



## University of Saint Katherine

### Internship Course Policies and Guidelines

Internships are a great way for students to gain valuable working experience that can help them advance their knowledge in their field of study and apply the methods, concepts, and techniques learned in their major program in a real life working environment.

Internships offer the upper-class (Junior or Senior-level) students the opportunity to work under the supervision of one or several professionals who can mentor the student during the period of internship, and possibly afterwards in helping the student with guidance in career choice. One of the most important benefits of an internship is the networking that allows the student to connect with professionals in the respective field of work, and take advantage of the ability to learn from them and explore future career avenues.

The length of the internship can be from 8-15 weeks and can be completed during the summer, or regular fall/spring semesters and can qualify for up to 3 units, depending on the number of hours that the students works. Internships need to be clearly related to their major program of study, unless justified by the student to the relevant faculty supervisor.

Any intern is subject to all rules and regulations stipulated by the organization providing the internship. Every participant is an "At will employee/intern" and as such, is subject to removal if he/she fails to comply with the expectations and regulations set forth by both University of Saint Katherine's student handbook and the expectations explained and communicated by the internship provider.

#### **I) University of Saint Katherine Internship Course Requirements (for student and faculty supervisor)**

1. The internship must be in an activity that is directly related with the coursework covered in the student's major.
2. The activities performed must be primarily focused on tasks related in some way to the student's major field of study.
3. The student must work in close collaboration and under direct supervision of a professional (and not another student), so that the student can experience concretely how to conduct specific tasks.
4. The student must work on average 8-15 weeks at the internship location, which can take place during the regular semester or during the summer, or over the course of several semesters.
5. The total internship requirement amounts to 3 credit hours. This approximates to 120 hours of internship work, given that 1 credit hour = 40 hours of internship work. These hours must be carefully documented with the form provided by the University. Any hours completed above and beyond the required 120 will not receive academic credit.

6. The supervision professional at the selected organization providing the internship and the University professor should keep in touch regularly by email to discuss the performance of the student during the internship and it is required that at least one face-to-face meeting between the supervision professional and the professor must take place during the time of internship.
7. Student interns should present themselves in a professional manner by adhering to the professional dress code and utilizing formal communication channels, in order to display respect and dignity. As part of the University, the student must project an air of professionalism, which is also a basis for evaluation.
8. Internships cannot be undertaken at a family-owned or operated organization.
9. Students should not begin an internship prior to their third (Junior) year, by when they will at least have begun upper-division theoretical coursework in their chosen Major concentration field of study that should equip them for adapting to a working environment in that field. Certain courses in a particular major may be deemed prerequisites by the supervising professor.

## **II) Evaluation Methodology**

During the internship and upon completion of the internship, the student must report periodically to the supervising professor(s) regarding the professional activities performed and how those activities help the student achieve the learning outcomes of the major field of study. There are several required forms that must be completed before/after the completion of the internship:

### **Before the Internship has begun:**

- 1) An Agreement form filled in by the internship organization, stating that they agreed to allow the student to work under the supervision of a professional. The agreement must specify, among others: the period of internship, name and contacts for the supervising professional, etc.
- 2) A summary description by the student of the internship organization and the job responsibilities. *This and the above Agreement form must be completed, submitted to and approved in person by the supervising University of Saint Katherine professor before the start of the internship.*

### **During the Internship:**

- 3) Periodic (weekly) schedule of assigned tasks and criteria for evaluating the progress of the student relative to tasks assigned. In the schedule of tasks, the student must specify how each of the main activities performed relate to the learning outcomes of the major-specific coursework performed at the University, specifically how they fit into the learning objectives of the student's major, requiring them to apply relevant concepts and theories.

### **After the Internship has ended:**

- 4) A final paper (of varying length depending on field of study, though never less than 1,000 words) in which the student summarizes his/her experience and how it relates to the learning outcomes of the course taken at the University. Some of the main topics that must be included in the paper: a summary description of the job responsibilities and an explanation of the knowledge gained from

completing them, and a reflection on the insights the student gained from work related experiences and employer-employees collaborations.

- 5) A letter of evaluation from the supervising professional that must state/describe the general tasks fulfilled by the student and evaluate the ability of the student to complete them successfully. If applicable, the letter should also specify any areas of further improvement for that the student may need to address in order to improve his/her professional skills.

### **LIST OF REQUIRED FORMS (see above for more details)**

#### *Before Internship begins:*

1. Agreement Form signed by both internship overseer and faculty supervisor
2. Summary Description Proposal

#### *During Internship:*

3. Weekly Hour Sheet & Schedule of Tasks

#### *After Internship ends:*

4. An Essay by the student (min. 1,000 words) that analyzes and reflects on the student's internship experience.
5. A letter of evaluation from the supervising professional describing the tasks undertaken and completed by the student, and evaluating the student's overall performance, with suggestions for improvement.

