

**Felician College
Career Development Center**

***Credit Internship Program
Faculty/ Supervisor Guidelines***

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Introduction:

The purpose of an internship is to encourage students to take the information they have learned in the classroom and apply those teachings and principles to the world of work. Hands-on learning experiences greatly benefit students in several ways.

Benefits of the internship experience:

- Allows a student to test out a career field.
- Offers the opportunity to learn directly from professionals.
- Assists with building a professional network.
- Fosters the growth of industry-specific skills and knowledge.
- Employs classroom knowledge and applies it to hands-on experience.

According to the National Association of Colleges and Employers (*NACE*), a legitimate internship consists of the following criteria:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employers or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Prerequisites:

1. Internships are open to all students attending Felician College who have completed their sophomore year and who have earned a minimum of 60 credits. If a student does not have a minimum of 60 credits, the department chair in the student's major must approve the internship. Transfer students must have completed at least one semester at Felician College.
2. A student must have a minimum cumulative G.P.A. of 2.5 and have completed the appropriate course work required by the nature of the internship.

Students must complete and submit an Internship Contract with all of the appropriate signatures along with the Learning Outcomes Plan *before* beginning their internship. Students who do **NOT** submit their completed paperwork to the Career Development Center before or on the last day of ADD/DROP will **NOT** be enrolled into the internship course for that semester.

Credits:

½ credits- a minimum of total of **20** hours are required

1 credit – a minimum total of **40** hours are required

1 ½ credits- a minimum total of **60** hours are required

2 credits- a minimum total of **80** hours are required

2 ½ credits- a minimum total of **100** hours are required

3 credits- a minimum total of **120** hours are required

3 ½ credits- a minimum total of **140** hours are required

4 credits- a minimum total of **160** hours are required

5 credits- a minimum total of **200** hours are required

6 credits- a minimum total of **240** hours are required

Roles, Responsibilities and Definitions:

Faculty Supervisor:

1. Reviews students proposed internship description and site location and consider it appropriate as a learning experience.
2. Assigns and oversees the academic project.
 - Faculty supervisors oversee the academic portion of the internship experience in a way that is similar to an Independent Study. In order to do this, an academic assignment must be completed by the students. Some examples include:
 - A research paper related to the experience or a developing trend in the field.
 - A journal or series of short papers outlining the experience and the knowledge gained from the opportunity.
 - A portfolio of completed work (i.e. art majors).
 - An oral presentation to fellow students and possible faculty members.

While assigning the project, it is important to establish certain educational goals to ensure the student gains the most from the experience. This will be done through learning outcomes. Some sample learning outcomes include:

Knowledge, skills, and competencies – (Ex's: organizational structures, typical procedures, leadership, industry expectations, collaboration, interpersonal /public communication, research/analytical skills, etc.)

- Gain an understanding of professional etiquette.
- Begin to understand the professional culture.
- Work in a team setting to gain knowledge of XYZ.
- To learn how to use a computer program specific to a given industry.
- To study how a certain job function within an industry or organization functions.
- Gain insight of projects from inception to completion.

Career Awareness – (Ex’s: self-awareness of interests and skills/abilities, an understanding of career path and professional requirements, identification of career options and lifestyle choices, etc.)

- Apply academic knowledge in a professional setting.
- Network within a given field.
- Learn more about job functions in which you are interested.
- Complete an informational interview with a professional at the given internship site.
- Learn a new programming language.
- Learn how the billing process functions.
- Observe the different components of an audit process.

Personal Development – (Ex’s: appreciation for diverse cultures and perspectives, social and work interactions, sensitivity to alternative views and values, better understanding of one’s personal values, or sense of one’s responsibility to community, etc.)

- Evaluate one’s own performance in terms of expressed learning outcomes.
- Gather information about the core values of a given organization.
- Become proficient in business communications.
- Clarify one’s career-related decisions based on internship experience.

3. Monitors progress and assigns final grade.

Students will be encouraged to stay in touch with their faculty supervisors throughout the semester to keep them up-to date with their progress and any issues that may come up during the course of the internship. Faculty supervisors must hold meetings with students during the course of the experience.

1. At the beginning to clarify learning outcomes and establish roles, responsibilities, and expectations of all involved in the process.
2. At the mid-point of the internship experience to assess the student’s progress by reviewing their mid-point evaluation completed by the students Internship Site Supervisor.
3. At the end of the internship to ensure Learning Outcomes were met, assignment(s) were completed, and to review their final evaluation filled out by the students Internship Site Supervisor.

* Both Mid-point and Final Internship Evaluation forms will be completed by the Site Supervisor and forwarded to the faculty supervisor for consideration of the student's final grade. *

Student:

1. Obtains the required internship forms from the Career Development Center including the Contract, Guidelines, and Learning Outcomes Plan.
2. Submits all completed paperwork to the Career Development Center before or on the last day of ADD/DROP.
3. Adheres to all assignments and Learning Outcomes discussed with their faculty supervisor.
4. Alerts the Career Development Center, faculty supervisor, and site supervisor of any changes in internship arrangements or abilities to complete tasks/assigned work.
5. Student completes all required assignments and submits them directly to their faculty supervisor by the deadlines specified.

Site Supervisor:

1. Provides a job description to students (if Career Development already has an up-to date description on file, then it is not necessary) so it can be handed in along with the other paperwork required from the Career Development Center.
2. This individual will provide an orientation of the workplace including responsibilities and any other paperwork or information needed before starting.
3. The Site Supervisor oversees the student's performance during the internship.
4. Meets regularly with the intern to provide direction and work progression.
5. Required to complete a mid-term and final evaluation form of the student's performance. The site supervisor will receive these evaluations via hard copy mail and e-mail if one was provided on the Students Contract form from the Career Development Center.

Career Development Center:

1. Provides administrative oversight of the Internship Program. Counsels and assists students with the application process including resume and interview preparation if needed.
2. Assists students in the internship application process to secure an internship.
3. Distributes, explains, and monitors all required internship paperwork.
4. All paperwork must be completed and submitted to the Career Development Center **prior** to beginning the internship. The paperwork is due on or before the semester's ADD/DROP date.
5. Acts as a liaison between faculty supervisor, student, and site supervisor.
6. Maintains contact with the site supervisor throughout the semester. (Ex's: Phone calls, e-mails, and site visitations depending on the location of the internship.)