

Internship Program

Undergraduate and Graduate Students

The following policies clarify and extend the University's policies on internships, found in the current Shippensburg University Catalog. These policies make the handling of internships consistent throughout the College of Arts and Sciences, although **departments are free to institute additional requirements if they deem appropriate.**

- ✓ Students seeking internships must file the signed paperwork in the dean's office **by the end of the semester prior to the internship semester (December 1 and May 1).** All summer internships are **due by June 1st.** **Late applications may not receive credit.** Students will not be scheduled until completed paperwork is submitted to the dean's office.
- ✓ Undergraduate students must have a minimum of 60 credits, a 2.0 GPA overall and a 2.0 GPA in their major to qualify for an internship. **Individual departments or programs may have additional guidelines, so students should check with their department internship coordinator or chair about these.** Graduate students must have been matriculated in a graduate program to qualify.
- ✓ Undergraduate students may take a maximum of nine (9) credit hours for internships with a maximum of six (6) of those counting in the major. Students may count three (3) of the nine credits toward their minor, provided both the major and minor departments agree. Students should receive one (1) credit for a minimum of 40 hours work. Students who are double majors may receive a maximum of twelve (12) credit hours of internship credit and count a maximum of six (6) hours in each major with departmental approval. Graduate students should refer to their program requirements.
- ✓ Students must fill out the attached *Letter of Agreement*, which, after receiving approval, the department will keep for a minimum of three years.
- ✓ During the regular academic year, students should keep a daily log during the first two weeks of their internship and a weekly log thereafter, submitting it monthly to their faculty internship coordinator. (This may be adjusted for summer terms.) At the end of the internship, the student should submit a five- to ten-page report to the faculty internship coordinator detailing the activities from the internship and describing how these activities met his/her stated educational goals. Departments may add additional requirements as they deem appropriate.
- ✓ Faculty internship coordinators must make every reasonable effort to visit interns, and in cases where this is not possible, the coordinators must contact both the student and the employer by phone during the period of the internship. At the midterm and end of the internship, employers should complete the *Organization Internship Evaluation* and return it to the faculty internship coordinator.
- ✓ At the end of the internship, the student should complete the *Student Internship Evaluation*, which the internship coordinator will review and keep in the department office for three years.

Letter of Agreement

Among Intern, Organization, and College of Arts and Sciences

It is understood that _____ will:
(Print Student's Name)

- ✓ Work as an intern at _____ from
(Print Organization Name)
- date beginning _____ and concluding _____;
- ✓ Adhere to all policies of the organization with whom s/he is interning; if applicable, compensation will be provided at the rate of \$_____/hour;
- ✓ Report to work promptly and in the event of an emergency notify the organization and intern supervisor immediately;
- ✓ Direct energies to the completion of the work assignments;
- ✓ Adhere to policies of the college and of the respective department(s);
- ✓ Keep a daily log of activities for the first two weeks and a weekly log thereafter; submit at the end of every month (or prearranged period in the summer) a summary of the activity log;
- ✓ Submit a five- to ten-page report at the end of the internship; and
- ✓ Complete the *Student Internship Evaluation* at the end of the internship and return to the faculty internship coordinator.

It is understood that the Organization will

- ✓ Recognize the student as a trainee and provide appropriate experiences and adequate supervision;
- ✓ Assure safe and healthy conditions;
- ✓ Accept responsibility for supervising and evaluating the work of the student and return evaluation reports to the faculty internship coordinator;
- ✓ If for any reason termination of the internship is necessary, meet with both the student and faculty internship coordinator at a special conference;
- ✓ Provide the internships without regard to race, sex, or religion;
- ✓ Provide compensation on a voluntary basis; and
- ✓ Fill out and return the *Organization Internship Evaluation* to the faculty internship coordinator at the mid-term and end of the internship.

It is understood the College of Arts & Sciences will

- ✓ Provide instruction concurrent with the internship as applicable;
- ✓ Arrange for supervision by the faculty internship coordinator who will visit the student and the organization at least once a semester or have telephone contact if distance is a factor;
- ✓ Provide guidance for special student problems; and
- ✓ Grant academic credit as approved toward the completion of the student's degree if the conditions of the internship are fulfilled in accord with University policy.

Finally, it is understood that the intern, Organization, and College of Arts & Sciences will adhere to all applicable local, state, and federal regulations.

