



**POLICIES AND PROCEDURES
FOR ACADEMIC INTERNSHIPS**

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CALDWELL COLLEGE MEMORANDUM OF UNDERSTANDING

Adherence to certain rules and regulations throughout a student's academic career at Caldwell College is necessary to ensure successful operation of the academic internship programs while providing a learning environment in which students actively participate in their professional development. As a Caldwell College student, I understand and agree to abide by the following:

- This academic internship obtained through the Career Planning and Development Office belongs to Caldwell College and not to the student filling it at any particular time. Accordingly, I will work for the specified employer for the specific period indicated in the Learning Agreement filed with the Director of Career Planning and Development in the Center for Student Success.
- I understand that academic internships help students relate academic theory to practice in the workplace. I will play an active role in defining learning objectives that connect my coursework to the internship experience and will complete academic assignments by the assigned due dates.
- I acknowledge that it is my responsibility to obtain information about a potential internship site/employer and the employment requirements prior to interviewing for the position.
- I understand that credit cannot be granted retroactively. I will research internships, meet with Career Planning and Development and my faculty advisor, and register for academic credit before I begin my internship.
- I acknowledge the acceptance of this academic internship as a serious commitment on both sides. I recognize and honor my responsibility to perform all tasks assigned to me to the best of my ability, to meet all standards and conditions of my work experience and to abide by the employment policies, procedures and work schedule established by my employer.
- I am aware that my conduct while on assignment is subject to the same policies and procedures as when I am on the Caldwell College campus. These policies and procedures are outlined in the Caldwell College "C" book. I have read and understand these policies and procedures.
- I will notify the Career Planning and Development Office immediately of any significant change in my employment status or work environment, which would have a direct effect on my performance as a participant in the Career Planning and Development academic internship program.

Overview

The Career Planning and Development Office at Caldwell College helps students identify and plan their career goals and paths. The Academic Internship Program can ease the transition from classroom to career, from college to workplace, from student to employee.

The Academic Internship Program at Caldwell College allows students to receive credit for work related to their academic and career interests. Academic internships are learning experiences that should support and expand on theoretical concepts and classroom instruction. To qualify as an internship, the experience must clearly relate to academic studies in a department of the College. The intern must be involved in the work of the organization and allowed to participate in and gain exposure to decisions and assignments; an internship **cannot** include just observation or routine work such as a sales or clerical position. A member of the sponsoring organization must provide supervision and evaluation of the intern's performance. Academic internships may be *paid* or *unpaid* positions.

Internships are a required component for several programs of study at the College. They are a recommended elective for other programs and typically relate to a student's major or minor. **Required internships** and **most elective internships** require **junior status** (60 credits completed) and a **minimum GPA of 2.5**. Screening is conducted by the academic department awarding credit and the Career Planning and Development Office and is subject to approval by the Executive Director of Student Success. All students registering for internships must develop learning objectives and complete related academic assignments. Additional requirements, including appropriate prerequisite courses, may be established by the department.

Three academic credits are awarded for required academic internships, and most elective internships, upon successful completion of an academic component and approximately 120 hours of the professional work experience. Final grades are the responsibility of the faculty member supervising the placement and should reflect the degree to which the stated academic objectives have been met, as well as the evaluation of the work supervisor.

The College offers two additional programs for students pursuing elective internships:

Elective internships for sophomores: Students who have completed 45 credits and maintain at least a 3.0 GPA may be eligible for academic internships. Sophomores may only pursue credit for elective internships, not internships required by their major or minor. Students interested in this option must follow all the policies and procedures outlined in this manual and should contact their academic department and Career Planning and Development for additional information.

Two credit elective internships: In certain situations, students may pursue a 2-credit, 80 hour elective internship. The reduced credit option is **not** available for internships required for a major or minor and is not an option for all departments at the College. Students interested in this option must follow all the policies and procedures outlined in this manual and should

contact their academic department and Career Planning and Development for additional information.

