



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 in the attached form. 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

HOW THE PROGRAM WORKS

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.

INTERNSHIP JOB DESCRIPTION

The Institute for Career Planning requests updated internship job descriptions each time a site hosts an intern. This is to keep records up to date, but we also realize many sites alter the descriptions based on a student's particular interests. A sample description is included in this packet.

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 _____

“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



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: _____