



Tusculum College Career Services Internship Overview & Checklist

1. Overview of the internship program

a. **Definition of internship**

Tusculum College encourages employers and students to seek internship opportunities that meet the NACE (National Association of Colleges and Employers) guidelines for internships. Those criteria are, as follows:

- The internship provides the student an opportunity to apply skills or knowledge obtained in the classroom.
- The skills or knowledge utilized in the internship should be transferable to other employment settings.
- The internship has a defined job description.
- The internship has a defined beginning and end.
- The internship requires clearly defined learning objectives/goals related to the student's field of study.
- Intern receives supervision by a professional, who has experience and related educational background in the field.
- Internship supervisor agrees to provide routine feedback to the intern.
- The employer provides resources, equipment and facilities that support the learning objectives.

Internships provide students an opportunity to apply skills and knowledge acquired through academic study. Internships usually provide a stipend or at least minimum wage pay. However, some non-profit organizations only provide unpaid internships. It is recommended that students in unpaid internships should not simply be working to advance the operations of the employer. In some cases, the work of the employer might even be impeded by the internship, due to the time needed to train students.

Internships provide the employer an opportunity to give back to the community. In addition, the internship provides an opportunity to observe the intern at work to determine the skill and fit of these interns for future opportunities with the employer. Internships also provide the employer with information about any deficiency of skills in the interns, which allow the employer to share feedback directly with the college faculty, who supervise interns.

Academic Internships require the supervision of a Tusculum College faculty advisor from the student's field of study. The student must register for one academic course credit for every 45 clock hours worked.

Non-Academic Internships are not supervised by Tusculum faculty. Although employers may provide these internships, Tusculum considers these internships to be temporary employment. Students do not register or obtain academic credit for non-academic internship hours worked. However, students are not discouraged from pursuing these opportunities. Furthermore, Tusculum faculty and staff may assist students in applying for the internship. Additionally, students are encouraged to meet with Career Services to obtain career advice about professional behavior in the work place and become *Pioneer Certified*.

b. Hours and grades (Academic Internships)

- Every one hour of academic credit requires a 45 clock hours of work at the internship site.
- **The intern must register the internship credit with the college, as in other academic courses. The usual tuition costs apply.**
- Students must meet eligibility requirements for academic internships:
 - Good academic standing, minimum GPA established by academic department
 - Fulfillment of specified course prerequisites
 - Junior or Senior status (at least 61 earned semester hours)
 - Faculty Advisor commitment to supervise internship

c. Important dates (Academic Internships)

- Students must submit internship documents to the Faculty Advisor, as indicated in the student learning agreement at the start and end of internship. *Typically, this is the first day of the block, for which the intern registers for academic credit.* The employer evaluation, student critique, academic assignments, and timesheets are due to faculty advisor by the last day of the block, unless the learning agreement approved by faculty advisor indicates otherwise.

d. Professional behavior

- In an effort to better prepare students to successfully transition to the professional work environment, the student will discuss professional guidelines with the Director of Career Services. Consultation and completion of these forms will result in the student becoming *Pioneer Certified* by Career Services:
 - **Professionalism Form**-discussed and signed
 - **Student Handbook/Conduct Form**-discussed and signed
 - **Confidentiality Agreement**-discussed and signed
 - **Insurance & Liability Waiver**-discussed and signed
 - **Resume**-must have approval of Career Services Director

2. Checklist of Required Documents and Signatures:

Student will meet with Career Services to complete the Pioneer Certified Program

__ Pioneer Certified Release Forms:

(Due: before internship/1st Day of Block)

Professionalism Form

(See Appendix A)

Student Handbook Conduct Form

(See Appendix B)

Confidentiality Agreement

(See Appendix C)

Insurance & Liability Waiver

(See Appendix D)

Student Resume *(attach)*

(Due: before internship/1st Day of Block)

Student will complete the following with consultation of Advisor:

__ Internship Overview & Checklist

__ Internship Affiliation Agreement & Internship Application

(Due: before internship/1st Day of Block)

Includes: (Internship Work Plan & Schedule; Internship Learning Agreement, Job Description, Workplace Policies and Procedures & Registration for academic credit)

__ Internship Time Sheet *(Due end of internship/last Day of Block)*

__ Student Critique of Internship Experience *(Due: end of internship/last Day of Block)*

Site Supervisor will provide student with the following information:

__ Employer Evaluation of Student Performance

(Due: end of internship/last Day of Block)

Student Finalization of Paperwork to complete Internship:

__ Students will submit copies of *only these forms* to the Career Services Director

at rlay@tusculum.edu or Campus Mail Box: #5082

(Due: end of internship/last Day of Block)

__ Students will submit copies of these completed forms AND

OTHER ACADEMIC ASSIGNMENTS to the faculty Advisor

(Due: end of internship/last Day of Block)

PLEASE NOTE:

Your signature below acknowledges an understanding of the requirements for an academic internship at Tusculum College.

Student Intern Signature: _____ **Date:** _____

Print Name: _____

Tusculum Faculty Advisor Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

Tusculum Career Services Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

For more information, please contact:

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