



CENTRE COLLEGE

Faculty Guide to Internships

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INTRODUCTION

Dear Faculty Mentor,

Thank you for your interest in Centre College's internship program. Whether you are new to mentoring interns or have worked with our interns in the past, I hope that this guide will assist you in working not only with the students, but also in understanding the requirements of the college.

This internship guide is designed to help faculty understand what is required of the student intern and the faculty mentor, create strong academic components, and be an effective faculty mentor. Although the guide is not exhaustive, it is meant to provide guidelines about Centre's internship program, as a tool to raise questions, and to make recommendations about how to provide mentorship for interns.

As always, if you have questions or wish to talk more specifically about your internship needs, please don't hesitate to contact me at any time.

Sincerely,



Mindy Wilson
Assistant Director
Centre College
Center for Career & Professional Development
(859) 238-8792
mindy.wilson@centre.edu

WHAT IS AN INTERNSHIP?

An internship is a form of experiential learning that empowers students to integrate knowledge and theory learned throughout the curriculum with practical application and skills development in a professional setting. Thus, a meaningful internship is a partnership between Centre College and a host employer, collaboratively defined and guided by the student, a faculty internship mentor (if the student is receiving credit), and an on-site supervisor from the host employer. To ensure that an experience is educational and thus eligible to be considered a legitimate internship, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained through the classroom. It must not be simply to advance the operations of the host employer 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 developed 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 on-site supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship. (National Association of Colleges and Employers, <http://www.naceweb.org/about/membership/internship/>, December 19, 2011)

Characteristics include:

- Duration can range from one month to one year, but a typical experience usually lasts three months. At Centre College, students may participate in internships during the fall and spring terms, CentreTerm (a 3-4-week internship during the month of January), and during the summer months.
- May be part-time or full-time.
- May be paid or unpaid. **(Please see page 14 for important legal information regarding pay.)**
- Internships may be part of an educational program and carefully monitored and evaluated for academic credit, or internships can be part of a learning plan that a student develops individually without receiving credit.
- An important element that distinguishes an internship from a short-term job or volunteer work is that an intentional "learning plan" is structured into the experience.
- Learning activities common to most internships include learning objectives, observation, reflection, evaluation, and assessment.

- An effort is made to establish a reasonable balance between the intern's learning goals and the specific work an organization needs completed.
- Internships promote academic, career, professional and/or personal development.

How Students Find Internships

Students locate internships in a variety of ways. The Center for Career & Professional Development suggests the following ways for students to find internships, but the list does not include all possibilities. If the internship has not been found through the Center for Career & Professional Development, we recommend that students speak to their career counselors to make sure the experience is considered an internship.

- Talk to his/her career counselor.
- Use Handshake, Centre's online job and internship recruiting system.
- Visit the Center for Career & Professional Development's Summer Internship Resources web page.
- Talk with a professor or alumnus who has studied or worked in the field of interest.
- Talk to family and friends to see if they know anyone in the field.
- Look up companies they are interested in and ask them about internship possibilities. Even if they don't have a formal internship program, many are willing to take on interns who are motivated and take initiative.

Types of Internships at Centre College

Centre College offers two types of internships:

Academic-Credit Internships: Academic-credit internships require the supervision of a faculty member and an on-site supervisor, combining a substantive academic component with a significant career-related component in order to serve as a bridge between the liberal arts education received at Centre and workplace expectations. In for-credit internships, the academic component must be an integral part of the work experience. It is designed by the faculty mentor in consultation with the student and, if possible, the employer. Students register for INT 400 as one of their courses for the term. These may occur during any term, and tuition is included in the yearly comprehensive fee for fall, spring and CentreTerm internships. Academic-credit internships during the summer carry a tuition fee (currently \$350 for 1 credit or \$375 for 3 credits).

- *Eligibility:* A student may enroll in an academic-credit internship in any term after the student has obtained junior status (at least 54 credits).
- *Number of Credits:* To earn course credit for INT 400, the student must work a minimum number of hours. One hour of credit is awarded for every 40 hours worked per term, meaning that students working 120 total hours over the duration of the term will receive three credit hours for that term. All work must be sanctioned by and done on behalf of the internship supervisor and must be documented on a time card provided by the college.

