

INTERNSHIP GUIDEBOOK

For Students and Faculty



At Sweet Briar, an Internship is:

“A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

- Defined by the National Association of College and Employers (2011).

Career Services Center

Co-Curricular Life · Sweet Briar College

www.sbc.edu/career-services

For more information, call (434) 381-6151

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GOT INTERNS?

The Sweet Briar College Internship Program provides students with opportunities to earn academic credit by working at a work site related to their major. These work-learn experiences require regular contact with a faculty internship sponsor and a specific number of hours of work for each academic credit earned.

The Internship Program is based in the Career Services Center, which is responsible for program operations and management via the center's Internship Coordinator. Faculty internship sponsors supervise the academic component of internships and evaluate the students' internship experiences.

Characteristics of an Internship include:

- Time period: one month to two years, typically 3-6 months
- Generally at one employer site at a time
- Usually part-time; may be paid or unpaid
- Distinguished from a short-term job or volunteer work by the intentional "learning agenda" which is structured into the experience
- Learning activities common to most internships include learning objectives, observation, reflection, evaluation and assessment
- Promotion of academic, career, and personal development

Benefits of Internship Programs

Over the last forty years, much has been written regarding the benefit and value of internship programs for students, employers, and colleges and universities:

Benefits to Students

1. Students often gain new perspective because students are able to see the application and relevance of what they are learning.
2. Students gain a head start in their career fields and sometimes secure full-time employment with their internship site upon graduation.
3. As a result of participation, students may earn money to support their college expenses.
4. Students gain real-world experience, often learning about the latest technology and equipment used in the workplace.
5. Students learn job-seeking and job-holding skills, and, as a result, gain maturity, professionalism, and confidence.
6. Students have opportunities to sample their chosen career fields early in their studies.
7. For many students, the internship experience contributes to a greater sense of responsibility for their own efforts and greater dependence on their own judgment.
8. As a result of the internships experience, students have the opportunity to develop social relationships and skills.
9. The coordination of work and study tends to increase student motivation and, in some cases, may result in improved academic performance.

Benefits to Employers

1. Internship programs provide a source of well-trained, quality students who are available for career employment upon graduation.
2. Employers tend to hire graduates of internship programs because these graduates are typically more serious and mature in their approach to work and life.
3. Employers who hire internship students indicate that these students usually provide better employee performance, evidenced by higher performance ratings and lower absenteeism and tardiness.
4. Employers typically view internship students as having a more mature attitude toward work with a greater likelihood of moving up the career ladder more rapidly.
5. Employers benefit from the continuous exchange of theory and practice.
6. By being involved in internship programs, employers develop positive college and university relations, and, thus, become a contributor to the educational process.

Benefits to Universities/Colleges and the Community

1. Internship experiences result in the improved placement of students in career positions upon graduation.
2. The employment community can provide training on technical and highly specialized equipment, thus enabling the educational institution to expend its funds on other needs.
3. Internship positions can provide a source of financial aid for students who might not qualify for other financial aid programs (e.g. international students).
4. Involvement in internship programs provides opportunities for enhanced relationships with the community.
5. Student retention often improves because of increased relevance of the education.
6. The faculty benefit by having students in their classes who have had practical experience in their fields.
7. Internship programs can help colleges and universities attract corporate support.

SWEET BRIAR COLLEGE INTERNSHIPS

OVERVIEW

Internships are designed to supplement classroom learning with practical experience. Therefore the following should be kept in mind when examining whether an internship experience should be pursued.

- Internship experiences should be related to the student's career goals and to avenues that students are exploring.
- An intern is a pre-professional, which means the intern should be involved in tasks and jobs that utilize their college education. The intern should **NOT** be spending most of the time at the internship site doing clerical, secretarial, or menial tasks.
- Interns are expected to make a solid, positive contribution to the organization in which they are working.

The faculty sponsor and internship director has the right, upon reviewing a potential internship site, to reject the Internship, if it does not appear to satisfy the requirements of providing a meaningful learning experience for the student's program.

