



OFFICE OF
CAREER
DEVELOPMENT

Career Development Office

Our Door is Open to Open Doors for You



Internship Program Handbook



Table of Contents

Overview, Definition, and Purpose	2
Fast Facts	2
Roles and Responsibilities	2
Students	2
Faculty	2
Internship Host Sites	3
Career Development	3
Registration	3
Before Moving Forward with the Internship Registration	3
How to Register Your Upcoming Internship for Academic Credit	3
What is the Internship Learning Agreement?	4
How to Complete the Internship Learning Agreement	4
Internship Policies	5
Code of Conduct	5
General Statements	5
Specific Statements	5
On-Campus Internships	5
Prior Learning Assessment	6
Additional Policies	7
Costs	6
Scholarships	7
Criteria	7

CHATHAM UNIVERSITY INTERNSHIP HANDBOOK

Overview, Definition, and Purpose

The Chatham University Internship program is designed for students with the opportunity to acquire hands-on work experience in a professional setting. The student gains insight, deep learning, and practical skills by reflecting on the internship experience under the supervision of a faculty instructor.

All undergraduates are required to earn three academic credits through one or more internships that are related to their majors or career interests.

Some majors require students to earn more than three credits. Students should check with their academic advisor for guidance on credit requirements for majors, minors, and certificates.

Fast Facts

- Every Chatham undergraduate is required to earn at least three academic credits through an internship.
- Student should do substantive work in their internship—clerical and administrative tasks can account for no more than 15% of your time.
- Each credit is equal to 40 hours of work at an internship site (i.e. a 3-credit internship would require 120 hours).
- Students must register and complete their internship during the fall, spring, or summer academic terms.
- After completing their first semester at Chatham, students who have at least a 2.0 GPA and the approval of their academic advisors can complete internships in any term. International students must obtain approval to pursue an internship from the Office of International Affairs.
- **Undergraduate students can complete up to 17 credits of internships.**
- Students should always contact the Office of Student Accounts or Office of Financial Aid regarding the financial impact of a summer internship.
- Students can be paid and receive academic credit for their internships.

Roles and Responsibilities

STUDENTS

When seeking an internship

- Meet with academic advisor to discuss the timing and type of experience that supports your academic learning in accordance to your major or field of interest.
- Begin to search for internship opportunities in your area of interest using Handshake, networking events, Career Development, your personal networks and other career development resources.
- Schedule an initial career consulting appointment with the Office of Career Development via Handshake for additional assistance with your search and applications to start the internship process.
- Develop resumes and cover letters tailored to the internships you wish to apply for and have these reviewed by a career advisor before applying.
- Schedule a mock interview with a career advisor prior to your internship interview.

Once an internship is secured

- Choose a faculty member to supervise your internship and meet with them to review and confirm the following: – Secure approval of the internship and begin discussing learning objectives
 - Develop your internship learning objectives and how you will meet them
 - Your Faculty Instructor will also assign you an academic project related to the internship (paper, portfolio, presentation, etc.)
 - Establish how frequently you will check-in with them during your internship
- Register for their section via Portal. Internship registration is typically INT_Programcode_30number of credits. (e.g. INTBIO303, INTPSY302).
- Establish and commit to an internship schedule with your internship supervisor.
- Complete an Internship Learning Agreement via Handshake before the add/drop deadline of the chosen term.

During the internship

- Complete a pre-internship assessment, mid-term evaluation and final evaluation of internship experiences. Evaluations are automatically sent from Handshake and shared with faculty.
- Complete 40 hours of internship work times the number of credits registered for by the end of the term.
- Maintain on-going communication throughout the term with faculty instructor of record.
- Submit an academic project (as listed on their internship learning agreement) to the faculty instructor by the deadline(s) outlined in the agreement.

FACULTY

- Ensure that the student's proposed internship relates to their major and/or career goals and interests.
- Agree to serve only after confirming that the student has a GPA of 2.0 or above and has completed at least one term at Chatham.
- Work with the student to develop at least three learning objectives (in addition to those identified above) based on the position description, the student's major and/or career goals, and the number of credits to be earned.
- Agree on the form and frequency of communications with the student during the internship and hold the student to that schedule.
- Work with the student to determine an academic project that is consistent with the learning objectives and appropriate for the number of credit hours to be earned.
- Sign the internship learning agreement (ILA) via Handshake upon being satisfied with the learning objectives, schedule of communications, and academic project proposal.
- Maintain communication on a regular basis with the student intern around their learning and performance (discussing how the internship relates to their academic learning and professional development).
- Review the site supervisor's midterm and final performance evaluations with the student intern and discuss opportunities for growth.
- Assign a Pass/Fail grade after receiving a communication from Career Development regarding the student's completion of course requirements.