Term	Hours for 2 Credits	Hours for 3 Credits
Fall Term	80 hours (6-7 hours per week)	120 hours (10 hours per week)
Centre Term	Not applicable	120 hours (40 hours per week for 3 weeks minimum)
Spring Term	80 hours (6-7 hours per week)	120 hours (10 hours per week)
Summer	Not applicable (A one-credit internship is available for international students and for underclass students who are required to receive academic credit by their employer to participate in the program.)	120 hours (10 hours per week)

Non-Credit Internships: Non-credit internships do not require Centre credit. They do not earn academic credit or go on the student's transcript, but may be listed on a resume. The student may complete an internship contract if needed, but does not have to complete the additional academic component or end-of-term presentation. These internships typically occur during the summer months, and there are no restrictions on class year for participation.

Academic-Credit Internship Learning Outcomes

The Center for Career & Professional Development developed the following learning outcomes for internships based on best practice in the field and feedback from the Centre community:

After completing an academic internship, students will be able to:

- 1) Apply knowledge learned in their discipline to address problems and issues in a professional setting, and vice versa.
- 2) Integrate or synthesize knowledge from diverse disciplines, courses, and areas of experience in a professional setting.
- 3) Reflect on their professional performance in order to evaluate their progress toward personal goals and learning outcomes, including the development of career goals and leadership skills.
- 4) Demonstrate increased professionalism, particularly the ability to communicate in a professional manner in a variety of formats, including written papers and oral presentations.

General Responsibilities of the Parties

- A. The **STUDENT** will have the following responsibilities:
 - a. Work on the days and times agreed upon with the supervisor.
 - b. Complete all assignments, tasks and projects at the internship site in a timely manner.

- c. Conform to the regulations and dress code of the internship organization.
 - d. Maintain confidentiality of internship organization.
 - e. Notify supervisor of planned absences before internship takes place.
 - f. Notify the Center for Career & Professional Development immediately should any problems arise during the course of the internship, including concerns regarding lack of substantive work assignments.
 - g. Complete the required time cards and evaluations and submit to the Center for Career & Professional Development at the end of the internship.
 - h. Complete academic readings and assignments and turn in to faculty mentor by the dates on the syllabus.
 - i. Present at the Internship Showcase at the end of the term.
- B. The **CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT** will have the following responsibilities:
- a. Monitor the internship for quality assurance as it relates to both the intern and internship site.
 - b. Ensure that at least 70% of the intern's time is spent on substantive projects.
 - c. Provide organization/supervisor with student evaluation forms.
 - d. Provide students with internship site evaluation forms.
 - e. Provide faculty with copies of all completed evaluations.
 - f. Notify student of obligations and monitor students' compliance during the course of the internship.
 - g. Act as liaison between the student, faculty mentor and internship supervisor and assist in resolving any problems that might arise during the course of the internship.
 - h. Organize the end-of-term presentations.
- C. The **ORGANIZATION/SUPERVISOR** will have the following responsibilities:
- a. Comply with all state and federal labor laws.
 - b. Provide a working environment which allows the student to gain experience relevant to the field.
 - c. Provide regular feedback to students through regular meetings and email.
 - d. Provide the intern with a schedule comprised of no less than 70% substantive work.
 - e. Provide the intern with a desk, computer and/or other necessary tools in order to effectively complete internship responsibilities.
 - f. Provide the intern with information regarding the internship site policies and procedures regarding dress code; professional, legal and ethical behavior; emergency preparedness, etc.

- g. Notify the Center for Career & Professional Development in a timely and reasonable manner if any problems arise, particularly those that might result in the dismissal/termination of the intern.
 - h. Evaluate the student's performance at mid-term and at the end of the internship and submit the evaluation form to the Center for Career & Professional Development.
 - i. Approve and sign time cards provided by Centre College to the intern at mid-term and at the end of the semester.
- D. The **FACULTY MENTOR** will have the following responsibilities:
- a. Work with the student to develop internship objectives and the academic component tying the internship experience to the student's academic goals. The academic component must be an integration of the academic readings and work experience. At least two relevant books/articles/etc. should be assigned, and the written component must total at least eight (8) pages in length.
 - b. Check in with the student regularly through meetings and email.
 - c. Read and evaluate all written material.
 - d. Attend the student's final presentation at the Internship Showcase.
 - e. Assign the final grade for the internship.

MENTORING THE INTERN

Students will look to you as a mentor who will assist their transition from the classroom to the work environment. We suggest you meet with your interns regularly to discuss how what they have learned in the classroom relates (or does not relate) to the internship experience, to help provide context, and to discuss any issues that have arisen at the internship site. These meetings may also occur via email in the case that the student or faculty member is not on campus.

