INTERNSHIP CHECKLIST FOR ACADEMIC CREDIT

☐ **Meet with your academic advisor** the semester <u>**before**</u> you plan to complete an academic internship.

NOTE: A student must complete, and have an approved, Internship Proposal submitted via Handshake **30-days** prior to beginning an internship experience (for credit). Internship authorization cannot be approved with a start date that is in the past. Credit will not be provided for work done in the past. **No exceptions**, especially for F-1 students who elect to pursue Curricular Practical Training (CPT). CPT authorization takes 2-3 weeks for the DSO to process and requires several documents that may take students time to compile. Authorization is initiated when ALL required documents are COMPLETE and ERROR FREE.

      *F-1 students, please schedule an appointment with Career Services to determine CPT eligibility.

☐ **Start your search**. You are responsible for developing an internship. You may already have a professional opportunity, a location in mind, or want to develop a new internship experience.

☐ **Utilize resources**. Discuss openings and opportunities with your faculty internship advisor, classmates, friends, consistently check *Handshake*, and visit with Career Services (early and often) for opportunities.

☐ **Identify internship options.** Turn a job or volunteer experience into an internship (the experience should be related to your major or area of academic study). Students who wish to use a current or existing job as their internship <u>must</u> demonstrate that the scope of work is involves new responsibilities or expanded duties beyond their regular role. This distinction must be clearly outlined and approved in advance.

☐ **Apply for a position.** A position description or scope of work, must be provided to Career Services in addition to your internship proposal. Shadowing or observation is not acceptable to earn academic credit. Internships must be a hands-on participative experience where tasks are tactical in nature.

☐ **Receive an offer.** Internships may be paid or unpaid, no matter the major. All internships must follow United States Department of Labor regulations, including those found at: https://www.dol.gov/whd/regs/compliance/whdfs71.htm If unpaid, students may assist in the completion of tasks that are typically paid but cannot solely be responsible for them and may not complete any displacing tasks.

☐ **Determine appropriate credit**: Figure out how many hours you will complete and subsequently how many credits for which to register. Full-time tuition 12-19 credits. Overload is charged per credit. The Financial Aid and/or Registrar's Office determine what credits are considered eligible for full-time enrollment. Please be sure to add/drop or confirm all coursework prior to census. An internship designated as XX-425 may be used to satisfy the Sed Vitae (SV) requirement.

1 Credit		42 hours of work (5.25 hours/week for 8 weeks or 3 hours/week for 14 weeks)
2 Credits		84 hours of work (10.5 hours/week for 8 weeks **or** 6 hours/week for 14 weeks)
3 credits		126 hours of work (15.75 hours/week for 8 weeks **or** 9 hours/week for 14 weeks)
Up to 12 credits		42 hours of work / **at least 8 weeks** (per 1 credit requested)

☐ **Understand academic policies.** Carroll has specific requirements as far as duration, credits, registration, pay requirements, class standing, and others. **[Refer to Policies: Page 4].**

☐ **Create an Internship Proposal**. [Refer to Instructions: Page 2].

☐ **Review your "Internship Proposal" with your Faculty Internship Advisor (PRIOR to submitting in Handshake).** They may provide input with regard to internship duties and tasks, learning objectives, and/or academic assignments – this step does not mean the internship is approved by Career Services.

☐ **Submit the Proposal in *Handshake*.** This is a separate process through the online portal "*Handshake*" and is electronic [Refer to Instructions: Page 3]. https://app.joinhandshake.com/edu/experiences/new

HOW TO WRITE AN INTERNSHIP PROPOSAL

Developing a quality **Internship Proposal** is very important. **First, start with the basics:**

I.   HEADING:
- Your title, organization/employer, location, department:
- Supervisor name, phone, <mark>email</mark> and address {make sure **email address is correct**}:
- How many hours a week will you work:
- How many weeks will the internship last: {excluding time off for school breaks, holidays, PTO, or vacation}
- Beginning date – end date:
- If paid, how much will you be paid:
- If unpaid, please be aware that you are not allowed to complete any displacing tasks. Displacing means to take on a role or function typically held by a paid professional.

II.   POSITION OVERVIEW: (You write this part)

Include a **brief explanation** of your position and explain how it fits into the organization and future career goals. **Include 1-2 sentences about how it fits into your career goals.**

III.   JOB DUTIES/RESPONSIBILITIES: (**Work with Site Supervisor/Employer**)

What will you actually do at your internship? Describe the tasks and duties required in your position. This might come from a job description and/or from discussions with your supervisor. BE DETAILED! Email official job description to careers@carroll.edu.

