



*Adrian College*

# Employer Internship Packet

*Institute for Career Planning*

Adrian College  
Institute for Career Planning  
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## ORGANIZATION GUIDE

### *Adrian College Internship Program*

Thank you for supporting Adrian College's Internship Program. Our Program is designed to enable students to gain "real world" and/or research experience in their chosen field while earning academic credit. To ensure the quality of the internship experience as well as academic integrity, we ask that internships be approved by the College before the student begins the internship. More information on the Internship Program can be found on our webpage, <http://adrian.edu/academics/career-planning/internships/>.

### TYPES OF INTERNSHIPS

Exploratory Internship (Designated 199)-Designed to help students investigate a career field, while taking on limited responsibilities. These internships are often observational in nature, but may include limited hands-on experiences. A maximum of 3 credit hours may be earned. Freshmen and sophomores pursue these internships to help them explore a career field.

Professional Internship (Designated 399)-Designed to provide students with entry-level job skills in a particular career. A maximum of 6 credit hours may be earned. Specific internship projects or experiences are often assigned by employers. Open to juniors and seniors.

NOTE: Internships may be submitted and approved for both 199 and 399 levels of experience.

**IMPORTANT: Type a description of specific intern responsibilities/duties. The detailed description should include intern training, specific projects or initiatives, and any meetings/ functions or research in which the intern will be expected to participate. Proposals will be evaluated by the Internship Committee based on criteria noted in this packet.**

### APPROVAL PROCESS

To gain college approval of your internship site, we ask that you complete the New Site Proposal form included in this packet, and attach a **typed description** of the intern's responsibilities to the Career Planning Office. Sites are evaluated by the Internship Committee. The Committee looks specifically for evidence that learning will take place at your site, and that the internship is not simply a part-time job. The following criteria will be used by the committee to evaluate the site proposals: logic of opportunity for students (does this make sense), significance of experience to student learning, clarity of proposal description, precision and depth of roles and responsibilities, relevance to academic mission of Adrian College and relevance to the departments mission (as applicable).

### HOW THE PROGRAM WORKS

Once the internship site has been approved, it will be added to the Adrian College Internship database. For a student to earn academic credit, he or she must pay tuition for the credit hours. For this reason, the college treats the internship like an academic class. The student is graded and faculty supervision is necessary. The faculty sponsor should contact you periodically to check on the student's progress. Career Planning manages the program, and will send you the necessary evaluation surveys via e-mail that need to be completed and returned.

### VERIFYING HOURS

**Interns are responsible for completing 40 hours at the internship site for every one credit hour they plan to receive.** It is critical that the student completes the necessary hours within the designated semester. On-site hours must be logged and verified by the internship site at the completion of the semester. The student should work out a schedule with the site supervisor to ensure they are able to receive the necessary amount of hours prior to the start of the internship.

### SEMESTER TERMS

Fall and Spring terms are typically 15 weeks; most internships end the week before exams.

May term is 4 weeks.

Summer term is 6 weeks.

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Site Supervisor Initials \_\_\_\_\_



ADRIAN COLLEGE

## NEW INTERNSHIP SITE PROPOSAL

*Adrian College Institute for Career Planning*

**To be completed by Internship Site Supervisor**

All sections must be filled out.

### INTERNSHIP SITE

Organization: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor of Intern: \_\_\_\_\_ Title of Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Non-Profit:  Yes  No

### INTERNSHIP

Specific Internship Title: \_\_\_\_\_

Type of Internship:  Observational/Exploratory (199)  Professional (399)

The intern will work \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks (*Minimum: of 40 hours logged at site for every 1 credit earned at the internship site*). **\*Typical semester is 15 weeks.**

Will the intern be paid?  Y  N If yes, please indicate salary/stipend \$ \_\_\_\_\_

How should students apply to this internship? \_\_\_\_\_

### ORGANIZATION PREFERENCES (Please list any specifications/site requirements below)

Preferred academic major(s): \_\_\_\_\_ GPA Requirements: \_\_\_\_\_

Academic coursework recommended for new intern: \_\_\_\_\_

Additional skills or qualifications desired: \_\_\_\_\_

**\*Notice: An Internship Job Description must be submitted with this form (see pages 4&5 of packet for example description).**

**SITE SUPERVISOR SIGNATURE:** *This form accurately represents the internship proposed.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

## **“SAMPLE” JOB DESCRIPTION**

*For Site Supervisor*

**IMPORTANT:** Attach a typed description of specific intern responsibilities/duties. The detailed description should include intern training, specific projects or initiatives, and any meetings/ functions or research in which the intern will be expected to participate. Additionally, this internship needs to demonstrate how this experience relates and compliments the student’s educational experience. Please include all areas shown in the sample below.

### **Adrian College Intern Job Description**

**Name of Internship Site:** XYZ International, Inc.  
Brighton, Michigan

**Intern Position:** Project Coordinator

**Company / Industry Background:** XYZ is a privately held mid-size global market research company that was founded in Germany in 1957. XYZ’s U.S. practice was established in 1997 in King of Prussia, Pennsylvania. Our purpose is to work closely with clients in the automotive, healthcare, financial and consumer sectors to provide market research solutions that support their objectives and provide actionable insights.

**General Summary:** As a Project Coordinator on the Automotive team, *Student* will be responsible for supporting Project Managers and Consultants on both qualitative and quantitative projects, including coordinating pre-fieldwork logistics, fieldwork data collection and management and post-fieldwork reporting.

#### **Essential / Job Functions:**

Primary responsibilities include:

- Support in proposal writing and pricing
  - Assist in cost gathering from suppliers
  - Conduct facility searches
  - Draft proposals
- Coordinating pre-fieldwork activities and support Project Director and Consultant in fieldwork and reporting
  - Create preliminary drafts of project materials for Project Director’s review, including screeners, questionnaires, etc.
  - Proofread project materials, such as screeners, questionnaires, reports, etc.
  - Prepare other project materials such as stimuli, visitor’s guides, recruiting materials, etc.
  - Manage respondent recruitment
  - Work directly with supplier partners, contractors or other vendors

- Coordinate logistics for on-site research, working with focus group and clinic facilities
- Support on-site fieldwork activities, including focus groups and clinics
- Test programmed Internet surveys
- Monitor Internet survey fieldwork and data collection
- Check data tabulations
- Mine transcripts for key information and insights and/or pull video quotes
- Create report templates, chart/check data and support report writing/analysis/visuals
- May include some interviewing, in-person qualitative or online message boards
- May include some travel (only if class schedule and workload permits)
- Support other internal initiatives as required

**Educational Components:**

During this internship, *Student* will become familiarized with the daily demands of a highly engaged, growing market research office. He/she will work in a dynamic team environment where he/she will practice and hone his/her professional behavior and market research skills in the areas of:

- Effective written and verbal skills
- Detail-oriented and highly organized, able to assist on multiple projects and tasks simultaneously
- Excellent time management and prioritization, able to succeed in a fast-paced environment
- Proactive and goal-orientated, inquisitive and eager to continuously learn
- Problem-solving, analytical and creative thinking
- Proficiency in all Microsoft Office applications (including Word, Excel and PowerPoint) and SPSS
- Working cooperatively in a team environment