

SEATTLE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

STUDENT INTERNSHIP FOR CREDIT HANDBOOK



Why do an Internship?

Internships are a valuable part of your college education. By participating in an internship, you gain real-life work experience in your major or field of interest. An internship helps you learn new job skills, enhance your career growth, test-drive an industry or profession, and build a bridge between your academic education and your future career. In addition, internships offer you a means of applying your academic coursework in today's workplace.

A successful internship experience expands your vision of the performance standards expected by employers and the types of positions frequently available for entry-level employees following graduation. It also shows you what other types of entry jobs, growth positions and long-term careers are available within an organization or industry. By working as an intern, you learn the skill sets employers seek in identifying top-notch candidates for placement and in promoting their current employees of choice. As a future job-seeker, you have an early-entry opportunity as an intern to demonstrate your work ethic, communication skills, teamwork and leadership. Some students also discover that the profession or industry they thought would be ideal actually isn't a right future fit. Learning this before graduation provides students with an opportunity to regroup before hitting the job market.

Students who participate in an internship assert that their on-the-job experience as an intern provides them with key contacts, potential work references, an increased number of job offers following graduation, and the foundation for building a future network in their profession or industry.

To learn more, contact your Department Internship Director or Chair.

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Internship Director: _____ Telephone: _____
 Department/Program: _____ Email: _____ @seattleu.edu

Required	Optional	Student Internship Checklist			
<input type="checkbox"/>	<input type="checkbox"/>	Earn 10 graded credits in the major prior to the internship quarter of registration.			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contact Internship Director <u>at least</u> 4 weeks prior to the quarter in which you would like to conduct the internship, ideally no later than the advance registration period.			
<input type="checkbox"/>	<input type="checkbox"/>	Provide Statement of Interest (200 words or less) via email prior to meeting with Internship Director.			
<input type="checkbox"/>	<input type="checkbox"/>	Meet with Internship Director to discuss internship/interview and available options.			
<input type="checkbox"/>	<input type="checkbox"/>	Provide Internship Director the names of two references & signed FERPA disclosure.			
<input type="checkbox"/>	<input type="checkbox"/>	Visit Career Services for the following services (<i>Student Center Pavilion 110</i> ▪ 206.296.6080 ▪ careerservices@seattleu.edu ▪ www.seattleu.edu/careerservices):			
		<input type="checkbox"/>	<i>Internship search strategies</i>	<input type="checkbox"/>	<i>Dress for success</i>
		<input type="checkbox"/>	<i>Resume & cover letter writing</i>	<input type="checkbox"/>	<i>Dining and professional etiquette</i>
		<input type="checkbox"/>	<i>Mock-Interviewing/Interviewing techniques</i>	<input type="checkbox"/>	<i>Other:</i>
<input type="checkbox"/>	<input type="checkbox"/>	Make contact with agency to complete agency placement requirements:			
		Organization/agency name:		Phone:	
		Organization/agency contact:		Email:	
		<input type="checkbox"/>	<i>Use Statement of Interest in email communication</i>	<input type="checkbox"/>	<i>Provide resume and cover letter</i>
		<input type="checkbox"/>	<i>Complete interview</i>		
		<input type="checkbox"/>	<i>Other:</i>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prepare registration materials with assistance of Internship Director for registration processing. Forms available from Internship Director or at www.seattleu.edu/artsci/internships .			
		<input type="checkbox"/>	<i>INTERNSHIP REQUEST</i>	<input type="checkbox"/>	<i>Internship Risk Acknowledgement and Release</i>
		<input type="checkbox"/>	<i>Internship Contract (signed by the student and Internship Director, at a minimum)</i>		
		<input type="checkbox"/>	<i>Other:</i>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Obtain site supervisor signature on the original Internship Contract no later than the first day of the internship and provide to the Internship Director no later than the end of the first week of the internship experience.			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demonstrate good citizenship: conduct yourself in accordance with the mission and values of Seattle University during your internship experience.			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complete all Internship Contract requirements within 10 working days of internship completion but no later than the last day of final exams or as specified by the Internship Director in the Internship Contract.			