Students may complete internships during the Summer, Fall and Spring semesters. Fall and Spring internships will be registered and recorded in the semester the project is completed. Students interning over the summer may register for summer credit or fall credit (certain restrictions apply; speak with Career Planning and Development and your faculty advisor if you are considering the summer work/fall credit option). All students must comply with the registration deadlines set by the Registrar (see Addendum to Policies and Procedures for current dates).

Typically, students work eight to ten hours per week at the internship site while attending classes during the Fall and Spring semesters. During the summer, they may work additional hours per week. The work schedule, including start and end dates, should be determined by the student and supervisor before the internship begins.

A total of three internships for credit are allowed per student, contingent upon major/minor course requirements and available elective credits; students should check with their academic departments. A second experience with the same organization may not be considered for credit unless the employer can attest that the work experience is substantially different and new learning objectives can be developed. **Credit cannot be granted retroactively for academic internships.**

Goals

1. To provide greater meaning to college courses through application.
2. To develop employment competency through work experience.
3. To become aware of state-of-the-art facilities, equipment and professional practices in chosen career fields.
4. To gain confidence, maturity, responsibility and human relation skills in personal and professional areas.
5. To gain greater career satisfaction through exposure to professional fields.
6. To gain professional work experience prior to college graduation.
7. To develop strategies to deal with ethical, confidential and sensitive issues relating to work situations.
8. To develop personal, professional and academic goals and to evaluate progress toward those goals.
9. To secure opportunities to earn competitive wages in a professional and career-related work environment.
10. To develop job search techniques and develop skills and confidence in interviewing.

Student Roles & Responsibilities

1. Students applying for required internships and *most* elective internships must meet the following requirements:
 - a. minimum GPA of 2.5
 - b. completed 60 college credits
 - c. explore the potential for participation with a Faculty Advisor and the Director or Coordinator of Career Planning and Development
 - d. additional requirements, including prerequisite courses, may be established by the academic department.

2. To begin the process, students must:
 - a. *meet* with the Career Planning and Development Office to obtain Academic Internship Policies and Procedures and student checklist for participation
 - b. *identify* goals and *develop* Learning Objectives – primary objective for undertaking an internship, what the student expects to learn from the experience, skills to be developed and related goals
 - c. *draft* a resume with Career Planning and Development or have your current resume reviewed by that department
 - d. *search* for related internship opportunities using Career Planning and Development or independent resources. (If the student has secured the position, a copy of the job description must be provided to the Career Planning and Development office for approval. The Career Planning and Development office only provides assistance to the student --- securing an appropriate position is the responsibility of the student).
 - e. *discuss* possible internships and academic requirements with a faculty advisor. (Note: if you are a student with a documented disability, please also discuss your plans with the Director of Disability Services.)
 - f. *schedule* an interview with prospective employer, and if necessary, secure a more detailed job description and letter of acceptance

3. To obtain credit for internship positions, students must:
 - a. *meet* with Career Planning and Development to obtain required paperwork (Learning Agreement Part A and B).
 - b. *meet* with the Faculty Advisor to review learning objectives, determine and document academic assignments and due dates on the Learning Agreement
 - c. *secure* the signatures of the Work Site Supervisor, the Faculty Advisor, the Department Chairperson and the Director or Coordinator of Career Planning and Development. Exceptions to the general requirements for academic internships must also be approved by the Executive Director of Student Success
 - d. *register* for the Academic Internship by the appropriate deadlines for each semester (see Addendum for current dates)
 - e. *meet* with internship supervisor regularly to discuss projects and performance; provide midterm and final evaluation forms to supervisor for return to Career Planning and Development by assigned dates

- f. *maintain* contact with the campus during the internship; meet with the Faculty Advisor and with the Career Planning and Development staff at least twice during the semester
- g. *complete* academic assignments as determined by the student and Faculty Advisor by the assigned due dates
- h. *complete* a Student Evaluation of the placement upon completion of the work assignment

Note: To *drop/withdraw from* an internship after registration, students must contact the Career Planning and Development Office and the faculty advisor to discuss/review the situation, and follow procedures and dates set by the Registrar.

