

---

---

**COTTEY**

1000 West Austin, Nevada, Missouri (417) 667-8181

---

---

Faculty Handbook  
for  
Internships

# COTTEY

## Internship Guidelines

### DEFINITION:

An internship is a supervised work experience, related to a student's major or area of career interest, with intentional learning goals. It is monitored by a faculty member and an internship site supervisor and offers course credit. Internships are often unpaid, but may receive paid compensation.

### CREDIT:

Internship credit is awarded for the planned learning that occurs during the internship, not for the intern's performance at the internship site. Cottey awards 1-2 credits in the fall/spring semesters and 1-3 credits in the summer. No more than 3 credits will count towards graduation.

Credit hours enrolled will be based on hours worked.

- 1 credit hour = 45 hours per semester
- 2 credit hours = 90 hours per semester
- 3 credit hours (summer only) = 135 hours per semester
  - Tuition cost for summer internships: \$175 per credit hour

### ELIGIBILITY:

Students eligible to participate in an internship must have first-year, second-semester or second-year standing by the beginning of the internship AND have a 3.0 cumulative GPA or higher.

### ENROLLMENT:

Developing an internship is similar to a job search. The student will initiate contact with potential internship sites, submit resumes and applications, interview, and finally secure an internship. The transfer/career planning coordinator can assist with ideas for internship sites. To enroll in an internship at Cottey College, the student needs to complete the following **prior** to the semester of the internship, generally during registration:

- Investigate possible internship sites.
- Select a faculty member who wishes to supervise the internship experience.
- Work with faculty sponsor and internship site supervisor to complete the **Internship Learning Contract** and **Responsibilities Agreement**.
- Obtain an **Add Form** from Academic Records during registration or during add period.
- Submit completed **Internship Learning Contract, Responsibilities Agreement** and **Add Form** to the **transfer/career planning coordinator**, in the Academic Assistance Center for approval by the Cottey College Academic Committee.
- Students are not officially registered for an internship until **ALL** forms with signatures are submitted and approval of the internship is made.
- Students must attend an internship orientation with the transfer/career planning coordinator or assistant dean of faculty **prior** to the first day of the internship.

### GRADING:

The internship experience will be graded as pass/fail. The faculty sponsor will award academic credit once the internship and method of evaluation have been completed as outlined in the Internship Learning Contract. **Students will submit an Internship Activity Log as documentation of activities.** The employer will submit an evaluation of the student intern and the student will evaluate the internship experience.

## **FACULTY MEMBER RESPONSIBILITIES:**

- Encourage students to participate in internships. Internships enhance learning by allowing students to integrate theory into practice. Students completing internships often develop clearer academic and career goals.
- After a student has located a potential internship site, she may ask you to be the faculty sponsor. If you agree to be the sponsor, assist the student in establishing learning objectives. Objectives should be specific, measurable outcomes of the internship. *See Learning Contract Tips.*
- Develop learning objectives and intern duties on the learning contract. Will the duties allow the intern to achieve her objectives? Does mastery of the learning objectives warrant the awarding of the credit hours? Does the site provide an environment conducive to learning? When considering sites, ask these questions: 1) Who is the site supervisor? 2) Is the work assignment relevant? 3) Does this experience comprise a new set of challenges (or is it simply a job the student did last summer)?
- Determine the modes of evaluation you will require in addition to the site supervisor evaluation. Be specific. Active reflection of the work experience is an essential part of an effective internship. Evaluating student performance may involve on-site visits, student interview(s), site supervisor interview(s), reflective journal or log, site supervisor performance evaluation, and final portfolio reflecting work performed or tasks undertaken and self-assessed learning.
- Review and sign the student's paperwork (**Internship Learning Contract and Responsibilities Agreement**). The student will submit paperwork to the transfer/career planning coordinator for approval by the Academic Committee. The faculty sponsor will receive copies.
- Establish regular meeting times with the student. Advocate for the student if problems arise. Ask questions to ensure the learning objectives are being met. Students will periodically submit an **Internship Activity Log** as documentation of tasks performed.
- Evaluate the learning that has occurred during the internship. Cover the site supervisor's evaluation with the intern, giving her a chance to offer feedback. Relate experiences in the internship to theories studied in the classroom. Suggest strategies for future improvement.
- Assign a grade. After receiving the site evaluations, activity logs and all required assignments from the intern, issue a grade of pass/fail, with pass defined as a C or better.