REQUIREMENTS FOR PRACTICAL WORK EXPERIENCE

- The student is responsible for working with the Director of Experiential Learning/Internships to find an appropriate internship site.
- The student is responsible for completing an Internship application, which includes faculty sponsor approval for the internship, in order to have the Career Services Office sign off on the internship site.
- The student's work experience will be evaluated by the organization's site supervisor and the faculty sponsor (for academic credit internships)

LEARNING OBJECTIVES

Each internship experience should provide a learning experience for the student. A student may grow in academic learning, skill development and personal areas through their internship.

Sweet Briar College allows you to participate in internships for either *academic or non-academic credit*. In both instances you are required to locate your own internship, and make your own travel and housing arrangements. However, the Career Services Center is happy to serve as a resource. By working one-on-one with Career Services, you will find internships complimenting and augmenting your specific degree, and career goals.

What does the Career Services Center have to offer?

- ◆ Personalized advising for *locating, acquiring* and *excelling* at internships
- ◆ Online resources including: E-recruiting, Internships.com, EXPERIENCE and Internships-USA
- ◆ Unique opportunities provided through strong alumnae networking and faculty connections
- ◆ Possible academic credit towards your degree

Do any majors specifically **require** academic internships?

YES! Although internships can be tailored to any academic program, curriculum for the following majors specifically require internships as electives. In the academic catalog, these courses are numbered 377.

- ◆ Arts Management Certificate (ARMG 377)
- ◆ Education (**Required for Licensure**) (EDUC 377)
- ◆ Engineering Science (ENGR 377)
- ◆ Environmental Science (ENVR 377)
- ◆ Business Management (BUSN 377)
 - Acting as a Teaching Assistant for a Lab (Marketing, Management, etc.) can fulfill this requirement with the necessary approval.
- ◆ Psychology (PSYC 377)

Other departments such as Government/International Affairs strongly encourage internships!

FREQUENTLY ASKED QUESTIONS & ANSWERS

1.) Can a student be paid for the internship?

Internships may be arranged as either a paid or unpaid experience. Whether or not a student is paid depends upon the organization and arrangements of the internship.

2.) How do I get an internship?

*There are many different ways to locate an internship. **Many students arrange their own experience through their own networking, job fairs, Internet searches, etc.** Internships are listed on the SBC Career Services website in the e-recruiting database, Experience. Assistance is available from the Director of Experiential Learning/Internships.*

3.) What do I have to do in the internship?

The job description and the student's learning objectives (academic requirements) will outline the basic objectives and tasks on which the job will focus. Each internship should provide a positive learning experience that will help the student move into the world of work.

The “Who” and the “What”

Much of the success or failure of an internship experience depends on planning — by both the student and the faculty internship sponsor. It is helpful to remember that student interns represent Sweet Briar College to employer sites. The following are things to consider when approached by a student inquiring about internships:

Planning Checklist

- Is this student a good candidate for an internship now? Consider such things as maturity and course load.
- Is this student academically prepared within the discipline for an internship experience?
- Can I, or my colleagues vouch for this student’s ability and motivation? This question entails the more difficult process of judging whether the student has the work ethic and the intellectual skills to enjoy success in the internship position.
- Is this student over-prepared for an internship? For example, should I advise this student to seek a career position instead of an internship?
- What kind of employment site is appropriate for this student? Consider location, industry, and reputation.
- What specific goals, activities, resources, and assessment are appropriate for this host employer?

Faculty Responsibilities and Expectations

Faculty are responsible for the following:

- Assisting with identifying appropriate internship sites. The Career Services Center will be the main resource for locating internship sites.
- Assisting the student in completing internship paperwork, defining the learning objectives, assigning appropriate academic components, and determining evaluation methods. It is appropriate to encourage students to keep daily logs, write term papers, and/or develop portfolios.
- Meeting with the student and contacting the internship employer at least once during the first 6 weeks of the semester.
- Verifying student enrollment, evaluating student performance, reviewing the employer evaluation, determining if credit should be granted, and submitting a grade to the Registrar.

Employer Responsibilities and Expectations

Participating employers are responsible for the following:

- Developing a detailed position description for the internship in alignment with the student’s learning objectives (academic requirements) listed on the Academic Internship Proposal Form.