Centre College's internship coordinator, Mindy Wilson, is available to faculty mentors to help find solutions if difficulties occur (intern attendance or punctuality problems, low motivation, unsatisfactory work, personal conflicts, etc.). **Please inform Mindy Wilson, the internship coordinator, at (859) 238-8792 or mindy.wilson@centre.edu as soon as possible if any difficulties occur so that all partners involved in the internship can explore solutions to the issues.**

COMPLETING THE INTERNSHIP CONTRACT

Centre College now requires that students complete their internship contracts online through InterNexus. This system will allow students to complete contracts more easily, both on- and off-campus, while allowing the Center for Career & Professional Development and the Registrar's office to better manage the contract system. Below are step-by-step instructions on how to now approve your student's contract.

Please contact Mindy Wilson, Assistant Director for the Center for Career & Professional Development, at mindy.wilson@centre.edu or (859) 238-8792 with any questions about this process.

1. The student will start the process by finding the internship contract at <https://aegis.centre.edu/fmi/webd/#InterNexus> and by clicking on “CENTRE STUDENTS CLICK HERE TO START A NEW APPLICATION.” Students may start the contract and save it at any time. To return to an incomplete contract, the student should go to the contract homepage (<https://aegis.centre.edu/fmi/webd/#InterNexus>) and click on “STUDENTS-EDIT AN APPLICATION/CHECK STATUS.” They can then use their Centre ID number to find their incomplete applications. The contract will not be submitted for approval until the student chooses to do so.
2. Once the student has completed the contract, s/he should click the “Submit” button on the last page. The student SHOULD NOT submit the contract with missing information—we will not begin the approval process until the contract is completely filled out.
3. Once the student has submitted the contract, s/he will no longer be able to edit it. To check on the status of the contract, the student may go to the InterNexus homepage and click on “STUDENTS-EDIT AN APPLICATION/CHECK STATUS.” The student should choose the “check status” button and enter his/her Centre student ID number.
4. The supervisor, faculty mentor, and Associate Dean will have the opportunity to edit the contract before approval. The student will receive a final copy of the internship contract after the start of the internship.
5. The student will be notified of final approval via email as soon as the contract has been approved by all parties.
6. All faculty will have access to their internship contracts for future reference in the Alfresco system beginning in summer 2015. Approved contracts will be assigned to the appropriate folders in Alfresco after the beginning of each term. To access your internship contracts, login to Alfresco and go to the Shared Files menu. Once there, you should see a folder for the Center for Career & Professional Development. Click on that, and you should see another folder for Internship Contract Folders for Faculty. When you click on that folder, there should be a folder with your name on it that contains all internship contracts since 2015.

ACADEMIC-CREDIT INTERNSHIP REQUIREMENTS

All academic-credit internships require an academic component, including learning objectives, academic assignments, and a presentation at the end of the term. This section explains the requirements of the academic-credit internship in detail.

Developing Measurable Learning Objectives

Each internship description can vary widely, so creating learning objectives and academic assignments can seem like a difficult task. The best way to help your student create learning objectives and to create meaningful academic assignments is to talk to your student and review his/her job description.

Sample tasks that students have worked on for sponsoring organizations include:

- performing laboratory tests
- writing handbooks or manuals
- designing posters, charts, graphs
- generating financial forecast and cost recovery reports
- performing software/hardware modifications
- conducting studies and surveys
- developing PowerPoint presentations
- compiling technical reports
- creating academic lesson plans
- conducting research
- generating marketing plans
- conducting training packages
- preparing budgets and financial reports

While helping develop the learning objectives, consider the following 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, problem-solving, values

To make sure the learning objectives are measurable, it might be helpful to indicate the tasks and strategies the student will perform in order to achieve the learning objective.

Developing Academic Assignments

Both a reading and a written component is required for all academic-credit internships. A minimum of two relevant readings (books, articles, etc.) must be assigned by the faculty mentor *before* the internship contract can be approved.

The written component should be an integration of the academic readings and work experience. Please be as specific as possible about the assignment topic. The final written product must total a minimum of eight (8) pages.

Sample projects may include (but are not limited to):

- Final paper
- Guided substantive journals
- Projects/work sample portfolio
- Annotated bibliography
- Book and article reviews
- Written notes from a series of interviews

Other Requirements

Students receiving academic credit for their internships must also attend and present at the end-of-term Internship Showcase as well as complete evaluations and assessments.