Letter of Agreement, Continued

To be completed by the student (*Please word process, save, print, sign, obtain necessary signatures, and turn into Dean's Office.*):

Student's Name (Last, First, Middle): _____ Undergraduate Graduate
Student ID Number (not Soc. Sec. #): _____ Ship E-mail: _____
Student's Permanent (Home) Address: _____ City: _____ State: _____ Zip: _____
School/Summer Address (if different from above): _____ City: _____ State: _____ Zip: _____
Major/Minor: _____ Phone Number: (____) ____ - ____
Major Department: _____ Total Earned Credits: _____
Faculty Internship Advisor: _____ Total Earned Internship Credits: _____
Department Internship Coordinator: _____ Overall GPA: ____ / 4.00 Major GPA: ____ / 4.00
Internship Semester: Spring Summer Fall 20 _____ NOTE: Application is for one semester only

Name of the Organization: _____
Organization's Website: _____
The organization is Non-Profit On-Campus Government Private
Organization's Address: _____ City: _____ State: _____ Zip: _____
Supervisor's Name (Last, First): _____ E-mail: _____
Supervisor's Phone Number: (____) ____ - ____ Supervisor's Fax Number: (____) ____ - ____
Intern's Job Title: _____ Paid position? Yes No
Estimated TOTAL # of work hours: _____ Hours of academic credit (40 work hours = 1 credit hour): _____

To be completed by the Dean's Office or Major Department Personnel:
Student's Name (Last, First, Middle) _____
SU ID # _____ Semester # _____
Course # _____ Section _____ Credits (#) _____

PLEASE READ BEFORE SIGNING: By signing this document, the student, faculty internship advisor, department internship coordinator, and the organization supervisor have read and agreed to the described activities, learning objectives, and classification of unpaid internships (described on the previous page).

(1) Student

(1) Student/Date

(2) Faculty Internship Advisor

(2) Faculty Internship Advisor/Date

(3) Department Internship Coordinator

(3) Department Internship Coordinator/Date

(4) Organization Supervisor

(4) Organization Supervisor/Date

(5) Dean/Associate Dean, Arts & Sciences

(5) Dean/Associate Dean, Arts & Sciences/Date

Letter of Agreement, Continued

Please answer the following two questions in some detail. If needed, continue on a separate sheet.

1) Describe your anticipated activities, tasks, and projects during the internship.

2) Describe your career and educational goals and how this internship will strengthen these goals.

In accordance with The Fair Labor Standards Act, the U.S. Department of Labor (April 2010) acknowledges unpaid internships as “fair” and legal only if the [below] six criteria are met.

The following six criteria must be applied when making this determination:

- 1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;*
- 2. The internship experience is for the benefit of the intern;*
- 3. The intern does not displace regular employees, but works under close supervision of existing staff;*
- 4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;*
- 5. The intern is not necessarily entitled to a job at the conclusion of the internship; and*
- 6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.*

NOTE: If you have questions regarding whether or not your internship qualifies, please contact Dr. Kim Long, Associate Dean of the College of Arts and Sciences, at (717) 477-1151 or by e-mail at kmlong@ship.edu.



Organization Internship Evaluation

Completed By Supervisor

Mid-term Evaluation Report Final Evaluation Report

Student's Name: _____ Date: _____

Dates of Internship: From _____ to _____

Name of the Organization: _____

Organization Supervisor's Name: _____

Please complete the form based on your observation of the individual's performance in the designated areas. This sheet will constitute your professional evaluation of the candidate, and may be used in determining the student's internship grade. In order to comply with the Commonwealth of Pennsylvania's "Right to Know" Law and Federal Family Educational Rights and Privacy Act of 1974, your comments will be available for review by the student upon request.

5—**Outstanding** performance
4—Consistent **High Quality** performance
3—**Satisfactory** performance

2—Inconsistent **Low Level** performance
1—**Unsatisfactory** performance
N—Not observed

For each question, circle one answer (1 is low, 5 is high):

- | | | | |
|----------------------------|-------------|----------------------------------|-------------|
| 1. Ability to learn | 1 2 3 4 5 N | 5. Quality of work | 1 2 3 4 5 N |
| 2. Attitude toward work | 1 2 3 4 5 N | 6. Dependability | 1 2 3 4 5 N |
| 3. Relation to co-workers | 1 2 3 4 5 N | 7. Judgment | 1 2 3 4 5 N |
| 4. Reaction to supervision | 1 2 3 4 5 N | 8. Intern's academic preparation | 1 2 3 4 5 N |

Attendance: Regular Irregular

Punctuality: Regular Irregular

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1. If this is a final evaluation, have you observed significant changes in this intern's performance since the time of the mid-term evaluation?
 Yes No

 2. If this were a final evaluation, hypothetically, would you be willing to hire this intern after graduation, if a suitable position were available?
 Yes No

Organization Internship Evaluation, Continued

The student's overall performance in the internship is/was:

<input type="checkbox"/> Poor	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Outstanding
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Comments (Include remarks regarding areas showing strength, areas needing development, and any additional comments that will aid in determining the candidate's capabilities and potential for professional development):

Rated by: _____
Organization Supervisor **Title** **Date**

Reviewed by: _____
Faculty Internship Advisor **Title** **Date**

Please return to the Faculty Internship Advisor.