Student Signature: _____ **Date:** _____



I. DEFINITIONS

Definition of Internship:

An internship is an academic, credit-bearing work experience in a professional setting, locally or abroad, requiring students to use college level skills in job activities related to their major. An internship includes significant academic components, such as a paper, project and/or journal, to help the intern focus and process his or her experience. Student learning is jointly guided by a work supervisor who is a seasoned professional and a faculty supervisor who possesses specialized academic expertise. Most internships require upper division standing, but this can be waived by departments for majors with a history of strong academic performance. Internships are generally numbered 495 at the undergraduate level and 595 at the graduate level.

An internship is not an independent study or directed study. These courses are intended to allow students to explore academic areas of special interest for which there is no provision in the existing curriculum; however, it is recognized that on occasion, these course types will be used to substitute for a regular course, should the need arise.

An internship is not a service learning experience, although service learning experiences may later result in an internship experience. Service learning is a credit-bearing educational experience in which students participate in an organized activity that meets community needs and reflect on the service activity in such a way as to gain further understanding of the course content and a broader appreciation of the discipline. Internship Directors may choose to allow students to pursue the development of an internship experience with the community partner in a future term following the completion of the service learning experience.

Types of Internships:

Experiential. Experiential internships are generally major-related and open to any student as long as the student meets the internship and employer requirements. These internships provide work experience related to the student's academic field. Examples of experiential internships are in departments/programs such as English, Fine Arts, and Environmental Studies.

Credential-building. Credential-building internships are frequently required for some program majors and are open only to students with a declared major in those programs. These credential-building internships must be completed for graduation from the program as part of the student's professional certification or credentialing process. Examples of credential-building internships are in departments/programs such as Psychology and Social Work.

Contact Hours: Internships will follow **Seattle University Policy 79-2**, with the understanding that the number of contact hours may include the time spent by the intern signing up, writing about, and reporting to the faculty supervisor as part of the time for credit. The standard below defines the minimum hours required per week that students should spend in their internship and/or in contact with the faculty member. Each school/department/program offering internships may determine more contact hours as needed.

5 credits = 15 hours/week or 150 hours/quarter

4 credits = 12 hours/week or 120 hours/quarter

3 credits = 9 hours/week or 90 hours/quarter

2 credits = 6 hours/week or 60 hours/quarter

1 credit = 3 hours/week or 30 hours/quarter

Quarter of Registration:

Internships may not begin prior to the quarter of registration. Credit will not be awarded retroactively for an internship experience that took place before the first day of the academic term that



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reflects the internship course registration. Registration will be completed during advance registration for the quarter in which the internship will begin; in exceptional cases, registration requests will be accepted through the end of the add/drop period. Registration is effective upon receipt of the signed documents by the Registrar's office. At present, the manual registration process is lengthy; therefore, students should initiate the registration process at least four weeks prior to the start of the quarter in which the internship will occur.

Course Overload. If the internship registration creates a course overload for the student, the College course overload policy will apply. In general, students with of 3.5 CUM GPA or below will not be approved for course overload.

Summer Quarter. Students may register for an internship during the summer quarter with Internship Director approval. Financial aid considerations may create a need for internship registration in Spring Quarter, with the bulk of the internship work occurring during the summer quarter. This process is allowable under university policy provided a portion of the internship work occur during Spring Quarter. To avoid negatively impacting a student's financial aid, the Internship Director must submit a grade for the internship prior to the start of Fall Quarter.

Grading Scheme & Criteria: All internships utilize the "N" grading scheme, which allow for the submission of an "N" grade in situations where a portion of the coursework will be completed following the end of the term. To avoid negatively impacting a student's financial aid, the Internship Director must submit a grade for the internship prior to the end of the next term. Departments/programs will grade internships based on the grading criteria outlined in the Bulletin of Information for their degree program. Most internships are designated credit/fail opportunities. Internships may be offered for a letter grade, if designated as such in the Bulletin of Information and approved by the Department Chair/Program Director. Grading criteria changes require a request be submitted to the A&S curriculum committee.

