

Internship Handbook: A Guide to Doing an Internship for JanPlan Credit or Transcript Notation

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Guidelines and Policies for Doing an Internship for JanPlan Credit or Transcript Notation

What Is An Internship?

An internship is a carefully monitored work experience in which a student has intentional learning goals and reflects on what she or he is learning throughout the experience. An internship most frequently takes place at an off-campus job site and is monitored by an on-site work supervisor. It is designed to broaden a student's awareness of a career field and specific jobs within that field. (This definition is adapted from materials published by the National Society for Experiential Education.) **If you want to find an internship, but do not wish to gain JanPlan Credit or Transcript Notation, please go directly to "Internship Search Strategies" on page 7.**

Internship Standards

- Jan Plan Internships include a minimum of 30 hours/week at the job site (100 total hours).
- Summer Internships include a minimum of 20 hours/week at the job site (100 total hours).
- All internships, including those for Jan Plan credit require completion of a final product (e.g. reflective journal, creative project, analytical paper) to be approved by Faculty Sponsor, submission of an Evaluation Letter from the On-Site Supervisor, and completion of the Internship Survey.

Student Proposal in On-Line Application

- Specifies career field being explored and job titles to which they will gain exposure.
- Details anticipated work responsibilities and number of hours to be worked weekly/monthly.
- Describes what student intends to learn and its relation to their academic and career goals.
- Specifies the final academic product that will be handed in at the end of the internship.

Administrative Support

- Career Center staff will provide orientation workshops on internship policies, procedures and strategies to achieve desired outcomes.
- Faculty Sponsors will review student internship applications and ensure compliance with guidelines.
- Faculty Sponsors will review and provide guidance on final products.
- Letter of evaluation from Site Supervisor is received by Faculty Sponsor and reviewed to ensure student's compliance with internship guidelines.

Student Responsibilities

- **Internship Journals** should be submitted to the Faculty Sponsor within one week of the conclusion of the internship. The journal includes:
 - Initial entry of proposed activities prior to the start of the internship.
 - Daily entries of hours worked and job related activities.
 - Weekly entries consisting of the student's reflection on key events that occurred during the week and their own reactions to those events and related job assignments.
 - A one or two-page summarizing statement of the key learning points of the internship experience.
- **Analytical Papers** and **Creative Projects** should be submitted to the Faculty Sponsor within one week of the conclusion of the internship. The content and final product of these options is to be decided by the Faculty Sponsor.
- Student ensures that a **letter of evaluation** is sent from the Site Supervisor directly to the Faculty Sponsor. The letter should specify:
 - The approximate number of hours the student logged during the internship.
 - The general nature of the internship and work activities.
 - The quality of the work performed and the level of professionalism demonstrated by the student during the internship.
 - Any critique of the student's performance or areas that need improvement.

- Student and Site Supervisor must each complete the additional **online internship survey** before the student is eligible to receive transcript notation of his or her internship experience.

Credit and Transcript Notation

Colby does not offer *academic* credit for any internship experience, but instead will provide students with transcript notation of their internship experiences. Students who complete internships during the January term can still receive *Jan Plan* credit.

Many employers are now requiring written documentation from the college that the internship has been formally registered and is under the supervision of a Faculty Sponsor. When you formally register your internship, the Internship Coordinator will be able to forward this documentation to your employer if required. Upon completion of your internship, you will receive transcript notation showing the dates and the name of the organization of your internship.

Note: The transcript notation will only be on your transcript upon final completion of your internship. This includes:

- Approval of your final product by your Faculty Sponsor.
- Receipt of your on-site supervisor's evaluations.
- Completion of both online internship surveys.

The Process – Doing an Internship for JanPlan Credit or Transcript Notation

1. Finding an Internship

There are a variety of ways that students can find internships that match their career interests, including networking and researching online sites. However, your first stop should be the Career Center where the Internship Coordinator can meet with you to discuss the various strategies for locating and securing an internship. For further information on this process you can also see the *“Internship Search Strategies”* handout located in the Career Center Library.