IV.   LEARNING OBJECTIVES: (Work with Faculty Internship Advisor and Site Supervisor/Employer)

Learning objectives identify what you intend to learn during the internship experience. Effective learning objectives are **measurable, attainable, and specific**. Begin by brainstorming responses to the following questions:

- "What do I most want to explore, understand or learn during my internship"?
- "What will make me more marketable to an employer or graduate school"?
- "What would I like to add to my resume"?

Sample learning objectives for an internship might include:

- Learn how to use a specific tool or platform by a certain date.
- Deliver a certain number of (ex: presentations; social media posts, etc.) on a specific topic by a certain date.
- Increase (ex: profits; Instagram reach; etc.) by a certain date.
- Become an expert on a specific platform or tool.
- Provide weekly updates on a specific topic or platform.
- Integrate theory and practice.

Ask yourself – how will you accomplish your goals and how will you measure the results? Would you be able to be quizzed or tested on stated learning objectives? ✴**Students are required to include 2–3 clearly defined, specific, and measurable learning objectives as part of their internship proposals. These objectives should reflect what the student intends to learn or achieve through the experience.**

V.   ACADEMIC REQUIREMENTS/GRADING: (Work with Faculty Internship Advisor)

How will you be graded? Your grade may be based on various components, such as completing weekly journals, writing papers, a portfolio of materials, and other assignments. Additionally, your on-the-job performance and the quality of your completed assignments may be evaluated. Grading criteria will be determined by your <mark>Faculty Internship Advisor.</mark> **Be sure to list all of the requirements in this section.**
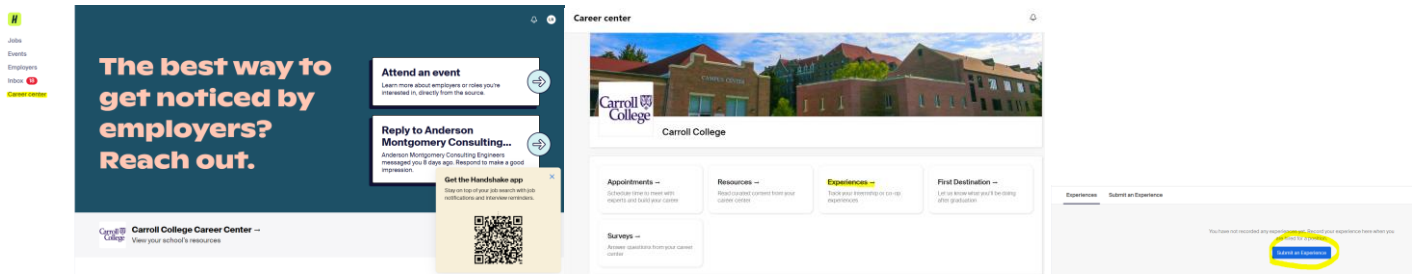
SUBMITTING INTERNSHIP PROPOSAL IN HANDSHAKE

___ **Submit the Proposal in *Handshake*.** This is a separate process through the online portal "*Handshake*".

1. *Log-In to Handshake*	4. *Click on Submit and Experience (blue button)*
2. *Click on Career Center*	5. *Complete Experience details – use your proposal*
3. *Click on Experiences*	6. *Click on Submit an Experience (green button)*

Reminder: **be sure to include a position description or scope of work on company letterhead.**
https://support.joinhandshake.com/hc/en-us/articles/360006851874-Uploading-an-Attachment-to-an-Experience

Once you have entered all the data (be prepared to cut and paste from the proposal you drafted (page 2)) and submitted your experience, it will trigger a manual review from Director of Career Services. Career Services will communicate with you (via Handshake) any and all needs (clarification, corrections, etc.) pertaining to your proposal.

Once an approval is initiated, this will trigger a three-step electronic signature approval process (Site Supervisor/Employer, Faculty Internship Advisor and/or Department Chair and Registrar Office will receive emails to review your full/finalized proposal and provide electronic signatures or feedback for additional information).

Reminder: Once an internship proposal is complete <u>and</u> error-free, the internship approval process can take **up to 15 business days or more** to process, so please keep this in mind when submitting a proposal via Handshake.

Should any changes or clarification be required, **all correspondence pertaining to student internships will be communicated via Handshake**. Be sure to enable notifications and/or check Handshake regularly for updates.

Incomplete and/or inaccurate proposals will be declined. Proposals that expire more than once will be declined.