Compensation: Students may receive compensation from their workplace for internships. Individual departments/programs may limit compensated internships for serious reasons.

Internship Websites & the Redhawk Network:

www.seattleu.edu/artsci/internships. This website contains information on the College internship program, tips for a successful internship experience and contacts for department/program Internship Directors.

www.seattleu.edu/careerservices. The Career Services website is a useful source of information about career development advising, programs, events and workshops.

www.seattleu.edu/RehhawkNetwork. The Redhawk Network is an interactive database which connects students, faculty and alumni with employment, internship and networking opportunities. The database is maintained by Career Services.

Bulletin of Information: Internship course offerings by department/program can be found in the Bulletin of Information. Internship Directors and Department Chairs/Program Directors are responsible for maintaining the listings for their department/program. The Dean's Office will maintain the College-level portion of the Bulletin and conduct an annual review of the Bulletin copy to recommend changes to departments/programs based on this policy.



II. Career Services professional development support services

Internships Search and Placement Assistance:

Career Services maintains internship listings and can assist you in preparing for and obtaining a hands-on experience in your chosen field. We can help you look for an appropriate opportunity and help make sure you get the most out of your experience. Thousands of internships can be found on the Redhawk Network and Internship.com.

Services, Workshops & Programs:

- Finding a successful internship
- Resume & cover letter writing
- Interviewing skills/ Mock-Interviewing
- What can I do with a major in...?
- Career decision making
- Developing a career plan
- Developing a portfolio
- Preparation for career fairs
- Dining and professional etiquette
- Dress for success
- Job & Internship search strategies
- Grad school search & application
- Myers-Briggs Type Indicator® Strong Interest Inventory® assessment and group interpretation
- Professional Development and Networking
- The art of negotiation
- Transitions from college to career
- How to market your service learning/ volunteer experience
- Panel presentations featuring alumni, employers, faculty

Career Advising:

Career advising is offered in a variety of ways to best meet your busy schedule, including face-to-face appointments (stop by the office, call or email for an appointment) and drop-in times:

Mondays: 1:00 - 4:30 pm

Tuesdays: 12:00 - 1:00 pm, 2:00 - 4:00 pm

Wednesdays: 2:00 - 4:00 pm

Thursdays: 11:00 - 12:00 pm, 1:30 - 4:00 pm

Fridays: 11:00 - 12:00 pm, 12:30 - 3:00 pm

Contact:

Office hours: Monday – Thursday: 8:00 am - 6:30 pm; Friday: 8:00 am - 4:30 pm

Location: Student Center Pavilion, Room 110

Phone: 206-296-6080

Email: careerservices@seattleu.edu



III. PLACEMENT GUIDELINES AND APPLICATION/REGISTRATION PROCESS

PLACEMENT GUIDELINES

In order to pursue an internship for credit, the student is expected to make contact with the Internship Director and initiate the application/registration process at least 4 weeks prior to the quarter he/she would like to do an internship, ideally no later than the advance registration period. The student is encouraged to meet with the Internship Director earlier. If the student is thinking about doing an internship ‘some time in the future’ but not sure when, it is still a good idea to make contact with the Internship Director and initiate this process.

Two methods of internship placement are available for students:

Individually-arranged internships. Developed through student, Internship Director or Career Services networking efforts. Examples are in departments/programs such as History and Women Studies.

Application-based internships. Structured internship programs at the local, state, national or international level which require an independent application process. Examples are in departments/programs such as Political Science and Communication.

APPLICATION/REGISTRATION PROCESS

The five steps of the application/registration process are requirements that the prospective intern must meet prior to conducting internship and must be initiated at least four weeks prior to the quarter he/she would like to do an internship, ideally no later than the advance registration period. All forms and templates referenced below will be provided by the Internship Director or are available for download from www.seattleu.edu/artsci/internships.

