

## Faculty Guide to Internships

**Internships are valuable** opportunities for students to explore career interests, gain essential skills specific to professional disciplines, and increase their marketability to employers. Many students find that they are more motivated in the classroom after they have experienced practical application of their academic discipline.

### Steps to Making Internships Easy

**Step One:** For best results, students should start the process at least *five* weeks before the quarter in which they wish to do the internship (for summer internships, start even earlier).

**Step Two:** Students should meet with a Career Counselor in the Career Development Center on the 2nd floor of the SUB. **Call to make an appointment 281-2485.** Prior to the appointment, students should research potential internship sites in SPU JobLink. Students can access these internship databases on the Career Center website: [www.spu.edu/cdc](http://www.spu.edu/cdc). Students should bring a list of possible internships and a rough draft of their resume to the meeting with the counselor.

**Step Three:** Students should meet with their Faculty Advisor (*a student can ask his/her Faculty Advisor or another faculty member in his/her discipline to be the Faculty Sponsor for the internship*) to discuss how internship credits can fit into their overall academic schedule and ensure that the internship is an appropriate complement to their academic goals. Internships generally range from

- 10-20 hours of work per week for 1-5 credits typically
- 3-4 hours of work per week per credit (ex. 3 credits=12 hours work per week).
- Students must do internships for at least 1 credit.

**NOTE:** Giving students tacit permission to do internships without taking credit will preclude them from the University's insurance coverage should any problem or mishap occur at the site, and denies them the full learning experience that internships should provide.

**Step Four:** Students should contact each internship site of interest and ask the internship coordinator if the position is open, when it begins and ends, the hours the student will be expected to work, and what materials (resume, cover letter, application forms, etc.) are required for the application process.

### CONSIDER THIS:

#### **Vocation Internship Workbook:**

Funding from the Lilly foundation has enabled the Career Center to create a workbook to assist student interns as they reflect upon their internship experience and vocational calling. This workbook is a collection of 7 articles, each of which is followed by questions for reflection on either the internship experience itself, or the students' sense of vocational calling that may become clearer due to the internship experience.

Included in the workbook are articles by Jerry Sittser (*Distinguishing between Calling and Career*), Garret Keizer (*Dresser of Sycamore Trees*), Ed Holton (*Managing the Transition to Work*), Daniel Golden (*Making the Most of a Bad Internship*), and Melissa Everett (*Making a Living While Making a Difference*), as well as referrals to other career-related resources on campus, and suggestions for "next steps" in career and vocational exploration.

If you would like to use this workbook with your student interns, please call Sarah Dobelstein; 281-2344. The workbook will soon be available in PDF format. This resource is **free** to your department as it has been funded by the Lilly SERVE grant.

**Step Five:** Once students have secured an internship position, they must complete the Learning Contract with the on-site Internship Supervisor and Faculty Sponsor. (See the "Learning Contract" section below)

**Step Six:** Students must register **in-person** for internship credit with the **signed** Learning Contract in the Student Academic Services office by the date indicated in the SPU Time Schedule (no later than the 10<sup>th</sup> day of the quarter).

**Step Seven:** The student's on-site Internship Supervisor will complete an evaluation near the end of the quarter and a copy of this form will be forwarded to you. Students will also complete an evaluation of themselves, mailed and returned to CDC.

## How to Complete a Learning Contract

Learning Contracts are available in the Career Development Center (2<sup>nd</sup> Floor SUB), Student Academic Services (DH 151), and in PDF format from the CDC website: [www.spu.edu/depts/cdc](http://www.spu.edu/depts/cdc)

To register for internship credit, both sides of the Learning Contract must be completed and signed by the student, Faculty Sponsor *and* Internship Supervisor. Once the form is complete, it must be taken to Student Academic Services (DH 151) to register for internship credit. Follow the instructions below to correctly fill out the Learning Contract.



### FRONT SIDE:

First Box: Student's contact information.

Second Box: Internship site and supervisor contact information. Work hours and compensation amount.

Third Box: Faculty Sponsor contact information. Course reference number (CRN#), the Academic Department with which the credit will be registered under (ex: ENG), and the course number (4940).

Site Information: Description of the employer's nature of work, intern's position title, and job description.



### BACK SIDE:

Learning Objectives: The student should discuss and establish learning objectives with the Internship Supervisor. They should agree on activities and events the student may want to experience, specific skills the student wants to develop, or knowledge the student hopes to gain. This is an excellent time for the student and the Internship Supervisor to ensure that they are on the same page and have clear expectations of one another.

Learning Activities: The student and Internship Supervisor should decide what learning activities will be expected of the student during the internship to meet the "learning objectives."

Evaluation: Faculty Sponsor and student decide what the criteria for evaluation will be (i.e. projects, papers, or classes/seminars). Faculty Sponsors have asked students to keep

a journal of reflections about the internship, review relevant journal articles, write a book review or conduct research. Assignments will likely depend on the type of internship, number of credits and student goals. Consider including participation in the Lilly Funded Seminar for CAS Interns as part of the requirements on the learning contract. (See the "Consider This" section on front page)

Signatures: Before the student will be allowed to register for Internship credit, three signatures are required: Student, Internship Supervisor, and Faculty Sponsor.

## Finding a Good Fit

The following questions can help ensure that the internship experience is an appropriate integration of practical experience in the workplace with academic theory. The student should ask for a detailed description of the internship before accepting the position. The internship description and conversations with the organization should help to decipher if the internship will be a good fit:

- ☆ Will you be able to work above your current skill level?
- ☆ Do they offer an established program, committed resources, and an involved supervisor or mentor?
- ☆ Will you have exposure to various departments and/or functions?
- ☆ What types of tasks, projects, and presentations will you complete?
- ☆ Are there opportunities for full-time positions after graduation?
- ☆ Are there opportunities to network with other professionals in the field?

## CDC Can Help!

The Career Development Center can assist in the internship process in a variety of ways. Counselors are available to meet with students one on one to help them find, apply, and secure internships. We are also available to assist in developing new internship sites in your field. Contact the Career Center at (206) 281-2485; or [spucareercenter@spu.edu](mailto:spucareercenter@spu.edu) with questions.