

CREDIT INTERNSHIP GUIDE FOR FACULTY SPONSORS



St. Mary's College of Maryland
at Historic St. Mary's City

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Portions of content adapted from UMN's "Faculty Internship Supervisor Guide" and UNC Wilmington's "Internship Guide"

INTRODUCTION

The CDC greatly appreciates the time commitment and dedication of faculty sponsors to the credit internship program. This document serves as a guide for faculty members serving in the capacity of faculty sponsors and specifically addresses their role in the credit internship program. Please direct any questions related to internships that remain unaddressed in this document to 240-895-4203 or careercenter@smcm.edu.

What is an Internship?

The College catalog describes a credit internship as an opportunity “designed to help students support their academic and career goals through supervised work experiences.” Our more extended definition, from the National Society of Experiential Education, states that an internship is any carefully monitored work or service experience, generally of a one-time, short-term duration, in which a student has intentional learning goals and activities (objectives, observations, evaluations) and reflects actively on what she or he is learning throughout the experience.”

The Benefits of an Internship

Internships are becoming more and more valued by both employers and students. For students an internship may link educational and career interests to a viable work setting and test skills and interests in a particular field. It also allows them to “test-drive” a particular career field of interest and build a network of professional contacts. It may also help them gain valuable experience helpful in building a strong resume. Gaining experience and confidence in an employment setting can boost their competitive edge for a future job hunt or graduate school application. Faculty often find that students enrolled in a credit internship make meaningful connections between their academic work and real-world situations.



Requirements for Credit Internship Program

Students pursuing an internship may receive credit for the experience if desired (tuition fees apply). Please note that to participate in the SMCM Credit Internship Program students must:

- be an SMCM degree-seeking student
- have a rising junior or senior status (55 credits completed by the start of the internship)
- have a minimum 2.5 cumulative SMCM GPA

PARTICIPANTS IN AN INTERNSHIP

There are several participants involved in a credit internship: the Student Intern, Site Supervisor, and Faculty Sponsor. These individuals, their roles and responsibilities, and interaction with the Career Development Center (CDC) are described below.

Student Intern’s Role

The student is responsible for finding, applying, and securing their own internship opportunity. The student should meet with the Site Supervisor prior to the internship to clarify expectations and responsibilities, discuss the proposed experience with the CDC, identify a faculty sponsor, and complete both the Learning Agreement and Site Approval Form (used to obtain approval from the department chairperson and CDC Office). Student interns must also work the required number of hours on site (40 hours = 1 credit hour), complete online WIKI reflections, complete an academic project (developed in collaboration with the Faculty Sponsor), and submit a final evaluation of the experience. Students should seek supervision/advice as needed throughout their experience.

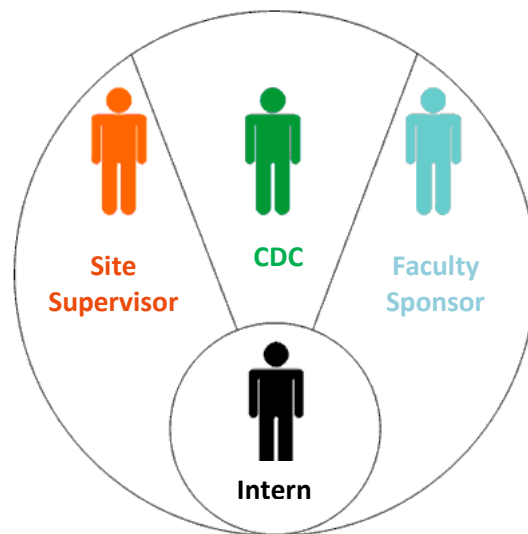
Site Supervisor's Role

The Site Supervisor is responsible for developing a substantive intern work experience that includes opportunities for training, observation, and learning. He or she is charged with discussing work responsibilities with the intern, providing supervision and training necessary to support the student's experience, and monitoring/maintaining the students' hours on site. The supervisor also completes a final evaluation of the student intern.

CDC's Role

Even though it is ultimately the student's responsibility to secure his/her own potential internship site, one role of The Career Development Center (CDC) is to support students through the process of finding and establishing internship opportunities. The CDC helps student interns obtain departmental approval of credit for the internship prior to its start (note: credit cannot be awarded retroactively for completed internships).