## **ACADEMIC ASSISTANCE CENTER RESPONSIBILITIES:**

- Acts as an educational resource for all parties involved in internship. Assists students in developing a resume and cover letter and identifying appropriate sites.
- Maintains a listing of internships for students and faculty.
- Coordinates administrative paperwork such as evaluations and thank-you letters.
- Assesses program and develops better means of administration based on comments from students, faculty and site supervisors.

# TIPS for Drafting a Learning Contract

The Internship Learning Contract is a mutual agreement among you (the student), the internship site, and the faculty sponsor, indicating what you hope/want to learn, how you will learn it and what you have learned. In other words, the Learning Contract includes learning goals or "objectives," strategies for accomplishing the goals, and evaluation methods.

You are responsible to develop your Internship Learning Contract. However, you will need the input of the internship site and the faculty sponsor to complete it. You may want to write a first draft of the contract and then share it with your site supervisor and faculty sponsor for suggestions and approval before producing the final version.

1. Complete the general information of the learning contract.
2. Under **Statement of Ability**, describe the current skills, knowledge and work experience that prepared you for this internship. You may attach a resume. You may include coursework that you have taken related to the internship.
3. Develop 3-4 **Learning Objectives**. Be as specific as possible. Learning objectives are important and generally fall into four categories:
  - ❑ Skill Development: learning and improving specific skills (writing, research, communication, computer, etc.)
  - ❑ Broader Knowledge: understanding the workplace, operational procedures, and organizational structure, socioeconomic factors, etc.
  - ❑ Career Awareness: investigating specific careers and occupations and the qualities and/or training required.
  - ❑ Personal Development: confidence, assertiveness, decision-making, values
4. Indicate the **Tasks and Strategies** you will perform in order to achieve your learning objectives. What will you be doing at your internship? Include the internship title and specific duties and responsibilities. Refer to the internship's job description.
5. The **Faculty Evaluation** section is to be completed by you and the faculty sponsor. What will be required of you by your faculty sponsor? The evaluation methods should be specific and include a reflective component. Typical assignments include a journal, portfolio, presentations or papers.
6. Return your completed **Internship Learning Contract** and the **Responsibilities Agreement** to *Susan Yoss, transfer/career planning coordinator, in the Academic Assistance Center, RBAC 164.*

# *Internship Deadlines*

## **Fall Semester:**

Classes start	<i>Late August</i>
Internship student orientation	<i>1st week of classes</i>
Mid-Term activity logs due	<i>Mid October</i>
Thanksgiving Break	<i>Wednesday, Thursday, Friday in mid Nov.</i>
Activity logs due	<i>1st week of December</i>
Site supervisor evaluations of students due	<i>Last day of classes (early December)</i>
Student evaluation of internship due	<i>Last day of classes (early December)</i>
Internship ends	<i>Last day of classes (early December)</i>

## **Spring internship contracts due**

*Before end of the Fall semester*

## **Spring Semester:**

Classes start	<i>2nd week of January</i>
Internship student orientations	<i>1st week of classes</i>
Mid-Term activity logs due	<i>Early March</i>
Spring Break	<i>2nd and 3rd week of March</i>
Activity logs due	<i>1st week of May</i>
Site supervisor evaluations of students due	<i>Last day of classes (early May)</i>
Student evaluation of internship experience	<i>Last day of classes (early May)</i>
Internship ends	<i>Last day of classes (early May)</i>

## **Fall internship contracts due**

*Before end of the Spring semester*

## **Summer internship contracts due**

*Before end of the Spring semester*