2. Finding a Faculty Sponsor

All registered internships require a Faculty Sponsor who will provide formal approval of your on-line application and then review the academic products to be handed in at the conclusion of the internship. The Faculty Sponsor’s academic specialty is usually in an area related to the subject of the internship.

Typically, this process begins with a verbal agreement between student and faculty member on the general nature of the internship, the anticipated responsibilities involved, and the general learning outcomes the student hopes to achieve. Agreement is also made on the nature and scope of the final academic product, which is frequently a Reflective Journal, an Analytical Paper or a Creative Project.

Once this verbal agreement is reached, the student should start the formal on-line application process. After the internship has been solidified and the completed application is submitted, the Faculty Sponsor automatically receives an e-mail notice and reviews the application for formal approval, revision, or rejection.

3. On-line Application Form

The application form for registering your internship can be accessed through the Registrar’s web page. The application specifies details about the internship, such as company name, address, site supervisor’s name and hours to be worked. The minimum number of hours for a JanPlan internship is 30 hours/week at the job site (no fewer than 100 total hours for the term). In filling out this application you are formally notifying the Registrar of your intent to complete an internship. There are no additional steps necessary to formally register JanPlan Credit or Transcript Notation.

The application also calls for a detailed proposal. The proposal is a critical component of your application and is the primary basis upon which final approval will be decided. The proposal should:

- Specify the anticipated responsibilities or projects the internship will entail.
- State what you hope to learn during the internship.
- State how the internship relates to long-term goals. The Career Center recognizes that exploring a new career field is a legitimate goal of an internship experience.
- Specify the nature and scope of the final academic product that will be delivered at the end of the internship.

4. The Approval Process

Once you submit your application, it will automatically be forwarded to your Faculty Sponsor. When your Faculty Sponsor grants approval, it is forwarded to the Career Center for final review. The Faculty Sponsor or the Career Center can request modification of your application or additional information before granting approval.

5. Post-Internship Requirements

After you have finished your internship, there are a few things you must complete before you can receive final JanPlan Credit and/or Transcript Notation:

- Approval of your final academic product by your Faculty Sponsor.
- An evaluation letter from your On-Site Supervisor sent to your Faculty Sponsor.
- Submission of both Career Center internship surveys (Supervisor Evaluation Form & Student Evaluation Form).

Internship Search Strategies

Although the task may seem daunting there are three basic strategies to searching for and successfully securing an internship:

1. Identify resources where internship openings are listed. Cast a wide net by searching through Colby specific resources, browsing career field specific databases and by meeting with the Internship Coordinator.
2. Identify organizations that are engaged in the type of work you would like to be doing, and approach them directly with a well-written resume accompanied by a cover letter, which clearly and directly states your qualifications.
3. Utilize and build your network of family, faculty, friends, and alumni and their business associates. Develop a new, broader range of networking opportunities by joining industry specific professional associations. Be sure to ask contacts for guidance and referrals when networking and hone your skills by both reading the Career Center's "*Networking and Informational Interviewing*" handout and attending a **Networking Workshop**.

Colby Specific On-line Resources

1. **Colby Connect** includes a database of both Colby specific and non-Colby specific internship openings that can be searched using a variety of parameters, including career field and geographic region. You can locate Colby Connect by going to the Career Center home page and selecting "Colby Connect" on the left menu.
2. Spotlight on Careers is a collection of web sites providing numerous links to related resources such as industry and company information, as well as links to internship opportunities.
3. CareerSearch allows you to research over two million companies and organizations in scores of career fields. Target your search to find companies in fields related to your interests, and present them with your qualifications directly.
4. Internships-USA is an on-line database of internships primarily for the summer months. It allows you to conduct a search both by US state and career field. Don't be deceived by the name - international opportunities are also available!

Multiple Career Area Listings/Databases

Aaf.org (aaf.org/default.asp?id=115) - The American Advertising Federation hosts a number of internships but also provides information concerning numerous other opportunities in the "AAF Job Bank."

American Mathematical Society (www.ams.org/employment/reu.html) - links to research for undergraduate summer programs

Association for Computing Machinery Crossroads (www.acm.org/crossroads/resources/internships.html) - links to internship opportunities strictly relevant to the Information Technology (IT) student: Computer Science Internships, MIS Internships, BIS Internships, etc.

