

## **Setting up an Internship**

Career & Professional Development  
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### **Important Notes for the Internship Process**

- Students are responsible for searching and obtaining an internship that directly aligns with their majors. The purpose for an internship is to be an experiential learning opportunity.
- All internship forms must be submitted to the Director of Career & Professional Development each semester prior to the academic “Add” deadline, as the internship is officially added to a student’s schedule as a class.
- Students cannot begin their internship experience until it is approved by the Director of Career & Professional Development, the Internship Faculty Supervisor, and the Internship On-Site Supervisor.

### **The Process**

1. Start by meeting with the Director of Career & Professional Development over at the Center of Student Enrichment to discuss the internship process, paperwork, developing a professional resume and ways to obtain an opportunity.
2. Identify a Faculty Supervisor who will agree to supervise you over the duration of the internship, help you set learning goals, grade your assignments and help you determine what artifacts to include in your final working portfolio. The faculty supervisor can be different than the academic faculty advisor, BUT, the faculty member needs to be in the student’s major.
3. Use your resources to obtain an internship opportunity. Use the Handshake platform, faculty members, your academic advisor, the office of Career & Professional Development and your personal network to identify a site and obtain an opportunity. Once this is done, apply, have an interview, and get hired.
4. Once the internship is secured, you will identify the person who will act as your internship On-Site Supervisor. This person is the one who will outline your responsibilities, supervise you on a day-to-day basis and evaluate you at the end of the internship.
5. Once you gain the right information from your Faculty Supervisor and your On-Site Supervisor to be able to fill out the internship proposal portion of the **Internship Application**, complete it and turn it in along with the other required paperwork.

6. Complete your **resume**, sign the *Professionalism in Internships Form*, sign the *Waiver for Internships (Risk) Form* and turn in these documents electronically along with your internship application to the Director of Career & Professional Development or to [careersvcs@enc.edu](mailto:careersvcs@enc.edu) for approval. Once they are approved, they will be forwarded to the Registrar's Office.
7. You are responsible for staying in regular contact with your Faculty Supervisor and On-Site Supervisor over the duration of the internship. There should be at least 3 intentional meetings to discuss your progress.
8. At the conclusion of the internship:
  - a. You will work with your On-Site supervisor to complete a Supervisor Evaluation and a Personal Evaluation of the internship and discuss it. Submit both evaluations to [careersvcs@enc.edu](mailto:careersvcs@enc.edu) at the end of the semester.
  - b. You will turn in an updated resume reflecting your internship, your Time Sheet, Daily Journal and Portfolio to your Faculty Supervisor for grading before grades are due.

### **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 On-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 the Office of Career & Professional Development 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 Office of Career & Professional Development by email.