

# **Concordia College Internship Guide**

**What is an internship?**

The faculty of Concordia College actively supports voluntary credit-bearing student internships which enhance and broaden a student's program of study. The purpose of the internship program is to enable the student to have enrichment experiences related to a given academic area as an extension of classroom work and course material. Internships under this program are generally completed off-campus in an agency, a commercial establishment, or a professional organization. Internships are given a common course number (XXX 490) under the various academic disciplines; internships are considered electives of up to three credit hours and are of one semester in length. The number of credits earned is determined by the Faculty Sponsor and student intern.

The time spent in the internship has the following credit equivalency: a minimum of forty-five hours of work is required in order to earn each credit; therefore, 3 credits equal 135 working hours (i.e., seven hour day, one day each week for 15 weeks, or two half-days per week; plus 30 hours additional for paperwork, preparation, evaluation, etc.) Six credits is the maximum normally permitted for a student during his or her academic program. Grades are given by a Faculty Sponsor on a pass or fail basis. Applications for student internships may be obtained from the Career Development Center (CDC) and require signatures of authorization from the Faculty and Organization Sponsors and approval from the Assistant Dean of Experiential Learning and Student Success.

**Do students need to complete an internship?**

Internships are voluntary, normally done at the junior or senior level, and considered non-liberal arts credits. Internship credit is normally considered to be part of the student's academic program, but not a substitute for a specific required course within the student's program.

**What are the responsibilities of the student intern?**

Each student should think about interests that she or he has and fields of employment which parallel these interests. The student should discuss these interests and potential internship possibilities with advisors, faculty, staff, friends, and family. The student should also consider and be able to manage the financial and time commitments of an internship experience. Subsequently, once the student has found an internship of his or her liking, he or she must complete the paperwork in Concordia College's Internship Guide. Complete paperwork required for official placement of the experience on a student's academic transcript includes securing two Faculty Recommendation for Internship forms, writing the Internship Proposal, and completing the Application for Internship form before the internship begins. It is the student's responsibility to submit completed internship paperwork (other than Faculty Recommendation for Internship forms, which will be directly submitted by the member of the faculty) to Johanna Perry. The student must conduct the internship in accordance with Concordia College policy and the student's Internship Proposal. During the internship, the student will record time worked on a timesheet and submit weekly to the Organization Sponsor. The student must also initiate and maintain communication with the Faculty Sponsor as arranged. Upon completion of the internship, the student intern will complete evaluation procedures with the Faculty Sponsor. Lastly, the student should send thank you letters to the Organization and Faculty Sponsors.

**What are the responsibilities of the Faculty Sponsor?**

The Faculty Sponsor will help to support and guide the student during the application process. During the internship, the Faculty Sponsor will meet with the student intern at least three times to discuss the experience. In addition, the Faculty Sponsor will communicate with the Organization Sponsor at the middle and last week of the experience regarding the student's effectiveness, capabilities, and progress at the internship. At the end of the internship experience, the Faculty Sponsor will assign a grade to the student (pass or fail).

**What are the responsibilities of the sponsoring organization?**

The sponsoring organization is charged with providing the student with a challenging and supportive internship experience. The organization will select an Organization Sponsor who will directly supervise and mentor the student intern. The Organization Sponsor will identify the responsibilities and duties of the internship for the student and then complete the Internship Opportunity form. He or she will subsequently review the student's Internship Proposal and sign the Application for Internship form. The Organization Sponsor will also approve student timesheets at the end of each week of the student's internship. The Organization Sponsor will communicate with the Faculty Sponsor at the middle and last week of the internship. The focus of these communications is to discuss the student's work and progress. The Organization Sponsor is also responsible for completing the Internship Evaluation form at the conclusion of the student's internship.

**Faculty Recommendation for Internship**

Student Name \_\_\_\_\_

**For Student**

**Important Privacy Notice**

I waive my right to access my Faculty Recommendation for Internship Form, and I understand I will never see this form or any other recommendations submitted on my behalf for this experience.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Faculty**

In which course(s) have you taught the student?