Backdoor Jobs (www.backdoorjobs.com/) - Backdoor Jobs is a listing of opportunities to work, play, learn, help, create, experience and grow in the U.S. or worldwide.

Feminist Career Center (www.feminist.org/911/jobs/911jobs.asp) - FMF is a cutting edge organization dedicated to women's equality, reproductive health, and non-violence. The "career center" portion of their site allows you to search for internship opportunities in their fields of dedication.

Idealist.org (www.idealists.org/) - Idealist is an interactive site where people and organizations can exchange resources and ideas, locate opportunities and supporters, and take steps toward building a world where all people can lead free and dignified lives.

InternJobs.com (www.internjobs.com/) - InternJobs.com is a global database of internships and entry-level positions for students, recent graduates and career changers.

INROADS (www.inroads.org/) - INROADS works to develop and place talented minority youth in business and industry and prepare them for corporate and community leadership.

Funding Sources for Internships

A number of funds have been established to assist Colby students in doing both January and summer internships.

THE LINDA K. COTTER INTERNSHIP AWARD COMPETITION:

The Linda K. Cotter Internship Award Fund was created to honor Mrs. Cotter for her many years of dedication and hard work in establishing the Internship program at Colby College. The award encourages students to get career-related experience by assisting with the expenses incurred in doing unpaid internships. Preference is given to unpaid internships at non-profit, humanitarian, scientific research (non-profit), or government (state, local, federal) organizations. Internships at for-profit organizations will be considered on a case-by-case basis.

Awards are need based and applicants must have a current year financial aid application at Colby. January awards range from \$500-\$1500. Summer awards range from \$500-\$2500. Competition for January awards is open to all sophomores, juniors, and seniors; summer awards are open to students completing their first year, sophomore, and junior year.

Applicants should have a confirmed internship to apply. However, if you are still waiting to hear from the internship provider by the application deadline, you may still apply. If you are awarded funding, it will be provisional on receipt of a letter from the organization.

THE DAVID STRAGE '82 INTERNATIONAL INTERNSHIP:

This award provides a stipend of \$1,000 to defray the travel and/or living expenses of one Colby student each year pursuing an international internship. In memory of David Strage '82, his family and members of the class of 1982 hope that this award will contribute to the enhancement of an international experience which integrates Colby's liberal educational mission with career awareness.

This is a competitive, merit-based award. Only one award will be given per year. The award is open to all majors. Internships may be completed in any professional career area and must be carried out in an international location. Priority will be given to applicants without previous international experience.

Applicants should have a confirmed internship to apply. However, if you are still waiting to hear from the internship provider by the application deadline, you may still apply. If you are awarded funding, it will be provisional on receipt of a letter from the organization.

THE MEDALIE FAMILY ENTREPRENEUR INTERNSHIP FUND:

This fund was established by Seth Medalie, '82, and provides a stipend of \$1,000 to defray the travel and/or living expenses of one Colby student each year pursuing an unpaid internship with an entrepreneur.

This is a competitive, merit-based award. Only one award will be given per year. The award is open to all majors. Internships may be completed in any professional career area but must be with a small, entrepreneurial organization or an individual. Applicants should have a confirmed internship to apply. However, if you are still waiting to hear from the internship provider by the application deadline, you may still apply. If you are awarded funding, it will be provisional on receipt of a letter from the organization.

Environmental Studies January and Summer Internship Stipends:

The Environmental Studies Program has a grant by the Mellon Foundation to fund several environmental Internship stipends annually. Applications should be submitted to Beth Kopp, bkkopp@colby.edu. For detailed information go to: www.colby.edu/environ/initiatives/melloncriteria.shtml

WALKER STUDENT FELLOWSHIPS:

The Latin American Studies program offers two fellowships:

1. The Walker Overseas Programs for Language Learning or Community Immersion Fellowship. This language and culture fellowship, intended primarily for sophomores, is designed to enhance language learning and cultural immersion and works well for January term Field Experience /Internship.