INTERNSHIP SITE SUPERVISORS

- Provide on-site guidance to the intern.
- Serve as the point of contact with Chatham's Internship Program.
- Develop an internship position description that describes the responsibilities and expectations they have for the intern and what their application requirements are.
- Discuss the learning objectives with the student and assign work tasks or projects that meet the intern's learning objectives.
- Sign the Internship Learning Agreement via Handshake to signify commitment to the terms of the internship.
- Submit electronic performance evaluations of the student (midterm evaluation and final evaluation) by the deadlines provided. Review each evaluation with student. This can be found on Handshake

CAREER DEVELOPMENT

- Provide resources to aid in searching for and securing an internship.
- Provide career advising for student in order to help them prepare for the internship application process.
- Respond to questions regarding the Internship Learning Agreement and internship registration process.
- Communicate with the student, site, and faculty at the beginning, middle, and end of the internship.
- Review and share to faculty the evaluations completed by the student and site regarding the internship.
- Inform faculty of the status/completion of requirements for intern before grades are due.

REGISTRATION

BEFORE MOVING FORWARD WITH THE INTERNSHIP REGISTRATION

- Obtain a copy of the internship position description from your internship site.
- Confirm that the internship is related to your major and /or career goals.
- Make sure that your Academic Advisor approves your internship as an academic credit experience.
- Ask a professor to serve as your faculty instructor for the internship. (Your Academic Advisor can serve as your Faculty Instructor).
- Develop at least three learning outcomes and supporting objectives (what you hope to accomplish and how you will do it) for your internship in consultation with your faculty instructor and based on the internship position description you have obtained.
- Identify an academic project in consultation with your faculty instructor to submit for consideration when they assign a grade for the internship.

HOW TO REGISTER YOUR UPCOMING INTERNSHIP FOR ACADEMIC CREDIT

In order to receive academic credit for an internship, you must complete the following two steps prior to the add/drop deadline of the academic term in which you wish to do intern:

- Enroll for the internship course through Portal.
 - Undergraduate students- your internship code will be INT [Major Code] [30Number of credits]. (For example, a marketing student completing a 4-credit internship would register using the code INTBUS304)
 - When registering, be sure to select your faculty instructor as your instructor.
 - For every one credit you wish to earn, it is 40 hours of interning at the site within the term you are registered for.
- Complete an Internship Learning Agreement via Handshake before the add/drop deadline of the term in which you are enrolled for the internship course, and prior to the start of your internship.

WHAT IS THE INTERNSHIP LEARNING AGREEMENT?

The Internship Learning Agreement represents a contract between the student, site, and faculty instructor.

The purpose of this contract is to ensure that everyone involved is in agreement about the student's learning objectives and internship requirements, and to make certain the student receives a high-quality internship experience that provides academically viable, hands-on, field-related learning.

This document should be referred to often throughout the internship experience by the student, Faculty Supervisor, and Site Supervisor.

HOW TO COMPLETE THE INTERNSHIP LEARNING AGREEMENT

To complete the Internship Learning Agreement log into Handshake.

Then click on **Career Center** then go to **Experiences**. You will select whichever Internship Learning Agreement template best fits your internship.

For example: if you are an international student you **MUST** complete the International/Study Aboard Internship Learning Agreement template

*NOTE: If Career Development does **not** receive your agreement by add/drop deadline, your internship course will automatically be dropped.*

*NOTE: Subsidized internship prices for summer will only be applied once the Internship Learning Agreement is signed by **all parties**.*

INTERNSHIP POLICIES

Code of Conduct

GENERAL STATEMENTS

While interning at your site, you are representing not just yourself, but the University and your fellow students, both current and future. Whether you do well or not at your site may have implications far beyond your current situation.

- You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.
- Your performance while on assignment as an intern will be measured by the university sponsored performance evaluations that you complete and that your site completes on your behalf. You must receive a satisfactory (or better) performance rating for the period of your internship and complete the other requirements noted in the academic catalog and this syllabus to pass this course.
- You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excuses. You will be responsible to notify the employer immediately in case of absence.
- Any changes in your internship status (layoff, cutback in hours, or dismissal) must be reported immediately to the Career Development Office and your faculty instructor. Due to the nature of an Internship arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by your faculty instructor and the Career Development Office in consultation with the cooperating site sponsor.
- A dishonorable dismissal will nullify the internship arrangement at the risk of academic.
- If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact the Career Development Office immediately.
- You will follow all policies and procedures of the internship, as well as the university policies for on-campus classes. This includes completion of all assignments related to the internship.

- You must keep your faculty instructor, your sponsoring employer, and the Career Development Office informed, at all times, of your current e-mail address, physical address and telephone number.

NOTE: If you are terminated from your internship, quit your internship, and/or fail to complete the amount of credit hours that you registered for, you will fail this course.

SPECIFIC STATEMENTS

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship site
- Reporting for the internship on-time
- Using appropriate written and oral expression in all interactions with university personnel, managers, supervisors, employees, the public and clients
- Participating in any orientation or testing required by the internship site
- Observing all established safety and sanitation codes
- Engaging in positive, good, legal behavior
- Accepting responsibility and accountability for decisions and actions taken while at the internship site
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person

On-Campus Internships

On campus internships should be competitive, equitable, and promoted in a way in which any student can apply if they have the qualifications.