International Students: Roles & Responsibilities

1. In addition to the above process, International students must:
 - a. meet with the Director or Coordinator of Career Planning and Development to discuss professional work opportunities and obtain the Policies and Procedures Manual, information on F-1 Curricular Practical Training Employment Authorization and other necessary information
 - b. meet with the International Student Advisor
 - c. meet with Faculty Advisor
 - d. complete all eligibility forms

Faculty Advisor Roles & Responsibilities

The Faculty Advisor supervises the student placement, determines the academic component of the internship and evaluates the student's performance. Specifically, faculty advisors will:

1. Screen student for participation in the program.
2. Evaluate and approve, as appropriate, positions located by students.
3. Meet with the student prior to assignment to review and approve student's goals, objectives and expected learning outcomes for the internship (Learning Objectives), listed on the Learning Agreement. Discussion should include the expectations of the work and academic assignments.
4. Assign due dates related to the academic component of the internship (e.g., due dates for submission of journals, paper proposals, papers and presentations), to be listed on Learning Agreement Part B and supporting documents/syllabi.
5. Contact the student a minimum of two times during the work assignment.
6. Contact the supervisor at the work site; it is recommended at least one site visit be made. However, at the discretion of the Faculty Advisor, a minimum of two telephone and/or email contacts with the site supervisor are required. The first contact should be initiated during the first two weeks of the internship. The second contact should take place midway through the internship.

7. Evaluate the student's placement and assign a grade. The grade will be based on the academic assignments and the employer evaluations.
8. Complete Faculty Report: Internship Summary and Faculty Evaluation of Placement forms and forward to Department Chair and Career Planning and Development.
9. At the conclusion of the work assignment and at the discretion of the Faculty Advisor, the student will meet with the Faculty Advisor to assess learning.

NOTE: Faculty advisors should be available to work with students and internship sites during the actual work assignment. Students who register for the summer work/fall credit option should be in contact with their faculty advisor during the summer work period.

Employer Roles and Responsibilities

Employers agree to serve as internship supervisors for Caldwell College student interns. Specifically, they will:

1. Agree to complete the "Employer" portion of the Career Planning and Development Learning Agreement. This consists of the name and title of the work supervisor, the organization's location and phone number, and the job duties that the student will perform. The employer also certifies that the firm's hiring policies are non-discriminatory.
2. Provide the student with an orientation that includes familiarizing the student with all company policies and procedures. Students have the right to know corporate policy on ethical standards and sexual harassment issues.
3. Provide a safe work environment and adequate supervision.
4. Meet in person or communicate by telephone or email with the Faculty Advisor and/or the Director or Coordinator of Career Planning and Development to discuss the progress of the student. The first discussion with the Faculty Advisor will take place within the first two weeks of the internship; a second contact will occur midway through the semester.
5. Meet with the student periodically to discuss his/her performance as an intern and complete all required forms, including midterm and final evaluations of the student.
6. Should dissatisfaction with the Caldwell College student develop during the assignment, the employer should:
 - a. discuss the problem directly with the student. Provide requirements and a timeline for a change in behavior.
 - b. if sufficient change does not occur as prescribed, the employer should contact the Director or Coordinator of Career Planning and Development
 - c. the Director or Coordinator of Career Planning and Development will consult with the Faculty Advisor, help the student address the problem, or remove the student from the assignment.
7. Create/maintain an employer account and internship listings on C-JOBS, the Career Planning and Development database for students seeking jobs and internships (collegcentral.com/caldwell).

8. The employer's commitment to provide the work assignment is limited to the term specified in the Learning Agreement. The employer is not subject to any unemployment claim or claim to employment beyond that specified.

Career Planning & Development Roles & Responsibilities

The Career Planning and Development Office will:

1. Maintain centralized records for the academic internship program.
2. Meet with students interested in pursuing internships for credit to review policies and procedures, eligibility for academic internship program, and assist with professional skills development (e.g., resume writing, interview and on-the-job skills).
3. Provide resources to help students find internships related to their academic programs
4. Provide employers with information on the academic internship program, including requested letters and documents.
5. Issue registration forms (Learning Agreement Part A and Part B) for academic internships to students.
6. Serve as a resource for students regarding professional development/workplace issues during the time at the worksite.
7. Assist with employer site visits as requested by faculty advisor; assist with resolution of any problems that may develop during the assignment.
8. Receive completed employer evaluation forms; forward copies to faculty advisor.
9. Receive and review completed Student Worksite Evaluation and Faculty Evaluation of Placement forms.
10. Meet with department chairs periodically to review/assess academic internship program.