\_\_\_\_\_

Please respond to each of the following statements in accordance with the scale below.

1—Strongly Agree                      NA—Not Applicable                      5—Strongly Disagree

During the time that I have known the student, the student has

- 1. demonstrated a willingness and capacity to learn.                      1 2 3 4 5 NA
- 2. demonstrated competent command of oral communication.                      1 2 3 4 5 NA
- 3. demonstrated competent command of written communication.                      1 2 3 4 5 NA
- 4. demonstrated the capacity to grow intellectually.                      1 2 3 4 5 NA
- 5. demonstrated the capacity to grow socially and emotionally.                      1 2 3 4 5 NA
- 6. shown the capacity to be flexible and open to criticism.                      1 2 3 4 5 NA
- 7. demonstrated confidence in him or herself.                      1 2 3 4 5 NA
- 8. shown the ability to satisfactorily manage time commitments.                      1 2 3 4 5 NA
- 9. exhibited the ability to be reliable, dependable, and honest.                      1 2 3 4 5 NA

10. I would like to make the following observations about this student:

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Please return completed Faculty Recommendation for Internship form to Johanna Perry.

## Faculty Recommendation for Internship

Student Name \_\_\_\_\_

### **For Student**

#### **Important Privacy Notice**

I waive my right to access my Faculty Recommendation for Internship Form, and I understand I will never see this form or any other recommendations submitted on my behalf for this experience.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **For Faculty**

In which course(s) have you taught the student?

\_\_\_\_\_

Please respond to each of the following statements in accordance with the scale below.

1—Strongly Agree                      NA—Not Applicable                      5—Strongly Disagree

During the time that I have known the student, the student has

- |  |   |   |   |   |   |    |
|--|---|---|---|---|---|----|
| 1. demonstrated a willingness and capacity to learn.             | 1 | 2 | 3 | 4 | 5 | NA |
| 2. demonstrated competent command of oral communication.         | 1 | 2 | 3 | 4 | 5 | NA |
| 3. demonstrated competent command of written communication.      | 1 | 2 | 3 | 4 | 5 | NA |
| 4. demonstrated the capacity to grow intellectually.             | 1 | 2 | 3 | 4 | 5 | NA |
| 5. demonstrated the capacity to grow socially and emotionally.   | 1 | 2 | 3 | 4 | 5 | NA |
| 6. shown the capacity to be flexible and open to criticism.      | 1 | 2 | 3 | 4 | 5 | NA |
| 7. demonstrated confidence in him or herself.                    | 1 | 2 | 3 | 4 | 5 | NA |
| 8. shown the ability to satisfactorily manage time commitments.  | 1 | 2 | 3 | 4 | 5 | NA |
| 9. exhibited the ability to be reliable, dependable, and honest. | 1 | 2 | 3 | 4 | 5 | NA |

10. I would like to make the following observations about this student:

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Please return completed Faculty Recommendation for Internship form to Johanna Perry.

## Internship Opportunity

Please complete this form in accordance with the internship opportunities available.

Name of Organization \_\_\_\_\_

Type of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Website Address \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Position(s) Available and Description

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Preferred Qualifications

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**Return this form to Johanna Perry via fax: (914) 395-4500 or mail to:  
Johanna Perry, 171 White Plains Road, Bronxville, New York 10708**

**Application for Internship**

Student Name \_\_\_\_\_ ID # \_\_\_\_\_

Academic Program of Study \_\_\_\_\_

Apply this internship to Semester/Academic Year \_\_\_\_\_

Credit Hours Requested \_\_\_\_\_ Campus Mailbox \_\_\_\_\_ Class Standing \_\_\_\_\_

I agree to fulfill my obligations as written in Concordia College’s Internship Guide and my Internship Proposal. My obligations include securing two Faculty Recommendation for Internship forms, writing the Internship Proposal, and completing the Application for Internship form. Additionally, I will complete and submit weekly timesheets to my Organization Sponsor who will validate my hours worked. At the end of the internship, I will meet with my Faculty Sponsor to discuss the project completed for evaluation, the experience as a whole, as well as my thoughts about future goals and plans.