• *Internship Showcase*

Students come together in an open-house format and should be prepared to speak to other students, faculty, staff and community members about their experiences. They are required to prepare some sort of visual (poster, slide show, etc.) and present it to the attendees, much like the poster sessions at RICE. (The Center for Career & Professional Development will pay for poster printing for those students who prefer to present with a poster.) Faculty mentors are expected to attend at least a portion of the Showcase and speak to their interns about their experiences. The Internship Showcase is typically held in the late afternoon during the last week of classes during the Fall and Spring terms, and during the first week of classes following the CentreTerm and Summer terms.

• *Evaluation and Assessments*

All student interns must complete a post-assessment to help the college assess student learning based on the learning outcomes stated earlier in this handbook. They also complete a midterm evaluation (during long terms) to help us monitor the experiences and take corrective action when necessary. The supervisors are also requested to complete all assessments and evaluations. The supervisor evaluations can be shared with the faculty mentor at his/her request or when a problem arises.

General Deadlines

Typically, the deadline to turn in a completed internship contract is the last day of classes of the term before the student would like to participate in an internship. We do understand that issues arise and plans may change, so an extension may be granted if the student speaks to his/her career counselor, but paperwork must be completed and the internship must be started no later than the add/drop deadline for that term (though adding an internship at this late of date is discouraged). Students may not apply for academic credit retroactively.

Academic Internship Grades

Interns receiving academic credit will be graded on a Credit/No-Credit basis. If the student completes all requirements set out in their internship contract, including satisfactory

performance on the job, academic readings, written projects assigned by their faculty mentor, as well as a final presentation about the internship, s/he will receive credit for the experience.

If the student receives a less-than-satisfactory final evaluation from the intern supervisor, the internship coordinator and faculty mentor will follow up with the employer for more information to help make a decision about whether or not the student will receive credit for his or her work. Please contact Mindy Wilson at (859) 238-8792 or mindy.wilson@centre.edu immediately if there are any concerns about a student intern's work at any point during the internship.

INTERNSHIP FUNDING

There are multiple ways for students to earn extra financial support for extraordinary internship experiences. Below are the basic types of funding that Centre offers. For more information about how students apply, current deadlines, and what is required of students receiving funding, go to www.centre.edu/after-centre/internships/internship-funding/.

- **Centre Internship Plus (CIP)**

Eligibility: The applicant must be currently enrolled at Centre College and must be a junior or senior at the time the internship is being completed (i.e., a student is not eligible for funding the summer after graduation). Students may apply for funding for summer or CentreTerm internships. For high-quality internships.

Award: Up to \$2000 (summer) or \$750 (CentreTerm) minus taxes

Deadline: Early April (summer) and Mid-November (CentreTerm)

- **Parents Committee Internship Fund (PCIF)**

Eligibility: The applicant must be currently enrolled at Centre College and must be a junior or senior at the time the internship is being completed (i.e., a student is not eligible for funding the summer after graduation). For the highest-quality internships that may also require a higher level of funding.

Award: Up to \$4000 (summer) minus taxes

Deadline: Early April

- **Michael and Sarah Jury Internship Fund**

Eligibility: Junior or senior status at the time of the internship. Preference for internships in environmental studies, state government, or federal government.

Available: Summer

Award: Up to \$5000 minus taxes

- **David Lee McNeill, MD, and Virginia Howard McNeill, RD, Scholarship**

Eligibility: Junior or senior status at the time of the internship. Preference for students pursuing internships in healthcare, medical, or dietetic fields.

Available: Summer

Award: Up to \$1250 minus taxes

- **Myrtle Haynes Simpson and Gertrude Haynes Memorial Scholarship**

Eligibility: Junior or senior status at the time of the internship. Preference for students participating in nursing internships and other nursing-related endeavors whose goals are to be kind and caring nurses.

Available: Summer

Award: Up to \$5000 minus taxes

WHO TO CALL WHEN...

- ***A student is searching for an internship***

The student should make an appointment with his/her career counselor. The counselors work with students by major, and students can make an appointment by calling (859) 238-5283 or stopping by the Center for Career & Professional Development in Old Carnegie.

Division I – Mindy Wilson, Assistant Director

Division II – Kirk Knott, Associate Director

Division III – Joy Asher, Director

Undecided Students – Kirk Knott, Associate Director

- ***You have questions regarding the internship contract***

If you have questions regarding the internship contract or anything else associated with the internship program process, please contact Mindy Wilson at mindy.wilson@centre.edu or (859) 238-8792.

