

Internship Guidelines

What is an Internship?

An internship is a form of independent study which combines field work with academic activities. It allows a student to augment classroom learning by working in a social, business, political, cultural or community organization **away from the campus community**. By completing suitable academic work under the direction of a faculty member, Shorter students may earn course credit for internships.

Faculty supervision will consist, at minimum, of consultation and advising with students as they search for internships, contact in person or by telephone with the student and the field supervisor at the beginning, middle and end of the internship, and the receiving of a final written report from the student upon completion of the internship. Student work in a career-related job in the student's major field with no assistance or supervision by the faculty member may be of some value to the student but, for the purposes of this document, is not considered an internship.

Why do an Internship?

An internship provides a bridge between the theoretical and the practical; between an academic setting and the workplace; between Shorter College and the larger Rome and Northwest Georgia community.

An internship is also a testing tool. It allows a student to gain first-hand experience in a particular field of interest. This can be helpful in strengthening a student's training in his/her major and in seeking a job. Many students who have performed well in their internships have been offered jobs after graduation in the company in which the internship was done.

Internships

Overview

A recent study discovered that a quarter of the new hires by prestigious Fortune 500 companies had participated in an internship program while a student. The reward for caring enough about their future careers to spend the time and effort required by an internship was a full-time job after graduation.

Here are some questions and answers designed to help you make the most of an internship opportunity:

What is an internship and how does it differ from a job?

An internship is a short-term work experience with an employer in a career field of interest to you. It emphasizes learning on the job rather than earning. It provides a chance to observe the work, to gain on-the-job experience and to learn how you like the field. It may take place during a summer, a term off from school, or part-time during the school year, depending on your need and the requirements of your major.

Why is an internship important?

Related experience is a very important factor employers use when hiring employees. Internships can offer you actual hands-on experience in a field of interest. Internships can also help you test your skills and interests in that field. It will give you practice in some valuable job hunting skills, such as creating a resume and interviewing. Internships can also provide you with useful contacts and possibly a reference for future employment.

How do I find an internship?

Check the library for national directories which cite programs such as Internships 1996, America's Top 100 Internships, and more. Talk with the head of your academic department about your interests, and learn of contacts which he or she may have. Any organization in a field of interest to you is a candidate. Explore the organization, see where you might fit in best, and propose a plan to the employer. Ask your parents' and their friends for any connections they may have in your field of interest.

Are some internships paid?

Yes, but the key should be the value of the work experience provided. Given a choice between one which pays (with little work experience of value) and one which does not pay (and offers good, relevant experience), consider taking the unpaid internship. To earn money, particularly in a summer internship, you might be able to work less than 40 hours per week at the internship and get a part-time job in the evenings.

Why do employers like internships?

They like the enthusiasm and dedication of the interns. Furthermore, for little cost, they get to preview prospective candidates for employment, and if they really like you they may offer you a job after graduation.

Important Guidelines for Student Interns

Attendance

A schedule of days and hours will be established with the work supervisor, and the intern is required to attend every session. If you are ill, notify your field supervisor prior to the expected time of arrival. This is not just a matter of common courtesy. The supervisor and the college are also concerned for the safety of the student. If it is necessary to miss an additional

work day, let the supervisor know in advance. It is the responsibility of the student to arrange to make up any hours missed. Absence without notifying the supervisor will be reported to the faculty supervisor. Students who do not complete the requisite field hours may not receive credit. Punctuality and appropriate attire are expected of any intern.

Confidentiality

Interns become a part of the organization where they are working. Some offices include the student in areas of discussion or in projects which require confidentiality. This might occur in a medical or legal setting where the student has access to information about patients or clients. It might involve a computer project with private information concerning company policies or data on clients. Any intern must use discretion when discussing an internship with fellow students. Confidentiality must be respected at all times.

Approval for Study

When you turn in the approval for study form at time of registration, you are agreeing to the requirements stated on the form. Take care in stating the purposes and requirements as this is a record of what is expected of you. If changes occur, advise your faculty supervisor immediately.

Remember that you are not only representing yourself, you are representing Shorter College. This is an opportunity for you to create an impression of your college in the community. Please let it be a good impression.

Important Guidelines for Supervisors

What are the requirements for students?

As you will note in this manual, students have certain minimum requirements which they must fulfill. These are noted in the section ELEGIBILITY AND REGULATIONS, and should be discussed with the faculty supervisor.

What are the responsibilities of the work supervisor?

The supervisor should attempt to provide the student with experience which will prepare him/her for a career in his/her chosen field. It is hoped that the student will be looked upon as professional staff member of the company and that the opportunity will be given for the student to assume responsibility for work done by the company.

At the mid-point of the internship, and again at the end, the work supervisor should have a conference with the student for an evaluation of the student's performance. The report forms provided with this packet should serve as a guideline for the review, and should be completed and mailed to the student's internship supervisor at the college at the times indicated. The work supervisor should keep an accurate record of the hours worked by the student.

If there is a problem at any time which needs to be discussed, the work supervisor is encouraged to work with the student to resolve it, and to contact the student's internship supervisor if necessary.

THE FOLLOWING PAGES SHOULD BE PERSONALIZED ACCORDING TO YOUR ADMISSION'S REQUIREMENT (UNDER "ELIGIBILITY AND REGULATIONS"), ASSEMBLED AND A COPY GIVEN TO EACH STUDENT AND SUPERVISING EMPLOYER.

Eligibility and Regulations

Is an internship required or optional in the Department of _____?

Answer according to your department's requirements.

When may I do my internship?

This section will be completed by each department. At present, there are some variations regarding the time. Some are required for summer following the junior year, some are allowed in the summer following the junior year, or fall or spring during the senior year.

Are there specific courses I must have prior to my internship?

This section will be completed by each department. The Communication Department, for example, contains the following stipulations: Prior to the internship, the student should have completed all 200 level courses in the major work and a minimum of 50% of the 300 level or above major courses, with particular emphasis on specific skills needed for the internship.

How many hours may I earn during my internship?

This section will be completed by each department. Required hours at present range from 1-12.

How many hours do I have to work per credit hour earned?

The college requires 33 1/3 hours work per credit hour earned.

What procedure must I follow in securing an internship?

This may vary according to department. A suggested procedure is:

- 1. Meet with your faculty supervisor for internships for the purpose of generating ideas. Stay in touch with faculty supervisor during the entire process.*
- 2. Research your choices.*
- 3. Prepare a resume.*
- 4. Contact organizations you have identified as possibilities.*
- 5. Arrange for interviews with interested companies.*

6. *Secure approval from company and final approval from faculty supervisor.*
7. *Arrange work schedule to fit needs of each.*

What are my academic requirements during the internship period?

This section to be completed by each department. The **minimum requirement would consist of two or three contacts by telephone or in person during the internship and a written final report upon its completion.** Department requirements at present range from a final report at the end to a combination of weekly logs, special projects, faculty visitation on site, seminars for all internships in the department during the time for the internship, final reports on a special projects and on the total experience.

Evaluations of Internships

There will be two evaluations from the work supervisor. One will come at the mid-point and one at the end of the internship. It is the responsibility of the student to see that both are submitted by fax or mail to the faculty supervisor at the appropriate times.

(Each department should establish its own policy for grading, depending on the specific requirement in the internship.)