2. The Walker Senior Project Fellowship will support field research for senior Latin American Studies majors working on independent projects on Latin America. The Walker student research fellowship is designed to provide students the opportunity to take their research interests outside the classroom. Normally it would be tied to a two semester senior project. Current juniors may apply the Spring semester for summer funding before their senior year. For detailed information go to: www.colby.edu/las/walker.html

FREEMAN FOUNDATION

The term of the grant to Colby's East Asia Studies program to enable students to do research and internships in Asia has ended. Other funding offered directly by the Freeman Foundation is more competitive but worth exploring. It includes:

Freeman ASSIST

The Freeman ASSIST Program offers educational allowances to outstanding undergraduate students from East and Southeast Asia who are pursuing summer internships in the U.S. nonprofit sector. Applicants must be undergraduate students who are currently enrolled in a U.S. university or college. Awards are for approximately \$375/week for 8-12 weeks; deadline will be mid-April for summer grants. For complete details and to apply, go to www.iie.org/Template.cfm?Section=test&Template=/Activity/ActivityDisplay.cfm&activityid=455Freeman-ASIA

Freeman-ASIA (Freeman Awards for Study in Asia) is designed to support American undergraduates with demonstrated financial need who are planning on studying overseas in East or Southeast Asia.

While technically not for internship support, this grant assists U.S. students who want to study abroad in Asia, whether for the summer or an academic semester, and could be used to gain additional experience in Asia while studying there. Summer awards are for \$3000, semester awards are for \$5000. See www.iie.org/programs/freeman-asia/about.htm for more information.

Writing Your Internship Proposal

When registering your internship through the Registrar's web site, the on-line application calls for a **detailed proposal** that is a minimum of 375 words in length. The proposal is a critical component of your application and is the primary basis upon which final approval will be granted by both the Faculty Sponsor and Career Services.

The proposal should:

- Specify the anticipated responsibilities or projects the internship will entail.
- State what you hope to learn during the internship.
- State how the internship relates to your long-term goals.
- Specify the nature and scope of the final academic product that will be delivered at the end of the internship.

Proposals should **not** contain lengthy descriptions of past experiences, or "cut and paste" sections from the organization's web site or internship listing. Proposals are, in essence, a statement of *learning objectives*: what you expect to be doing during the internship, what you hope to learn, and how these relate to your academic studies and future career goals. The Career Center recognizes that exploring a new career field is a legitimate goal of an internship experience, and if this is the case it should be clearly stated. In this case it is important to explain what led you to an interest in this new career field.

It is also recognized that sometimes it is difficult to get detailed information from the Site Supervisor prior to the internship. In this case, the student is encouraged to take a proactive approach to structuring the internship. Students should review "Strategies for Maximizing the Learning Experience" for ideas they can incorporate into their proposals. "Keeping Your Internship Journal" is another good source of ideas for your proposal. This document encourages you to intentionally observe various aspects of an organization's culture, structure and environment.

Finally, it is important to specify what you have discussed with your Faculty Sponsor regarding a final academic product. Whether it is a reflective journal, and analytical paper, or a creative project, the more detail you can provide in your proposal, the more it demonstrates that you have intentional learning goals and desired outcomes from the internship.

Strategies to Maximize the Learning Experience

Internships tend to be one of two types. For organizations that have a formal internship program, the internship usually has a set job description with a specific set of job responsibilities. For other, usually smaller, organizations, the job responsibilities are less formalized and are determined by the needs of the moment.

In both instances, a student intern can increase the opportunities for additional learning and consequently add depth to the internship by taking a *proactive* role in determining the responsibilities of the internship.

Here are some suggestions for additional activities you can ask to be involved in during the internship.