Once Career Services has received all required approval signatures, your internship will be submitted to the Registrar's Office for official registration. It is your responsibility to verify enrollment in the course by checking **Student Planning**. **You may review the details of your submitted internship approval at any time ~~within~~ your *Handshake* account by navigating: *Career Center > Experiences > View Details*.**
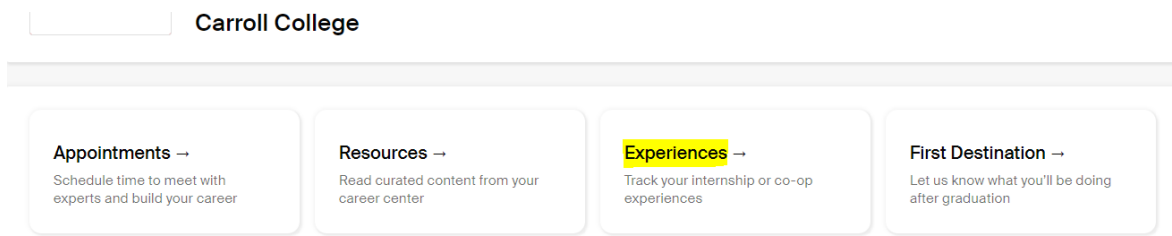
___ **How do I get the final grade? Your Site Supervisor (employer) is required to complete a final evaluation that will be turned in to your Faculty Internship Advisor.** Grade factors will include: on the job performance, timeliness of turning in assignments, and quality of assignments (as required by individual experiences and faculty internship advisor) – determined prior to beginning the internship.

ACADEMIC INTERNSHIP POLICIES

An internship consists of an agreement among an organization, a student, a faculty internship advisor, and Carroll College.

Internships may be paid or unpaid, no matter the major. All internships must follow United States Department of Labor regulations, including those found at: https://www.dol.gov/whd/regs/compliance/whdfs71.htm

A student is awarded academic credit at the successful completion of the academic internship.

A student must complete, and have an approved, Internship Proposal (submitted in Handshake) **30-days prior** to beginning an internship experience.

Students must register for the academic term in which the work activity takes place (hours and weeks). Refer to academic calendar for official term dates.

All approvals must be completed **each semester** the student participates in an internship. Students seeking credit for extended internships longer than one semester **must** submit a new Internship Proposal and register for the internship each semester. **Each subsequent semester is to include additional duties/tasks and updated learning objectives that increase the level of duties/tasks and learning.**

The credit to hour ratio is 1 credit per 42 hours of work for a semester – typically over 8 to 14 weeks.

A student may apply a maximum of 12 semester hours of academic internship credit to degree requirements. However, typically 6 credit hours is the maximum allowed by most departments for major specific requirements. Please see the Course Catalog for department specific criteria.

Each department assigns a course number for internships - see the Course Catalog. Unless otherwise stated, the internship **course number is 425** along with the department code number. Example: BA, PO, CO etc.

Internships may be taken on a pass/fail basis or for a letter grade (pass = minimum of a C grade), dependent on department policy. Contact the Department Faculty Internship Advisor for more information.

Students must be of junior or senior status at the time of the internship experience (60+ earned credits), and the experience should be in the student's major area of academic study. Exceptions may be considered for students who have a minimum 3.00 cumulative GPA and have completed at least one full year of academic study at Carroll College. To ensure a collaborative and consistent academic experience, any exception(s) must be mutually agreed upon and approved in writing by the appropriate academic department, Career Services, and/or the Registrar.

Tuition for internship credits is charged the same as for other credits earned at the college. Fall and Spring credit can be added within the total of 19 credits allowed, as with other credits. Summer tuition is charged on a per credit basis.

Internships may be completed in the fall, spring, or summer semester. Winter Session internships are not allowed.

Internships must be at least **eight weeks** in duration.

The student's cumulative GPA and major GPA will be factors in judging the appropriateness of a particular internship experience the student proposes.

A student's site supervisor and faculty internship advisor cannot be one in the same. Site supervisor: employer whom you report or monitors progress; faculty advisor: Moodle instructor who monitors academic requirements and assigns a grade.

Grades are based on the employer evaluation, academic internship advisor evaluation, and/or the student's required academic work connected with the internship.

The final registration deadline for an academic internship is four weeks after the start of the term: Fall/Spring/Summer, pending an experience still meets all other guidelines and requirements.

An academic internship will count toward the Sed Vitae (SV) graduation requirement, as long as you complete and earn a passing grade for the experience.

Shadowing or Observation is not acceptable to earn academic internship credit. Internships must be a hands-on participative experience where duties and tasks are tactical in nature, with clear objectives and outcomes for the organization and the student.

Many additional questions can be addressed at www.carroll.edu/academic-services/career-services or by contacting Career Services at: Borromeo Hall: Room 119 | careers@carroll.edu | 406-447-5465 | scheduling an appointment via Handshake.