GRADUATE – MBA REQUIREMENTS AND PROCESS

Caldwell College sponsors an academic internship program for MBA students. The program requires students to have completed a minimum of nine graduate credits and be in good academic standing (cumulative GPA of at least 3.0). Students must have full-time graduate student status, be taking a minimum of nine graduate credits each semester and not currently employed.

Graduate Business Internship, BU 689 is taken as an elective in the MBA Program. Students may not take more than one internship during the course of their graduate business program. Students are required to work a minimum of 120 hours and produce a substantial paper (10-12 pages minimum) relating the work experience to the student's academic objectives. Faculty advisors should recommend that students maintain a professional journal containing dated, detailed, typed narrative reflecting their observations and impressions of the work, organization, staff and the clients/customers.

Prior to registration: The student must complete the Learning Agreement which is then approved by the Director or Coordinator of Career Planning and Development, the Associate Dean/Chair of the Business Division, the MBA Program Coordinator and the Faculty Advisor. The Learning Agreement is a detailed (1-2 pages) document that describes the intern's job role, responsibilities and learning objectives (academic skills, personal development skills, career development skills and professional development skills) for the internship experience. The Agreement represents a contract between the student, the site supervisor, and the College.

Faculty Advisor Responsibilities – Same as listed under the Undergraduate program.

Employer Responsibilities – Same as listed under the Undergraduate Program.

INTERNATIONAL MBA STUDENTS

In addition to the above Requirements and Process, International MBA Students must:

- a. Meet with the Career Planning and Development to discuss professional work opportunities and secure the necessary eligibility forms.
- b. Meet with the International Student Advisor.
- c. Meet with the Business Division Dean.
- d. Complete all eligibility forms.

Additional Student Information

Income Tax:

Any wages earned on academic internships are subject to Federal and State taxes as well as Social Security deductions.

Locations:

The Career Planning and Development Office strives to accommodate the desire to work near home or campus. However, students should be receptive to work opportunities that require a commuting time.

Conditions of Employment:

Most conditions can and should be determined prior to accepting a position. This includes location, method and cost of transportation, daily travel time, physical setting, work hours required, rate of compensation (if applicable), seasonal aspects and opportunities for advancement. In signing the Learning Agreement, the student agrees with the terms and conditions.

Health Coverage:

Employers should speak with student interns regarding their individual health insurance coverage and any required documents (e.g., immunization records).

Drug and Alcohol Pre-screening:

Employers have the legal right to administer drug and alcohol tests before and during employment as long as the company makes its policy on substance abuse known to employees. It is within a company's rights not to hire applicants who have drugs and/or alcohol in their systems. To enforce this policy, firms may require employees to sign consent and release forms.

Absence from Work:

Because academic internship positions are temporary, most assignments do not include vacation benefits. Time off must be approved by employers. A student's attendance must be punctual and regular.

Layoffs:

Students temporarily laid off because of economic conditions receive credit for their assignment. They are NOT eligible to apply for unemployment compensation.

Resignations or Terminations:

Resigning from an assignment prior to the agreed completion date is prohibited. Exceptions must be discussed with the Director of Career Planning and Development and the Faculty Advisor prior to resigning. If the resignation request is justified, the Director of Career Planning and Development will contact the employer on behalf of the student. Students who are fired must contact the Director of Career Planning and Development immediately. The Director will review the situation.

Return Assignments:

Students are permitted to return to an organization for an additional assignment if there are **new** Learning Objectives developed based on increased or different job responsibilities, pending the approval of the Faculty Advisor.

Caldwell College Curriculum Committee Approval for.....

*Career Planning and Development Policies and Procedures
for Academic Internships.December 2009*