- ***Your student is having issues at an internship site***

If your student is having any problems at his/her current internship site, please contact Mindy Wilson at mindy.wilson@centre.edu or (859) 238-8792 immediately.

- ***You have heard about an available internship or have a contact that may be able to provide an internship***

If you have any leads pertaining to potential internship sites or full-time jobs, please contact Morgan McKenzie, Employer Relations Specialist, at morgan.mckenzie@centre.edu or (859) 238-5949.

- ***You would like someone to talk to your class or another group about internships or other career-related topics***

The Center for Career & Professional Development is happy to help out whenever possible and would be happy to come to a class or speak to a group about career-related topics, including, but not limited to, choosing a major, career information, and applying to jobs, internships, and graduate school. Contact your division's liaison below for more information.

Division I – Mindy Wilson, Assistant Director, mindy.wilson@centre.edu

Division II and Undecided – Kirk Knott, Associate Director, kirk.knott@centre.edu

Division III – Joy Asher, Director, joy.asher@centre.edu

LEGAL ISSUES

Do employers have to pay interns?

The U.S. Fair Labor Standards Act (FLSA), which applies to all companies that have at least two employees directly engaged in interstate commerce and annual sales of at least \$500,000.00, severely restricts the employer's ability to use unpaid interns or trainees. It does not limit an employer's ability to hire paid interns.

Employers don't have to pay interns who qualify as leaders/trainees. The U.S. Department of Labor has outlined six criteria for determining trainee status:

- 1) Interns cannot displace regular employees.
- 2) Interns are not guaranteed a job at the end of the internship (though employers may decide to hire them at the conclusion of the experience).
- 3) Interns are not entitled to wages during the internship.
- 4) Interns must receive training from the organization, even if it somewhat impedes the work.
- 5) Interns must get hands-on experience with equipment and processes used in the industry.
- 6) Interns' training must primarily benefit them, not the organization.

International Students

The most common visa types employers will see on college campuses when recruiting international undergraduate or graduate students for either full-time or internship positions are the F-1 and J-1 visas.

“An F-1 visa is granted to a person coming to the United States to attend college, university, seminary, conservatory, academic high school, elementary school or other academic institution or language training program approved by the U.S. Attorney General for study by foreign students. The visa holder plans to return home after completing studies. This is the most common non-immigrant visa for an international student attending undergraduate and graduate school. Students are granted F-1 status until the completion of the academic program and 12 months of post-program practical training. The purpose of the F-1 visa is to provide an opportunity for study in the United States. Anything outside of study, including employment, is an exception to the visa. Authorization for employment is strictly limited to certain situations.

- The student holding F-1 status for a full academic year and in good academic standing may work off campus. Such work authorization is granted when the student has sustained unforeseen economic hardship. Also, the student may not work for more than 20 hours per week when school is in session, but may work full time during holidays and vacations, including breaks between terms, provided the student intends to register for the next school term.
- Curricular Practical Training (CPT): An F-1 student may perform curricular practical training prior to the completion of the educational program as part of his or her educational experience. The Immigration and Naturalization Service (INS) defines this

type of training as ‘alternate work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through agreements with the school.

- Post-Completion Practical Training (OPT): This is temporary employment directly related to the student’s major area of study that takes place after the student completes a full course of study. Authorization for this training may be granted for a maximum of 12 months of full-time or part-time work. Those on a student visa can only gain authorization once for this type of training.”

Centre College can process both CPT and OPT paperwork for students. For CPT (which is the most common internship work authorization), Centre College and the Federal government require that the employer submit a signed letter on the organization’s letterhead which should confirm the job offer, dates of employment, salary information, and should include a detailed job description. There is additional paperwork that the student will need to complete. If you will be mentoring an international student, please refer him or her to Centre College’s International Student Advisor for more information:

Stephen Swan

Assistant Director, Center for Global Citizenship

(859) 238-6106

stephen.swan@centre.edu

Employers may pay international students for internship work, but must disclose this information on the letter submitted to Centre College. Employers may also want to verify with the international student that s/he has applied for a Social Security card. If the student does not have a Social Security card, Centre College’s International Student Advisor can help the student obtain one.

If you have any questions regarding this process, please contact Mindy Wilson at (859) 238-8792 or mindy.wilson@centre.edu.

The above information is adapted from a web article by Rochelle Kaplan, General Counsel for the National Association of Colleges and Employers (NACE). Reprinted with permission of the National Association of Colleges and Employers, copyright holder. For more information on these and other legal issue related to hiring, see NACE web at www.naceweb.org.