1. Exploratory meeting with Internship Director and Statement of Interest

The student will meet with the Internship Director to assess if there is a good match between the student’s interests, talents, and qualifications and what internships are available. The Internship Director will advise the student as to the process and requirements (seminars, reports, evaluations, etc.) involved in the internship that are both College and department-specific. The discussion may include the following:

- a. How will the internship supplement your academic coursework and develop your career goals?
- b. What are your long-term goals (i.e., work, graduate school)?
- c. For how many credits would you like to do your internship?
- d. During what quarter(s) would you like to do the internship?

If required by the Internship Director, the student will prepare a Statement of Interest, about 150-200 word limit, which may include the following key points:

- a. What are your goals for an internship?
- b. How do you best picture achieving these goals? What is the setting?
- c. What are your skills for participation (e.g., special training in a statistical package)?
- d. In what ways can you help the agency?

2. References

At the discretion of the Internship Director, the student will provide the names of two professors as references:

- a. These are professors with whom the student has had regular one-on-one contact (in a class or as an advisor).



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- b. The students will sign a REFERENCE LETTER REQUEST (which fulfills FERPA disclosure requirements; form available on Registrar's website).
- c. The references will be asked to comment on the following:
 - i. Responsibility
 - ii. Respect for other students
 - iii. Performance in class
 - iv. Promptness to meetings or class
 - v. Interpersonal skills
 - vi. ...and any other relevant characteristics or skills

This step does not guarantee that the student will get an internship, only that references will be contacted. If references indicate that the student is not ready to participate in an internship, the student may choose to meet with the Internship Director and receive feedback about how to improve on these recommendations so that they may make changes and apply again for an internship in the future.

3. Resume and Cover Letter Development

The student will submit a resume and cover letter to the Internship Director. The resume should include what classes have been taken related to student's field of study, work and volunteer experience and for how long...etc. The Cover Letter may be a derivative of the Statement of Interest. The Internship Director will review and provide feedback on the resume and cover letter or refer the student to Career Services for assistance. The student may choose, or the Internship Director may require, the student to complete Career Services workshops or advising sessions on topics such as internship search strategies, resume & cover letter writing, mock-interviewing/ interviewing techniques, etc.

4. Internship Interview

Once approved for an interview by the Internship Director, the student will make contact with the agency/site. The interview may occur via email/phone/in person, depending on the needs/requests of the site, to assess if an internship is appropriate. The student should avail themselves of mock-interviewing/interviewing techniques workshops offered by Career Services. The site supervisor will contact the Internship Director regarding the decision to accept the student as an intern for credit.

5. Internship Course Registration Process

Upon being placed in an internship and no later than the start of the desired quarter of registration, the student will prepare the following documents in support of the course registration process and turn them in to the Internship Director. All forms and templates referenced below will be provided by the Internship Director or are available for download from www.seattleu.edu/artsci/internships.

- a. Seattle University Registrar form INDEPENDENT STUDY, DIRECTED STUDY, or INTERNSHIP REQUEST. The INTERNSHIP REQUEST is must be signed by the student prior to registration. This form is also available on the Registrar's forms website. The course registration upon receipt of the signed documents by the Registrar's office.
- b. Internship Risk Acknowledgement and Release. This form must be signed by the student prior to registration.
- c. Internship Contract. This form must be signed by the student and submitted to the Internship Director/sponsoring faculty for signature prior to registration. The student will be responsible for obtaining the site supervisor signature no later than the first day of the internship experience and returning the original contract to the Internship Director no later than the end of the first week of the internship experience. The Internship Contract outlines the internship requirements, including:
 - i. *Academic requirements*. Readings, Journals, Papers, Projects, ANGEL, etc.



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- ii. *Professional requirements.* Time Sheet/Work Log/Plan, Site Orientation, Supervisor Evaluation, Student Self- and Site-Assessments, Professional development support from Career Services, etc.
- iii. *Contact requirements.* Telephone, Email, ANGEL, In person visits, etc.
- iv. The student's signature on the Internship Contract certifies that the student agrees to meet the obligations outlined in the contract and that the student will conduct themselves in a manner befitting the mission and values of Seattle University.
- d. Other documents as required by the Internship Director. These documents will be maintained by the Internship Director and not submitted for registration processing.
- e. The Internship Director will submit three documents (the original INTERNSHIP REQUEST, the original Internship Risk Acknowledgement and Release, and a copy of the Internship Contract, signed by the student and Internship Director, at a minimum) to the Dean's Office for signature by the Associate Dean and registration processing. The Registrar's office will return to the College documents not signed by the Associate Dean.