- Assigning an on site supervisor to supervise and mentor the student during the internship.
- Assisting the student with completing the Employer Information of the Academic Internship Proposal Form and signing the form.
- Informing internal managers/supervisors of the objectives of the internship program.
- Providing an orientation for the student to the work site and clarifying intern rules and expectations.
- The intern should be made aware of the corporate philosophy and operational procedures.
- Conducting progress meetings with the intern.
- Encouraging phone, email or other written correspondence, and site visits from the student's faculty sponsor and internship coordinator.
- Completing and returning the Evaluation of Student Intern Performance form by the established deadline at the end of the internship.
- Reviewing the evaluation with the intern.

Student Intern Responsibilities and Expectations

Student interns are responsible for the following:

- Visiting the Career Services Center (CSC) to obtain the necessary paperwork, learning the registration procedures, securing an internship site, and meeting individually with the Internship Director on issues concerning resume writing, job search, and interview preparation.
- Finding an internship position through the Career Services Center, on the CSC website, through faculty, or by contacting a company directly and asking about internship opportunities.
- Applying for the position and selecting a faculty internship sponsor. This sponsor can be different from regular academic sponsors, but must be in the department from which the student is requesting credit.
- Completing the necessary forms, (Academic Internship Proposal Form, Academic Internship Sponsor Contact Form, Waiver) before the deadlines, which are listed in the course catalog, on the CSC website, and on the enrollment form itself. The forms are available in the CSC.
- Complying with rules and regulations of the employer, reporting for work on time, completing assignments competently and accurately, and maintaining a professional attitude and appearance.
- Student interns are representatives of Sweet Briar College and should conduct themselves as such.
- Ensuring the employer returns the Evaluation of Student Intern Performance to the Career Services Center by the posted deadline. A copy of this evaluation is forwarded to the faculty internship sponsor, who will use this in determining whether or not academic credit should be granted. Students do not receive a grade until the evaluation is received.

- Notifying the faculty sponsor AND the Career Services Center of any unavoidable absences, if there is a change in job status, or if the student experiences any difficulties with the internship site or employer.

Registration Criteria

Students may earn a total of 3 credits per semester per employment site, and a maximum total of 6 credits per semester per employment site **with the approval of a faculty sponsor**. A maximum of 12 credits of internship can be applied to the Sweet Briar undergraduate degree. Credit is awarded only for the term in which the work is performed, so students must complete the work during the semester for which they are enrolled.

Hours on the internship per credit:

40 hours = 1 credit
 120 hours = 3 credit
 120 + hours = 6 credits

Problems Finding or Developing the Internship

Students experiencing difficulty in finding an internship site, establishing an agreement with an internship employer, or getting forms signed should immediately inform the Internship Director in the Career Services Center and their faculty internship sponsor. If students take the initiative early on, the CSC will often be able to help.

THE PROCESS

When should I start the process?

The best time to begin the process is **EARLY** in the semester **BEFORE** the one in which you wish to be an intern. (See chart below) This is important because finding a really great internship takes time and you want to be able to devote the appropriate amount of time to avoid feeling rushed or overwhelmed. Remember, many Federal Internships have a Nov. 1st deadline for summer internships.

It is never too early to start planning for an internship!

GOAL TIME	BEGIN PLANNING	FINALIZE DETAILS	BEGIN INTERNSHIP	ACADEMIC CREDIT DEADLINE (PAPERWORK DUE)
Spring Internship	September	December	January	Eighth Day of the Spring Term
Summer Internship	January	April	May	Before leaving campus for the Summer
Fall Internship	February	August	September	Eighth Day of the Fall Term
Winter Internship	August	November	December	End of the Fall Term

How should I start the process?

- ◆ Make an appointment with the Internship Director in the Career Services Center (x6151, 2nd floor Prothro) for help in exploring all of your options.
- ◆ Determine whether you'd like to complete an internship for *academic or non-academic credit*. If you decide to seek an academic internship, you should also speak with a faculty sponsor who will be responsible for assigning your academic requirements and monitoring your progress.
- ◆ Keep up with your paperwork and **pay attention to deadlines**

ACADEMIC CREDIT INTERNSHIP DEADLINES

The deadline for submitting your academic internship paperwork is:

Fall or Spring Internship	By the eighth day of the term
Winter Internship	End of fall term
Summer Internship	One week before the end of spring term

***** Retroactive credit WILL NOT be granted for internships. It is imperative that your paperwork is submitted BEFORE beginning your internship*****

Should I do an academic or non-academic Internship?

