

Setting up an Internship
Brickley Center's Career Services
617-745-3892

Internship Process

1. Start the application process by meeting with Krista Bogertman, Internship Coordinator and Assistant Director of Career Services at the Brickley Center to discuss the internship process, paperwork, developing a professional resume and locating potential internship sites.
2. Identify a faculty supervisor who will agree to supervise student over the duration of the internship. The faculty supervisor can be different than the academic faculty advisor, BUT, the faculty member needs to be in the student's major.
3. Identify an internship site, have an interview, and secure the internship (each student is responsible for this, but Career Services will partner with student when necessary)
4. Meet with faculty internship supervisor to discuss goals / learning plan (on application form), and journal and portfolio requirements. Then, complete and sign the application form.
5. Complete additional paperwork: resume, risk form
6. Once signatures have been signed on the application form, turn it in, along with resume and risk form to the Brickley Center. Career Services will then sign the application and pass it along to the Registrar's office for approval, once all forms have been submitted (resume and risk form). A copy of all 3 forms will be kept in the student's file at the Brickley Center.
7. The student will then be responsible to keep in regular contact with faculty supervisor and site supervisor over the duration of the internship.
8. At the conclusion of the internship, the student and the internship site supervisor will complete an evaluation of the internship. It is recommended that the student and site supervisor meet and discuss the internship and the evaluation. Submit both evaluations to Krista Bogertman at the Brickley Center at the end of the semester.

Internship Role Guidelines

The Faculty Supervisor will:

1. Approve and review the student's application and learning plan / goals sheet prior to the start of the internship.
2. Discuss the portfolio and journal requirements with the student (each faculty can determine what's included in the portfolio – see "Portfolio and Journal Guidelines" Handout)
3. Provide instruction and guidance during the internship
4. Participate in a mid-semester site visit or phone call with student and site supervisor (recommended but not required)
5. Evaluate the student's overall performance at the conclusion of the internship by giving the student feedback
6. Provide a final grade for the internship and submit to registrar (based on daily journal, portfolio, and site supervisor's evaluation)

7. Faculty supervisors will receive a stipend upon completing the above responsibilities (A final grade must be submitted BEFORE payment is given)

The Internship Site Supervisor will:

1. Help the student develop learning objectives and help student meet those objectives through activities and projects at the internship.
2. Provide appropriate supervision and support for the student to achieve and evaluate his / her learning objectives.
3. Provide a variety of learning experiences for the student
4. If possible, offer fair wages, commensurate with the student's education and experience
5. Assure a safe, non-discriminatory internship environment
6. Keep the student, faculty supervisor and career services informed of any internship-related problems, issues and concerns
7. Participate in a mid-semester site visit or phone call with the student and faculty supervisor (recommended but not required)
8. Complete an evaluation form at the conclusion of the internship, to be returned to the Brickley Center by mail or email