will be doing:

3. *Internship Evaluation*:

- a. Internship Evaluation Report Forms (site supervisor)
- b. Internship Evaluation (faculty)
- c. Internship Journal
- d. Internship Paper
- e. Final Grade

Part C

1. *Student Signature:* _____ *Date:* _____

2. *Site Supervisor Signature:* _____ *Date:* _____

3. *Faculty Signature:* _____ *Date:* _____

Page 2 of 2

Internship Paper for School of Business

Objective:

1. To summarize critical learning outcomes
2. To summarize and reflect on the internship successes and challenges

Format:

1. A minimum of five (5) pages, doubled spaced and numbered.
2. Typed.
3. Hard copy (no electronic copy accepted).
4. Original, critical thinking. No research required or appropriate.
5. Major topic headings:
 - a. *Introduction* (outlines the history of the internship including major learning objectives, who you worked with, and overall duties)
 - b. *What I Learned* (important, critical learning outcomes)
 - c. *Challenges I Faced* (things that you found difficult about the internship)
 - d. *Changes I Would Make* (things that would have made your internship better, more productive)