When making this decision, consider whether or not you need the requirement to graduate, if you are willing to put in the extra time to complete the appropriate number of hours necessary, and if you are willing to do the additional academic work necessary to receive credit. Listed below are a few specifics for each option.

APPROVAL FORMS

A number of forms are used. The student, the on-site work supervisor, faculty sponsor, and the Director of Experiential Learning/Internships are each involved in the process. The following forms must be completed and/or filed with the Director of Experiential Learning/Internships **BEFORE** the internship begins.

NON-ACADEMIC INTERNSHIP

Complete the “Not-for-Credit Internship Form” and notify the Director of Internships in the Career Services Center of your internship, prior to its start. There is **NO COST** to do a **non-academic internship**. You are not required to have a faculty sponsor and there are no additional academic requirements or requirements on the amount of on-site hours you must complete.

ACADEMIC INTERNSHIP

- ◆ Be a rising sophomore, junior, or senior
- ◆ Minimum of a 2.0 cumulative GPA
- ◆ Obtained at least 3 semester hours of course work in the field of study to which the internship is related, with at least a 2.0 credit ratio in this field (**NOT** be on academic probation)

- ◆ **Complete the Internship Proposal Form, Internship Sponsor Form, and Liability Waiver Form**
- ◆ Get a Faculty Sponsor **and** On-site Supervisor
- ◆ Determine amount of credit you are attempting.
 - (An intern **MUST** complete a **minimum of 40 hours of work for 1 credit hour**)
 - Students typically complete **3 credit hour internships (= a minimum of 120 hours of work)**
 - With the recommendation of the faculty sponsor and the approval of the Chair, longer internships may be awarded more credit, **up to six hours for any one internship**
- ◆ An evaluation of work by the student and by the on-site supervisor
 - It is the student's responsibility to ask the supervisor to send this evaluation directly to the Career Services Center
- ◆ **No more than 12 hours of internship credit may be counted toward the degree**
- ◆ All internships shall be graded on a **Pass/No Credit** basis

EVALUATION

There are a variety of ways of evaluating a student's progress and achievement in the internship. These include an evaluation of work by the on-site supervisor, a student's self-evaluation, a visit to the work site by the faculty sponsor, and specific academic requirements fulfilled by the student. The student and faculty sponsor will negotiate the specifics for each internship. **Academic materials must be submitted to the supervising faculty sponsor not more than one week after completion of the experience. *The faculty sponsor should submit the grade to the Registrar's Office as soon as possible after receiving the student's materials. The faculty sponsor will determine what materials need to be submitted in order to receive a grade.***

THE FOLLOWING FORMS/ACTIVITIES ARE USED:

- **Site Supervisor Evaluation** – The intern's site supervisor will complete an evaluation near the end of the internship experience. The purpose is to gain the site supervisor's perspective on how well the intern performed. Form must be submitted to Career Services at the conclusion of the internship.
- **Self Evaluation**– The purpose is to gain the intern's perspective on how well he/she performed. The evaluation form will be given to the student at the learning agreement signing meeting. The student should also include about two to three paragraphs in length a reflection of the internship experience (what was learned, what they liked/disliked, would they recommend the site to other students, etc). Both of these should be submitted online at www.sbc.edu/career-services/internships to the Director of Experiential Learning/ Internships.
- **Site Visit** – A faculty sponsor will visit the internship site if the intern placement is within a reasonable distance of Amherst, VA. Questions of interest in a site visit may include:
 - What is the work site like? (physical, social environment)
 - What is the intern doing? (tasks, projects, activities, etc.)
 - What is the intern learning? (competencies in areas relevant to major)
 - Are there any things could be done to broaden the intern's learning experience?
 - How are things going? (are there any questions or concerns?)
 - Is this an opportunity that might be beneficial to someone else in the future?

ACADEMIC REQUIREMENTS/LEARNING OBJECTIVES

Students completing an academic internship must also complete academic requirements assigned by their faculty sponsor to receive credit for the internship. **Following your internship**, these assignments will be submitted **DIRECTLY** to your faculty sponsor.