# University of Saint Katherine Internship Interview – Proposal Form

1. Tell me about the internship you are seeking to pursue.
2. How did this opportunity arise?
3. How will this opportunity assist you in your academic and professional development?
4. What are the hours you will be working?
5. To whom will you report?
6. What will your role be in working for this company as an intern?
7. Please provide the University of Saint Katherine with the following information before you begin collecting Internship hours (Return to Faculty Supervisor, \_\_\_\_\_).
  - a. Name of organization / company
  - b. Address where you will be located during this internship
  - c. Company website
  - d. All contact information resources
    - i. Phone number
    - ii. Email
    - iii. Mailing address
  - e. Person you will be reporting to and his/her contact information.

## Interview Skills to Remember

1. Be on time for your interview. In a formal interview, it is expected that you arrive at least 10 minutes ahead of the scheduled time in order to: check-in, complete paperwork, discuss any formalities as well as communicate with those that will be interviewing you ahead of the scheduled interview sessions.
2. Dress for success. Even though you may be attempting to work in a casual environment – it is EXPECTED as a notion of respect – that you attend your initial interview dressed in formal attire.
3. Bring a copy of your resume with you. If you think you might be interviewing in front of a panel of people – bring several copies of your resume/CV with you.
4. Firm hand shake at “hello” and “good-bye”. A handshake can tell a lot about a person, his/her personality, and how s/he approaches others in various situations.
5. Always maintain “eye contact” when greeting and saying good-bye, as well as when answering all questions.
6. Do not be afraid to share about yourself - JUST be CAREFUL of WHAT YOU SHARE. Remember you are in a professional interview, not a friendly hangout. You may be tested for your ability to be professional – without you even knowing it.
7. Be aware of the words you “use” and phrases you “state” in a conversation. It can sometimes be overly easy to use inappropriate language and/or terms. Do not assume that the interviewer is seeking a friend.
8. Always follow-up your interview with a friendly email – thanking the panel for their time and consideration of you for the position.
9. Always present as a confident person who is neither arrogant nor forceful. Present as a professional at all times.
10. Remember to thank the panel for their time in meeting with you.

# Formal Letter of Intent

## To Offer a Placement of Internship



Department of \_\_\_\_\_

University of Saint Katherine

277 Rancheros Drive, Suite 200

San Marcos, CA 92069

To: \_\_\_\_\_

Date: \_\_\_\_\_

Attention: \_\_\_\_\_

On Behalf of the University of Saint Katherine, we would like to formally thank you for offering our student, \_\_\_\_\_, the opportunity to attain valuable professional skills and insight through the experience of working within your company.

The \_\_\_\_\_ Program at the University of Saint Katherine is consistently seeking quality opportunities for our student body. It is through our internship opportunities that we strive to enhance the learning experience attained by all of our students. It is our goal that combined with our rigorous academic setting and standards of excellence, our students will attain and develop the applicable skill sets that will be required of them upon graduation. The University of Saint Katherine is dedicated to providing all its students with an education that will promote an academic expertise as well as the practical perspective to better assist their local communities.

By providing the internship facet, your company/facility will help in the applicability phase of their education. In signing this document you/your company agrees to provide adequate supervision, practical education and experience, as well as a safe working environment for our student(s). It is understood that our student is responsible for logging/tracking his/her internship hours/time with you/your company

Before being granted permission to attain an internship, every \_\_\_\_\_major student will undergo a formal interview so as to ensure a proper understanding of the responsibilities and trust being placed upon every student-intern within our program. Should you have any problems, or wish to discuss any situations that may have occurred with our student intern please do not hesitate to contact me, \_\_\_\_\_ at University of Saint Katherine (760) 471-1316 or via email at \_\_\_\_\_@usk.edu.

Thank you for our kindness and the opportunity granted to our student.

Regards,

# Letter of Intent



## University of Saint Katherine

\_\_\_\_\_ Program

This document ensures that our student has been offered an official Internship opportunity with your company/program. In understanding this, it is neither expected nor assumed that the student in question will receive any form of compensation and/or be offered any form of employment before, during, or after the internship is completed. Also, should the student-intern not perform his/her duties as outlined within his/her formal job description, or is unable to maintain the level of expectations set by your company – it is expected that the student-intern will be released from the opportunity of working with you and will be subjected to an exit interview. If such a situation arises – please notify the Faculty Supervisor \_\_\_\_\_ as soon as possible.

It is expected that the student intern will receive a formal interview, training, and description of responsibilities upon the beginning of his/her internship. We also ask that a formal exit interview be provided upon the completion and/or termination of the student intern's time with you/your company.

Please complete, sign, and return this form to our student-intern so that a proper record can be kept. A copy of this Letter of Intent will be provided to you upon the student's attaining school approval.

**Company Name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

\_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Supervisor 1:** \_\_\_\_\_ (print name)

\_\_\_\_\_ (signature)

**Supervisor 2:** \_\_\_\_\_ (print name)

\_\_\_\_\_ (signature)

**Student Intern:** \_\_\_\_\_ (print name)

\_\_\_\_\_ (signature)