IV. EXPECTATIONS DURING AND FOLLOWING INTERNSHIP

Signature of Internship Contract by site supervisor. If not completed previously, the student will obtain the signature of the site supervisor on the original Internship Contract no later than the first day of the internship. The student will provide the original contract to the Internship Director no later than the end of the first week of the internship experience for placement in the student's file.

Student site orientation. The site supervisor will provide a suitable orientation to the agency for the student that will include:

- Orients the student to the physical site by walking around the agency.
- Introduces the student to staff, essential personnel, and agency management.
- Reviews the agency's policies and procedures & policies on safety.
- Explains the student's role to the student.
- Provides the intern with any keys or accoutrements necessary to complete the tasks
- Shows the intern their desk, phone, computer, etc.
- Provides the intern with any necessary passwords to access voice mail, computer, copy machine, printer, etc.

Academic Requirements. The student will abide by the academic requirements outlined in the Internship Contract. These requirements may include the following:

- Readings.
- Journals.
- Papers.
- Projects.
- Other requirements at the discretion of the Internship Director/sponsoring faculty.

Professional Requirements. The student and the site supervisor will abide by the professional requirements outlined in the Internship Contract. All forms referenced below will be provided by the Internship Director or are available for download from www.seattleu.edu/artsci/internships. Professional requirements may include the following:

- *Time Sheet/Work Log/Plan.* The student will track their weekly hours and obtain the signature of the site supervisor to document the student's work at the agency.
- *Supervisor Evaluation of Student.* The site supervisor and student should meet at various points during the internship experience to review performance and exchange feedback. At the end of internship, the site supervisor will evaluate the student and return the evaluation to the



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Internship Director within 10 working days of internship completion but no later than the last day of final exams or as specified by the Internship Director in the Internship Contract.

- *Student Self- and Site-Assessment.* At the end of internship, the student will assess their performance and the site at which the internship took place. The assessment is due within 10 working days of internship completion but no later than the last day of final exams or as specified by the Internship Director in the Internship Contract.
- *Support from Career Services.* Internship Directors may refer students to Career Services for ongoing advising, mentoring and professional development support services during the course of the internship experience.
- Other requirements at the discretion of the Internship Director/sponsoring faculty.

Contact requirements. The student, Internship Director/sponsoring faculty and the site supervisor will abide by the contact requirements outlined in the Internship Contract. These requirements may include the following:

- Student and Internship Director periodic contact to discuss the student's progress or concerns.
- Student and site supervisor selection of an ongoing, specific day and time to meet for the purposes of supervision, answering questions, providing ongoing training and ensuring the student has appropriate work commensurate with his/her learning needs and goals.
- Internship Director and site supervisor periodic contact to discuss the student's progress or concerns.
- Internship Director site visits. Site visits by the Internship Director may occur during the student's internship experience in coordination with the agency. Site visits may also be requested by either the site supervisor or the student.

Conduct problems. Conduct problems and/or the student's failure to meet contract obligations may result in the students' withdrawal from the course by Internship Director or may be reflected in the final grade.

Workplace accidents or incidents. In the event of a workplace accident or other incident, the student or the site supervisor will complete an incident report and provide it to the Internship Director, who will take appropriate action. The Incident Report template can be obtained from the Internship Director.

Grading. In general, academic and professional requirements outlined in the Internship Contract must be completed within 10 working days of internship completion but no later than the last day of final exams or as specified by the Internship Director in the Internship Contract. Upon receipt of the student's academic work, student self- and site-assessment, and the supervisor evaluation of the student, the Internship Director will grade the internship. If "N" graded, the grade will be updated prior to the end of the quarter following the quarter of registration.