- Request a **physical tour** of the entire facility.
- Ask to do brief **informational interviews** with several supervisors from several departments. During your interviews, ask about the range of jobs and job titles in the department, and typical career paths and preparation for those jobs.
- At some point during the internship, ask to do an **in-depth interview** with your Site Supervisor to learn how she or he got started in this field, their educational background, and trends they see for changes in this career field.
- Be open and candid about what you **hope to learn** during the course of the internship. Share your long-term career goals and ask for advice or feedback.
- Request to **attend meetings**: staff meetings, planning meetings, client meetings or vendor meetings.
- Ask if there will be any company **training sessions** taking place during the internship that you could attend. If there aren't actually sessions taking place, ask if there are materials from previous trainings that you could look over.
- Provide your Site Supervisor with **the guidelines for evaluation** at the beginning of the internship, so they will know what they should be observing about your performance during the internship.
- Ask if there are any **selected readings** that would give you good insight into this particular career field.
- Ask if there are **professional organizations** which workers in that field typically join. Research them, or ask for materials about the organizations.

A Note About Safety and Discrimination

It is anticipated that all students who do internships through Colby will have beneficial learning experiences that will allow them to grow in their career development. The Career Center makes every effort to ensure that the internships offered will provide students with safe and enriching environments from which they can learn. In the event that you experience any compromise to your personal safety (including sexual harassment) or experience discrimination based on gender, race, cultural background, religion, or other characteristics, it is HIGHLY recommended that you contact both your Faculty Sponsor and the Internship Coordinator to discuss what steps to take in order to preserve your safety and integrity.

Keeping Your Internship Journal

There are **three purposes** for keeping your Journal: 1) documenting your hours, 2) noting daily activities and making weekly reflective summaries of key learning points 3) creating a document which will assist you in preparing for future job interviews.

These are the key elements of your Journal:

- Your **first Journal entry** will take place *before* the internship starts. Select between 3 to 5 activities that you want to incorporate into the internship experience and make this your first Journal entry. You should review this with your Faculty Sponsor before starting the internship.
- Make **daily entries** of the number of **hours worked** and brief notes on the **activities** you were involved in and the projects you worked on. Depending on the activity, you may want to write detailed descriptions, but even “bullet” entries will be helpful. Take note of skills you needed to draw upon, personal interactions and the level of guidance and supervision you were provided.
- Keeping track of your activities will assist you in writing up your **weekly reflective entries** and your **overall summary** at the end of the internship. These entries will help you capture what you have *learned*, whether it is a tangible skill, general industry knowledge, or an insight into inter-personal dynamics.

The following is just a partial list of some of the things you may want to take note of and comment on in your Journal:¹

- Appearance – How do people dress at work? Do they appear professional? Does your current wardrobe fit into this site? How does the office look: chaotic, shabby, posh, or super-organized? Do you have sufficient space to work? Are the files well organized and easy to use? Do they have equipment you need to get the job done?
- Attitudes – How seriously do people take their work here? Are they friendly and helpful? Does there seem to be a lot of politics going on? Who are the leaders here? Is this a high-pressure place or laid back?
- Rules – Are there a lot of rules governing work procedures? Are the rules clear and in written form? Or does it appear that there are “unspoken rules?” Is the authority structure clear as to who has control over activities and events and your work?
- Training –What training do you need to enter this organization and to progress in a career? What sort of training do the people already have? What sort of personal qualities are useful here? Did you receive any kind of orientation? Do you see any changes occurring soon in this organization or in the whole industry that may influence careers?
- Learning – How easy is it to ask questions? Are assignments clear? Are you getting the feedback you need? Do people seem too busy to teach you things? Are you getting to do what you wanted to do? How do people, including you, respond to suggestions or criticism? Are you being stuck in too much “go-fer” work rather than learning new skills? How will you know when you have learned what you wanted?
- Scheduling – Is everything here done at the last minute or in a rush? Is there a good sense of priorities? Do people come and go randomly; are they prompt with assignments and meetings? Are they flexible or rigid with your hours? Are their expectations reasonable and are you able to meet your deadlines? Are you expected to juggle multiple assignments simultaneously?