Unlike an independent study, on-campus internships should **not** be created for a specific student. An internship is an experience that allows students to apply their knowledge in a professional setting, while at the same time acquiring new skills and connections in their potential field.

For this reason, the expectation is that most internships will be done off-campus in new settings with mentors outside of Chatham faculty and staff.

Chatham University recognizes that many students participate in summer REUs at other institutions. For this reason, it is possible for students to get internship credit for similar experiences at Chatham.

However, in order for such an activity to count as an on-campus internship, the following conditions must be met, in addition to all of the normal University internship requirements.

Please visit myChatham then select **Services & Departments** then click on **Career Development** and review the **on-campus internship requirements**.

When completing the Internship Learning Agreement on Handshake please select the **On-campus Internship Learning Agreement** template. This will have a couple additional signatures required: Department Chair and Academic Dean.

Academic Dean information for each school is available below:

- School of Arts, Science, & Business - Dr. Edith Barrett, E.Barrett@Chatham.edu
- Falk School of Sustainability & Environment - Lou Leonard, JD, Leonard@Chatham.edu
- School of Health Science, Dr. Salvador Bondoc, S.Bondoc@Chatham.edu

Prior Learning Assessment

PLA (Prior Learning Assessment) is an opportunity for students to earn credit for professional work experience they gained prior to attending Chatham University. For a student to use PLA for the internship, they must meet the following criteria:

- At least five years of professional, full time work experience in the field in which you are seeking your degree
- Ability to articulate that the student has achieved four learning outcomes. Two outcomes should come from the student's major outcomes.
- PRO outcomes (listed below) and two should come from the PRO (professionalization) Outcomes
 - Students will explore professions related to their field of study and/or methods for obtaining a job.
 - Students will identify and explain the importance of ethics, cultural competence, and professional behavior in their field of study.
 - Students will master a technical skill related to their field of study, but outside of the normal curriculum, and demonstrate efficiency.
 - Students will analyze professional management techniques and strategies.
 - Students will apply knowledge and skills learned in their field to solve a related problem in an experiential or project- based setting.
 - Students will gain proficiency in a standardized exam or certification process essential to their career path.
- Once the student has met with their advisor and has determined that they meet the criteria above, the student should submit the following:
 - **Complete the PLA form on MyChatham.** ([Academic Advising Documents & Forms](#))
 - Demonstrate how the learning outcomes noted above have been achieved in the student's professional life. This should be articulated by writing 300-400 words per outcome, describing how each outcome was achieved through job duties, training, and workshops with job duties being the main.
 - Both of these items should be submitted to the student's advisor, department chair, and dean.
 - **If PLA credit is awarded, the student will have to pay for the credits.**
- Additional information on Chatham's PLA program, included costs, can be found by clicking here.

Additional Policies

- Students are eligible to stay at the same internship site for up to two terms. In this case, the student must submit a new Internship Learning Agreement with new learning outcomes and objectives and register for the course.
- While some shadowing is permitted at an internship, students may not only use shadowing hours for the internship. Additionally, internships should be no more than 15% busy or clerical work.
- Students are unable to use their current job as their internship
- In the event that a student wishes to complete an internship at a family business, interns can work in a family business or alongside family members. However, the student must have a site supervisor that is not a parent, grandparent, sibling, or spouse.
- Students are able to complete their internship at the same company if the internship is to be in a different department. Students must complete their internship hours during the term in which they are enrolled for the internship course.
- Students are able to be paid for their internship.
- Students cannot earn internship credit retroactively. Students earn credit only for time spent in an internship during the term in which they are enrolled in an internship course and after their internship learning agreement has been submitted.
- Students should not receive an "I" or incomplete unless they have a documented extenuating health or medical circumstance.
- Student liability insurance is only valid once the student is registered and only during the term the student is registered for that internship.

COSTS

Internships completed during the fall and spring terms have the same costs per credit as other Chatham courses. Chatham will continue to subsidize summer internship costs for undergraduate students. Those who will complete their internship requirements for credit during the summer terms can receive up to 3 credits for \$200 per credit. This discount will only be applied once Career Development receives the student's Internship Learning Agreement.

SCHOLARSHIPS

CRITERIA

Chatham University is able to provide financial support for students whose internships are unpaid and have a financial need through **The Judy Papernick '79 Experiential Learning Program** Endowment Fund. Scholarships are launched each spring. Student recipients are selected via a blind review by Career Development and Alumni Engagement.

- Student must be completing an internship for credit during the 1st, 2nd, or 3rd term during the summer term. Summer term dates can be found by [reviewing the Academic Calendar](#).
- Internships should be at least three credits
- Student must be an undergraduate
- Student internships must be unpaid
- Student does not need to have received a formal offer for an internship in order to apply for the scholarship but should be actively engaged in searching and applying for internships.
- An internship must be secured and verified as unpaid by the add/ drop deadline for the appropriate term for the student to be eligible to receive the scholarship.