

Tusculum University Career Services Internship Overview & Checklist

1. Overview of the internship program

a. **Definition of internship**

Tusculum University encourages employers and students to seek internship opportunities that meet the NACE (National Association of Colleges and Employers) guidelines for internships.

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 faculty, who supervise interns.

Academic Internships require the supervision of a Tusculum 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.

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 (typically, 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 semester, 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 semester, 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 or designated career services staff member.
 - **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 the career services staff

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)

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)

Student will complete the following with consultation of Advisor:

__ Internship Overview & Checklist

__ Internship Affiliation Agreement & Internship Application

(Due: before internship/1st Day)

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 Semester*)*

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

Site Supervisor will provide student with the following information:

__ Employer Evaluation of Student Performance

(Due: end of internship/last Day of Semester)*

Student Finalization of Paperwork to complete Internship:

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

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

(Due: end of internship/last Day of Semester)*

__ Students will submit copies of these completed forms AND

OTHER ACADEMIC ASSIGNMENTS to the faculty Advisor

(Due: end of internship/last Day of Semester)*

(**Students will submit all work by the last day of the semester to submit work for a grade, or the date designated by the faculty advisor.)

PLEASE NOTE:

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

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

Print Name: _____

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

Print Name: _____ **Title:** _____

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

Print Name: _____ **Title:** _____

*(**Signature signifies the career services staff member has explained the internship documents to student and reviewed the professionalism documents, if faculty require.)*

For more information, please contact:

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