Examples of appropriate academic requirements include:

- ◆ **PAPER.** This may take one of several forms. The intern and the faculty sponsor will agree which is most appropriate for the internship setting.
- ◆ **PORTFOLIO.** This document should focus on two primary questions: 1. What did the intern do? (e.g., tasks, activities, projects) 2. What did the intern learn? (competencies developed reactions to learning)
- ◆ **JOURNAL.** This can provide a detailed description of the work completed and reflection on experience
- ◆ **SUPPLEMENTAL READINGS.** This typically includes journals, books and/or relevant text that relate to the intern's academic discipline. Other examples may include a presentation, final report or any other summative project that connects the internship experience with supplemental readings and experiences in class

STUDENT CHECKLIST

BEFORE your internship:

3 FORMS:

1. Submit an **Academic Internship Proposal form** to Career Services. The form must include a project description, must be signed by the **faculty sponsor**, the Chair of the Department or the Director of the Program, the On-Site Supervisor, and the Director of Experiential Learning/Internships.
 - ◆ If you are unable to get the appropriate signature **e-mail/letter/fax confirmation is acceptable.**
 - ◆ Their signatures **MUST** be obtained before Career Services will sign paperwork. The Director of Experiential Learning/Internships **will THEN** send paperwork to Registrar's Office for final approval.
2. Submit an **Internship Sponsor Contact form** to Career Services, with contact information for yourself and on-site supervisor.
3. Submit the **Liability Waiver form** to Career Services
 - ◆ Submit a resume and cover letter to the Career Services Center.
 - ◆ Check mysbc.com one to two weeks after submitting paperwork to make sure you have been registered.

DURING your internship:

- ◆ Contact faculty sponsor on a weekly or bi-monthly basis.
- ◆ Stay up-to-date on academic assignments including readings and written work.
- ◆ Update Career Services about experience and respond to periodic check-in e-mails from Career Services.
- ◆ Be prepared for possible on-site visit from Career Services.

AFTER your internship:

- ◆ **Submit ALL** of your academic assignments to your faculty sponsor. (Your faculty sponsor must submit your grade by the end of the first week of the next semester so make sure to have your materials in on time!)
- ◆ Ask your on-site supervisor to submit his/her evaluation to Career Services. *This form is available online at www.sbc.edu/career-services/internships*
- ◆ Complete a Student Internship Evaluation and submit online at www.sbc.edu/career-services/internships
- ◆ Express your appreciation for the experience to your site supervisor and others at the worksite that were helpful to you by writing a “thank-you” letter.
- ◆ Request a letter of recommendation from your on-site supervisor to use in your future job search or graduate school applications. Also ask your supervisor if he or she is willing to provide a telephone reference for you.

HELP I DON'T UNDERSTAND!

Definition of Terms

1. **Internship:** A structured and supervised professional work/learn experience within an approved agency/organization/ corporation for which a student can earn academic credit. Sometimes also referred to as work experience, fieldwork practicum, cooperative education, or experiential learning.
2. **Student Intern:** A student registered for an academic or non-academic internship credit and involved in a work/learn experience.
3. **Internship Director:** The individual who coordinates the Sweet Briar College Internship Program.
4. **Faculty Sponsor:** At Sweet Briar College, this is a faculty member from the department in which the student intern wants credit. This faculty member works closely with the student intern and the internship employer before and during the internship, in the role of a teacher and coach, to facilitate the planning of the internship, the communication, and the reflective/learning process. The faculty internship sponsor submits a final grade for the student intern.
5. **On-Site Supervisor:** The individual at the host agency or work/field site who is designated to supervise the student intern's work, evaluate performance, and provide feedback to the student and to the educational institution.
6. **Fieldwork/Employment Site:** Any business, government agency, educational institution, social service agency, or other organization that accepts college interns.
7. **Academic Internship Proposal Form:** The Sweet Briar College agreement signed by the student intern, faculty sponsor, on-site supervisor, the chair of the department, and the registrar, and approved by the Career Services Center outlining the proposed internship. All parties agree to the work and academic activities to be performed by the student intern, to the type of supervision and involvement that will be provided by the internship employer, and to the supervision and evaluation that will be provided by the faculty internship sponsor.
8. **Academic Internship Sponsor Contact Form:** A form with contact information for the intern and on-site supervisor.
9. **Warning, Waiver, Covenant, and Release of Liability and Agreement to Participate:** Outlines the student's willingness to participate in the internship knowing the risks and conditions involved.

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