I also agree to fill out an Overload Request Form if my internship credits cause my total credits to exceed 18 (21 for Fellows). I understand that there is a cost associated with my internship if my total credits including the internship exceeds 18 credits. I further understand that this amount will be reflected on my student account. \_\_\_\_\_

Student Initials

\_\_\_\_\_  
Student Signature      Date

**Authorizations:**

I have read the Internship Proposal and I agree that it will enhance and broaden the student’s experience at Concordia College.

\_\_\_\_\_  
Print Faculty Sponsor Name

\_\_\_\_\_  
Signature of Faculty Sponsor      Date

\_\_\_\_\_  
Print Organization Sponsor Name

\_\_\_\_\_  
Signature of Organization Sponsor      Date

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

**Approval:**

\_\_\_\_\_  
Program Chair      Date

\_\_\_\_\_  
Assistant Dean for Student Success      Date

**For Office Use:**

Date received by Registrar \_\_\_\_\_

- Copy Distribution to: \_\_\_\_\_ Faculty Sponsor
- \_\_\_\_\_ Student
- \_\_\_\_\_ Career Development Center
- \_\_\_\_\_ Registrar (Originals Only)

## **Internship Proposal**

In order to write an effective Internship Proposal, the student should speak with his or her Organization Sponsor and Faculty Sponsor regarding the questions listed below. The proposal may be subsequently developed within one or two well-written typed pages and must be submitted to the Career Development Center for review. After this review, the student will submit the Proposal to the Faculty Sponsor and Organization Sponsor for authorization. These reviews must take place before the internship can begin.

The following questions must be answered in the Internship Proposal:

I: What is the relationship between the internship and the student's educational goals?

The student will explain how the proposed internship will help to achieve the specified educational and career goals.

II: What are the goals and objectives of the internship? What are the tasks for which the intern will be responsible?

The student will write the goals, objectives, and tasks which will be achieved during this internship. The student should also list skills, attitudes, and values that will be developed.

III: What are the evaluation plans for the internship?

The student will provide a description of how the developed goals will be jointly assessed by the Faculty Sponsor and student intern through the completion of a project for evaluation such as a written or oral report, journal, exam, video, organizational project, or other creation.

IV: What specific qualifications enhance the intern's candidacy for internship?

The student should list previous courses and other life experiences that qualify him or her to pursue this internship.

V: What is the schedule for completing the proposed internship?

The student should include a definite time schedule with specific dates and hours being calculated for a specified number of academic transcript credit(s). Reporting plans between the student and Faculty Sponsor should also be clearly delineated. A minimum of forty-five hours of work is required in order to earn each credit; these hours can include both onsite hours and the hours devoted to completing evaluation plans and conferring with the Faculty Sponsor.

**Internship Evaluation**

Name of Intern \_\_\_\_\_

Dates of Internship \_\_\_\_\_

Please respond to each of the following statements in accordance with the scale below. Enter a rating of 1, 2, 3, 4, 5, or NA to the right of each evaluation statement.

1-Always      2-Often      3-Occasionally      4-Seldom      5-Never

While working at our organization, this student

arrived on time for work.	1	2	3	4	5	NA
appropriately presented him or herself on a daily basis.	1	2	3	4	5	NA
developed a positive rapport with coworkers.	1	2	3	4	5	NA
showed initiative in making work improvements.	1	2	3	4	5	NA
dealt well with time management.	1	2	3	4	5	NA
completed work that was accurate, neat, well-organized, thorough, and applicable.	1	2	3	4	5	NA
completed work comparable to project standards.	1	2	3	4	5	NA
completed tasks in a timely manner.	1	2	3	4	5	NA
followed through with assignments.	1	2	3	4	5	NA
responded well to criticism.	1	2	3	4	5	NA
handled the unexpected well.	1	2	3	4	5	NA

I would like to make the following additional comments:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Organization \_\_\_\_\_

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Johanna Perry, 171 White Plains Road, Bronxville, New York 10708**