The CDC is also the central information resource for all questions concerning internships at SMCM and, if necessary, mediate problems and issues among the participants in the internship experience. Additionally, the CDC reviews and comments on student intern WIKI reflections and provides interns with assignment due dates.



Faculty Sponsor's Role

Faculty members provide valuable information about the intern's applicable career field and tie the experience to the student's academic curriculum. As a faculty sponsor, you are responsible for helping the intern integrate the on-site experience with his or her academic experience by providing academic direction and evaluating learning derived from the internship. Because summer internships occur when faculty are not on payroll, compensation is provided in the amount of \$80.00 per credit (4-16 credits).

Before the Internship - Early in the process you will meet with a prospective student intern to assist with completing the Learning Agreement. Together you will develop measurable learning objectives, outlining the Academic Project, and establishing the frequency and method of contact throughout the semester. (Refer to the Internship Syllabus online at http://www.smcm.edu/careercenter/PDF/syllabus_rev.pdf). If your student intern is interested in using the internship to satisfy the Experiencing Liberal Arts in the World (ELAW) requirement, direct them to the CDC website for registration information www.smcm.edu/careercenter/internship_program.html.

During the Internship - Throughout the experience you will serve as a mentor to the student by maintaining regular communication and providing direction and/or support as needed. We encourage you to maintain an active presence on the student intern WIKI by making comments on your intern's page (details on p. 4) and by visiting the intern on site, if possible. In these capacities you can explore the relationship between the student's academic project and on-site tasks. Please note that you should contact the CDC immediately in the event that concerns or problems are perceived with the internship.

After the Internship - At the end of the semester, you will contact the student intern to review and evaluate the academic project and internship experience as a whole. You are responsible for submitting a final grade for the student intern (Credit/No Credit) after consulting with the CDC staff to ensure that all requirements have been met by the intern. The Academic Project must receive a passing grade for the student to receive credit for the internship. Grades should be submitted through the Portal and if the student so desires, you may provide the Registrar (by email) with the letter grade assigned to the project for parenthetical inclusion on the transcript.

INTERSHIP WIKI

The purpose of the Wiki is to enrich the internship program by requiring students to answer Critical Analysis and Reflection (CAR) questions. CAR entries are designed to foster student engagement and to enhance the student's learning process and work experience. Past interns have stated that they found these assignments very useful and were happy to learn that the last WIKI entry could be used to fulfill the ELAW reflection requirement.



Many faculty sponsors express an interest in viewing the Wiki to maintain an active involvement in the student's experience. Such participation is heavily encouraged!

To access the WIKI, log in by following these simple steps:

- Go to <http://smcm.pbwiki.com/>
- Enter your login (the same as your standard SMCM login handle)
- Enter the password ("seahawk")
- Scroll down and click on your intern's name to access his/her CAR assignment page (On the page you will see each CAR prompt, as well as any responses that your student has entered to date.)

Students are encouraged to inform their faculty sponsors when they make new posts and you are encouraged to read the entries and make comments that serve to acknowledge an intern's work and guide their learning. By connecting interns, faculty sponsors, and CDC staff, a robust active learning community can be established.

To comment on your intern's wiki simply do the following: *(Please do not use the "comments" box)*

- Click on your intern's name under the current semester's intern list
- Click on the "edit" tab at the top of the page (blue bar)
- Insert your text beneath his/her entry (to distinguish your comments, you may wish to change font color)
- Click "save" on the bottom of the page

If at any point you experience difficulty accessing or navigating the site, please contact the CDC!

CHECKLIST FOR FACULTY SPONSOR

- _____ Agree to serve as a Faculty Sponsor for a student pursuing a credit internship
- _____ If necessary, help the student search/identify internship opportunities & resources
- _____ Work with the student to complete the Learning Agreement by helping to formulate learning objectives, outline an academic project, and negotiate the methods/frequency of contact. This learning agreement will be submitted to the CDC and Site Supervisor for approval. The form can be found online at: http://www.smcm.edu/careercenter/PDF/learning_agreement_rev_2.doc
- _____ Maintain appropriate contact with the intern throughout the semester to include periodic reviews of his/her overall experience, academic project, and WIKI reflections.
- _____ Review and discuss student's completed academic project
- _____ Submit a final grade (CR/NC) on the PORTAL after consultation with CDC Staff.

