

# **Student and Faculty Guide: Undergraduate Internships at Southern New Hampshire University**

Internships provide an opportunity for all students to enhance their academic learning with field experience related to their major, explore prospective careers, and make valuable networking contacts. The value of work-related experience has been demonstrated consistently by the successful placement of our graduates in the world of work and in graduate or professional schools.

## Rationale for Internships

Internships support the mission of the University to *"prepare students for professional lives in an ever-changing and increasingly interconnected world"*. Internships are a key component of how SNHU programs provide a *"framework that prepares students well for work within their major and makes them 'day one' ready for the start of their careers"* (SNHU Strategic Plan). Internships and encounters with practicing professionals provide opportunities to integrate theory with practical learning. In each instance, students confront the challenges and issues which they will eventually encounter in their lives and careers.

## *Internships will:*

- provide an opportunity and environment in which students can test theory learned in the classroom in a work-world situation and discover the value of work and the rewards of accomplishment
- enhance classroom learning through experience with practical application
- provide a system of accountability and encourage professionalism and the development of positive work habits
- provide an introduction to the human dynamics of working with a variety of individuals
- make contacts in a chosen field and build a network of references for future employment
- allow the exploration of career fields to test aptitude for or interest in a selected occupation
- develop critical job searching skills
- complement the liberal education goals of the University and support a successful transition from student to professional life

## **General Internship Requirements and Guidelines**

### Eligibility Requirements

Confirm with your Academic Advisor that your program allows internships. Most students are eligible for an internship provided that the student:

- has earned a minimum of 60 credits (30 credits for Fashion Merchandising)
- has submitted the Intent to Perform Internship form and a resume to the Career Development Center (CDC)
- **\*\*has satisfactorily completed the Pre-Internship Seminar and passed the Competency Assessment Test via Blackboard (see syllabus below)**
- meets the criteria established by each discipline for participation and has academic department approval
- is not currently employed by the prospective internship employer
- has a different experience for each subsequent internship
- has been assigned a University approved on-site supervisor (i.e. no family members, no former supervisors, supervisor meets academic qualifications if necessary, etc.)

### General Guidelines

Each department may establish prerequisites for students wishing to undertake internships however, the following general guidelines apply:

- internships are for credit only
- 120 minimum site-directed hours equals three credits (may be higher for some departments)
- \*\*a required seminar for pre-internship training is required via Blackboard for which the student must be registered through the CDC – contact CDC (603-645-9630) (see syllabus below)
- an Intent to Perform Internship form must be completed for each intern and each internship
- internship credit is limited to a maximum of 6 credits per internship and 12 credits total
- in a given semester, a student may take only one internship
- internship documents and registration are completed through the Career Development Center
- New Hampshire employers not previously utilized for internships may be used but must first be approved by the faculty advisor or CDC and by the New Hampshire Department of Labor (the CDC will contact the NHDOL to accomplish this)
- internship course syllabi (including assignments) are developed jointly by academic departments and the CDC and reviewed annually
- syllabi assignments are submitted, stored and evaluated by the CDC who assigns final grades

### **Career Development Center Guide**

As the central administration site for the internship program, the Career Development Center will:

#### Before the Internship

- maintain names and contact information for past and prospective internship employers in *SNHU Recruit*, a database maintained by the Career Development Center – students and faculty can access this information via individually assigned usernames and passwords
- meet with local, regional, and national employers for internship development
- \*\*require successful completion of the a Pre-Internship Seminar and passing of the Competency Assessment Test via Blackboard (see syllabus below)
- verify all Internship Learning Contracts for accuracy and completeness and submit registration paperwork for each intern to the Registrar
- evaluate interns and the internship program through work with Experiential Education professional associations and faculty and student feedback

#### During the Internship

- utilize a periodic reporting mechanism to track hours worked
- monitor internships via communication with site supervisors and interns
- evaluate syllabi assignments to monitor progress toward meeting learning objectives
- intervene as needed with interns or intern employers to mediate problems that may arise

#### After the Internship

- evaluate the intern and the internship employer
- ensure all required assignments have been completed and received on time; submit intermediate and final grades (pass/fail)
- maintain electronic and paper files on all current and former interns and internship placements including all administrative and academic paperwork - by major and employer

### **Faculty Advisor Guide**

To ensure academic viability and appropriateness, faculty advisors will:

#### Before the Internship

- \*\*direct students to the CDC to complete the Pre-internship Seminar via Blackboard (see syllabus below)
- meet with students to discuss prospective internships and to help complete the Intent to Perform Internship form prior to the semester deadline

- discuss appropriateness of prospective internships to the student's major by review of position description and (if needed) through communication with site supervisors regarding learning goals and objectives
- approve learning goals that have been developed by the student and described in the Internship Learning Contract and assist students with completion of the contract prior to the semester deadline
- as needed, determine if the qualifications of the supervisor are consistent with the department's internship objectives (see Internship Learning Contract);

### **Student Intern Guide**

The internship is designed to provide students with a guided introduction to the professional working world. Students must meet the following requirements to successfully participate in an internship experience:

#### Before the Internship

- confer with their faculty advisers to plan the timing of their internship, to make sure all departmental requirements are met and to develop learning objectives and goals
- contact the Career Development Center to register for the Pre-Internship Seminar
- \*\*successfully complete the Pre-Internship Seminar and pass the Competency Assessment Test via Blackboard (see syllabus below)
- complete and submit an Intent to Perform Internship form and resume to the Career Development Center by **October 5** for a spring internship and by **March 5** for a summer or fall internship;
- obtain an Internship Learning Contract upon submission of the Intent to Perform Internship form; return completed Internship Learning Contract to the Career Development Center at least two weeks prior to the last day of classes.

#### During the Internship

- complete all written assignments as designated by the internship syllabus and the Internship Learning Contract
- provide their internship site supervisor with the forms for the two week evaluation, midterm evaluation and final evaluation prior to the due dates for these evaluations (these should be completed and submitted by the supervisor directly to the Career Development Center)
- complete an internship site evaluation form and return it to the Career Development Center at least one week prior to the start of finals.

#### After the Internship

- submit all required reports not later than one week prior to the last day of classes
- send their internship site supervisor a thank you letter and provide a copy of the letter to the Career Development Center

### **Internship Forms**

The following forms are used to initiate, set-up, and evaluate students' internship experiences. Some departments may have specific evaluation tools to assess competencies that are not included in this handbook.

The forms included can be found on our site at <http://www.snhu.edu/1096.asp>

- Internship Checklist
- Intent to Perform Internship
- Internship Learning Contract
- Internship Policies and Code of Ethics
- Student Internship Agreement (Release)

# **\*\*Pre-Internship Seminar**

## **Syllabus**

### **Introduction**

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### **Getting An Internship**

- Step 1 - Considering an Internship
- Step 2 - Intent to Perform an Internship
- Step 3 - Finding an Internship
- Step 4 - Contacting Companies
- Step 5 - The Internship Application Process
- Step 6 - The Internship Learning Contract
- Step 7 - Additional Forms for Interns
- Step 8 - Registering for Your Internship

### **Internship Expectations**

- Understanding Your SNHU Internship Expectations
- Evaluation and Development
- Ending Your Internship
- Getting the Most from Your Internship
- Summary

### **Internship Competency Assessment Test**