¹ From materials created by Susan P. Chizeck, PhD
University of Texas at Dallas, Richardson, Texas

- Supervision – Are you receiving the supervision you want and why or why not? What kind of qualities does your supervisor value in your work? Speed? Attention to detail? How would you describe their leadership style? Is it compatible with your preferred work style?
- Ethics – How does the mission of this organization fit your personal goals and values? Is there any conflict over what they do here and your view of how the world should work? Is the product or service that the organization delivers consistent with your value system or at odds with it?
- Effectiveness – How effective is this organization in making money, serving its clients. etc? How efficient is it? What changes would make a difference? Does the culture of the organization foster change or resist it?
- Satisfaction – Would the daily functions of this career satisfy you? Is the atmosphere collaborative or competitive? What are the relationships between customer and staff, co-workers, clients/staff, and supervisors/staff? Is there variety in the work? Opportunities for advancement? What personal satisfaction would you find in this work?
- Critical incidents – Did something happen that changed your ideas or attitude toward this work or career? Do you feel more or less committed to the field after the internship? Can you identify a particular problem or issue that keeps recurring?

Guidelines for Evaluation Letter from Site Supervisor

Colby College requires that a Letter of Evaluation be sent from the Internship Site Supervisor directly to the student's Faculty Sponsor at the conclusion of the internship. Jan Plan credit or transcript notation cannot be granted unless a Letter of Evaluation is received by the Faculty Sponsor within two weeks of the conclusion of the internship.

It is the responsibility of the student intern to provide the Site Supervisor with the name and address of the Colby Faculty Sponsor.

The Letter of Evaluation should be written on the organization's stationery, and should address three primary aspects of the internship:

- An approximation of the number of hours the student spent at the work site. This should be stated as an approximate number of hours per week, for a specified number of weeks.
- A statement of the general responsibilities and tasks the student intern was involved in.
- A statement of the student intern's overall work ethic and work habits.

In addition to these basic components, the Site Supervisor should feel free to provide any additional information they deem appropriate. Comments regarding communication skills, problem solving skills, the ability to work independently or as a member of a team all are welcome. It is also appropriate to comment on areas where the student intern needs to improve.

Any questions on the Site Supervisor's Letter of Evaluation can be directed to the Colby Career Center at: (207) 859-4140; internship@colby.edu

Frequently Asked Questions About Internships

- What is the first step I should take if I want to do a Jan Plan or Summer internship?

Answer: It helps to develop clarity about the career field or type of job you want to explore, and how it fits in with your long term plans. Talking with your Faculty Advisor or a Career Counselor is a good way to clarify your goals and priorities, and help determine the type of internship you should pursue.

- Should I wait until I have confirmed an internship before I arrange for a Faculty Sponsor?

Answer: No. As soon as you have a clear idea of the type of internship you want to pursue, you should identify who you would like to serve as your potential Faculty Sponsor. The first step is to determine if this faculty member is agreeable to serve in this capacity.

- Is my Faculty Sponsor the same person as my Faculty Advisor?

Answer: It can be, but more frequently it is not. Your Faculty Sponsor for your internship is a member of the teaching faculty whose academic specialty is usually in an area related to the subject of the internship.

- What should I discuss with my Faculty Sponsor?

Answer: One important item to discuss with your Faculty Sponsor is the nature of the academic product you will produce at the end of the internship. Many students maintain a daily Reflective Journal. Other students agree to write an Analytical Paper or construct a Creative Project. The Faculty Sponsor determines the length and nature of these academic products. Another area of discussion is what you would like to learn from this opportunity and how it connects to your experiences in the classroom.

- Can I earn academic credit for an internship?

Answer: Colby does not offer *academic* credit for any internship experience. Yes, you can still earn *Jan Plan* credit for an internship you complete during the January term.

- Are we still allowed to do field experiences for credit?

Answer: The term “Field Experience” tends to mean different things from one academic department to the next. An internship is defined as being a career-related work experience with an on-site work supervisor. You may not do a field experience as an internship. You may, however, be able to do a field experience as an independent study. For questions about conducting field experiences, please speak with your faculty advisor.

- If I am not earning academic credit for an internship, why should I register an internship and fill out the internship application?

Answer: Many employers are now requiring written documentation from the college that the internship has been formally registered and is under the supervision of a Faculty Sponsor. It is also valuable to have your internship recorded on your transcript as an “official” notation for future employers to see.