
COTTEY

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

**Student 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.

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

What an Internship is NOT

"Time Out": Although an internship is usually pursued outside of the college setting it should not be viewed as "time-out" from college to go to work. An internship is a learning experience. Some people learn more effectively through experience, and internships provide that opportunity. Remember, a grade or credit for an internship is based on what you can show or demonstrate you learned during the internship, not solely on the evaluation of your performance.

An Easy Grade: Most students report working just as hard if not harder on their internships as they do for classes on campus. Pursuing an off-campus internship along with several other classes creates a demanding schedule and requires a lot of time and energy. Be careful not to plan an internship during an otherwise "heavy" schedule.

Volunteer Experience: Regardless of the financial arrangements, an intern is not the same as a volunteer. An intern earns credit or a grade based on what is learned from the internship experience. A volunteer may perform the same tasks equally well but may or may not be self-conscious about the learning derived. As an intern, you must be self-conscious of what you are learning and strive to meet identified learning goals in order to successfully earn credit or a grade.

Resident Expert: Student interns bring special skills, knowledge, and fresh ideas to an organization. It is not appropriate, however, for an organization to expect an intern to be the "resident expert" or to fill a gap in an area in which the staff lacks basic skills of knowledge. A professional staff person should supervise you with expertise in the area in which you are working.

Go-Fer: An intern is not supposed to perform *all* the routine or uninteresting work within an organization. An internship should be a meaningful learning experience. Most positions and projects involve *some* routine work; however, it is recommended that it be limited to twenty percent of your time as an intern.

Guarantee of a Job Offer: There is no guarantee that an internship will get you a job. Many employers value hiring someone who has had internship experience; therefore, when you are competing for a particular position, your internship may prove beneficial. The best way to gain career and job advantages from your internship is to get to know the people you are working with in the organization. Build an information and referral network for yourself.

COTTEY

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

INTERNSHIP LEARNING CONTRACT

The Internship Learning Contract is a mutual understanding among the student, the Internship Site Supervisor and the College (the Faculty Sponsor). The purpose of this agreement is to allow the student to establish, in conjunction with the supervisor, *prior to the start of the Internship*, a plan for the duration of the Internship experience.

The goal of an internship is to enhance the learning experience. This document provides a basis for students to discuss with supervisors the opportunities for learning that an organization can provide. The Internship Learning Contract assists the intern in making a meaningful contribution to the organization, as well as setting goals to continue professional growth and development. *Cottey College reserves the right to approve or reject internship sites and Internship Learning Contracts.*

Student name:

Address during internship:

Phone:

Email:

Student status: First-year, second-semester Second-year
(circle one)

Present GPA: Semester _____
 Cumulative _____

Semester of internship: Fall Spring Summer
(circle one)

Number of semester hours of credit: (1 to 2 during fall/spring; 1 to 3 during summer)

Number of hours anticipated worked per week (or over specified period of time if not carried out over a 15-week semester):

Faculty sponsor:

Internship Information:

Internship site: _____
Address: _____
City: _____ State: _____ Zip: _____
Site supervisor name: _____ Title: _____
Telephone: _____ Fax: _____ Email: _____
Company/Organization's website: _____

Internship description:

Describe the organization and the functions it performs.

Statement of ability:

This statement should provide information about the student’s current skill level and ability (scheduling, etc.) to engage in the internship. It should also reflect any coursework taken that has prepared her for the internship.

Learning objectives:

What knowledge, skills and competencies will the student gain from this experience? What academic knowledge will the student apply during her internship? How will the internship contribute to long-range career goals?

Tasks and strategies:

What job duties will the student perform on the internship? Include student's title and specific list of job responsibilities. Student and on-site supervisor should prepare title and duties with input from the faculty sponsor.

Responsibilities of faculty sponsor:

Responsibilities of internship site supervisors:

Faculty evaluation methods:

Specify documents (journal, paper, portfolio, supervisor evaluations) or other methods of evaluation (student interview, supervisor interview, regular student meetings) that will be used to assess progress and performance. Also list dates of scheduled conferences with faculty supervisor if these will be part of the evaluation.

Signature of Student

Date

Signature of Faculty Member

Date

Signature of Site Supervisor

Date

Signature of Additional Supervisor (if any)

Date

Submit to the Transfer/Career Planning Coordinator _____
Date

Approval of the Academic Committee _____
Date

Internship Responsibilities Agreement

The **STUDENT** considers her internship as contributing to her career objectives and agrees:

- To learn as much as possible about the internship site's policies, people, programs, and activities.
- To show honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, and a willingness to learn at the workplace.
- To commit to a time frame with the internship site and fulfill all tasks agreed upon, as outlined in the Internship Learning Contract.
- To be in regular attendance during the internship period.
- To respect confidentiality.
- To serve in a manner that preserves the reputation and integrity of Cottey College.
- To complete all faculty sponsor assignments/evaluations.
- To conform to the rules and regulations of the internship site.
- To consult with Cottey about any difficulties/problems arising at the internship site related to the internship program.

COTTEY COLLEGE offers an experiential learning opportunity to the student in preparation of her career objective and agrees:

- To monitor the student throughout the internship experience.
- To consult with the internship site on the student's learning objectives.
- To assist the student/internship site supervisor with any difficulties/problems on the internship site.
- To assist in the evaluation of the student.

The **INTERNSHIP SITE**, recognizing that the learning contract is being followed and that close supervision of the student will be needed, agrees:

- To provide a **variety** of work experiences for the student that will contribute to her education and to the attainment of her career objectives.
- To provide orientation and on-the-job training for the student.
- To adhere to all federal and state regulations where the student is involved.
- To provide time for consultation with Cottey College concerning the student and to discuss any difficulties the student may be having.
- To provide available instruction material and occupational guidance for the student.
- To provide appropriate direction and supervision.
- To evaluate the student's internship performance.

All parties agree to not discriminate on the basis of race, color, religion, gender, age, national origin, or disability.

No party shall disclose or use any information of a private, confidential or proprietary nature without prior written permission, except as required by law.

Additional Comments:

Student (Date)

Employer (Date)

Cottey College (faculty sponsor) (Date)

Transfer/Career Planning Coordinator (Date)