



*Adrian College*

## Existing Internship Packet

*Institute for Career Planning*

Adrian College  
Institute for Career Planning  
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## STUDENT GUIDE

### *Adrian College Internship Program*

The Institute for Career Planning offers a wide variety of internship opportunities and coordinates the Internship Program. The goal of the internship program is to provide all students with the opportunities to develop job-related skills through college-approved work experiences. To ensure the quality of the internship experience as well as academic integrity, internships need to be approved by the College before the student begins the internship. Guidelines and eligibility can be found in the Academic Catalog or on our webpage.

### TYPES OF INTERNSHIPS

Exploratory Internship (Designated 199) - A maximum of 3 credit hours may be earned. Reference your Adrian College Academic Catalog for a full description.

Professional Internship (Designated 399) - A maximum of 6 credit hours may be earned. Reference your Adrian College Academic Catalog for a full description.

\*\*NOTE: The number of credit hours available for a particular site is designated by the Internship Committee.

### PROCEDURES:

(1) It is the students responsibility to understand the internship process and the requirements necessary to do an internship. It is recommended that every student meet with a Career Planning staff member to discuss.

(2) Credit hours must be received in the semester in which you have registered. For every one credit, a student must have a minimum of 40 hours logged at the internship site and 5 hours of academic work outside the internship. The academic outside hours will be outlined in your syllabus. **(Example 3 credit hours = minimum of 120 logged hours on-site and 15 hours of outside academic work).**

(3) If registering for a May or summer internship, payment for credit hour(s) must be paid to the Cashier, prior to the start of the internship. In addition to this packet, an extra form will need to be filled out and can be found in the Registrar's office.

(4) It is the students responsibility to keep a log of hours worked both on-site and outside of the internship. The Site Supervisor will need to verify the hours of on-site work and the Faculty Sponsor will verify the academic hours.

### WORKPLACE STANDARDS AND PROFESSIONALISM

Internships are comparable to real jobs in a real working environment; interns are expected to adhere to high standards of professional behavior as well as the standards required by the site. Remember you are not only representing yourself, but Adrian College. Interns are encouraged to ask questions, read related literature and complete all assignments/projects given by your site supervisor and faculty sponsor. Your performance will be evaluated throughout the process and will impact your overall grade.

### STUDENT RESPONSIBILITIES: *(Check off that you have read and understand your responsibilities.)*

\_\_\_\_\_ I have attached a copy of my resume to the packet.

\_\_\_\_\_ I have formulated a schedule with my site supervisor that will work with my class schedule and allow me to complete the necessary hours within my designated semester.

\_\_\_\_\_ I have read and understand the assignments and evaluation process set forth by my faculty sponsor.

\_\_\_\_\_ I understand that I must complete the Internship Workshop found on Blackboard prior to starting my internship.

\_\_\_\_\_ I am responsible for communicating any changes in my schedule with the site and my faculty.

\_\_\_\_\_ I am aware of the dress code and expectations of my site; goal is to blend into the work environment not to stand out with inappropriate clothing, nails, shoes, or jewelry.

\_\_\_\_\_ I acknowledge that an evaluation of my experience is imperative to the process and that the Institute for Career Planning will email my Adrian account a student evaluation at the end of the semester.

**Student Initials** \_\_\_\_\_

## 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

## FACULTY GUIDE

### *Adrian College Internship Program*

The internship program is designed to enable students to gain “real world” experience in their chosen career field while earning academic credit. By agreeing to serve as a faculty sponsor, you are helping to ensure the academic quality and integrity of the internship. The procedures and explanations for internships and sponsorship are detailed below.

#### TYPES OF INTERNSHIPS

Exploratory Internship (Designated 199)-Reference your Adrian College Academic Catalog for a full description.

Professional Internship (Designated 399)-Reference your Adrian College Academic Catalog for a full description.

#### WHO MAY BECOME A FACULTY SPONSOR

Any full time or half-time Adrian faculty member may sponsor a student’s internship. If the internship is for departmental credit, you should be a member of that particular academic department and the signature of the Departmental Chair will need to sign packet as well. Internships may also be completed for elective credit. Students should work with their advisor to determine where the credits should be designated.

#### HOW YOU BECOME A SPONSOR

Complete the FACULTY SPONSOR INTERNSHIP AGREEMENT (found in this packet) in conjunction with the student. This is an agreement between you and the student, detailing specific projects or assignments he or she will complete to earn academic credit, and the criteria for earning a grade. Sponsors will need to include a syllabus with the packet specific to each intern (example syllabus can also be found under faculty resources in Blackboard). **If you wish to use your own syllabus, all areas outlined in the sample syllabus must be included and easy to identify.**

#### FACULTY RESPONSIBILITIES

In addition to assigning and grading the internship academic projects, you are also **expected to maintain contact with the student’s on-site supervisor throughout the internship.** This contact will ensure that the student is making progress in the internship. It is expected that the faculty sponsor will adhere very strictly to the terms of the internship agreement. This is extremely important in order to ensure the academic integrity of the program. Due to new HLC/NCA polices and the 2013 policy on credit hours earned, the student will be required to complete and document a total of **45 hours for every one credit earned.** This means 40 hours per credit hour on-site and 5 hours per credit hour of outside assigned academic work. Outside work could be meetings with the faculty sponsor, email correspondence, assignments, readings etc. This time must be outlined in the student’s syllabus.

#### PROCEDURES:

- (1) To complete an internship at a site where the student has already worked, the duties and responsibilities must be substantially different from his/her previous job and the difference must be documented.
- (2) Academic credit may not be earned for hours worked before the student is registered for the internship.
- (3) The internship must be completed during an academic session for the student to receive academic credit.
- (4) All paperwork must be submitted to Career Planning prior to the semesters established internship paperwork deadline. This date is determined each semester by the Institute for Career Planning and can be found on our webpage.
- (5) Faculty supervisor will be assessing the progress of the student throughout the duration of the internship.
- (6) Faculty sponsors must include a syllabus with the packet and should discuss with the student their succession plan for completing the required amount of hours for the internship (one credit = 40 hours on-site + 5 hours of outside student effort). Student name should be listed on the syllabus.

**Faculty Sponsor Initials** \_\_\_\_\_

## “SAMPLE” SYLLABUS *FACULTY SPONSOR*

*Faculty may use their own syllabus but need to include all areas shown on this “SAMPLE” syllabus.*

**\*Please credit Professor David Coy if using this template (sample used with permission)**  
Using this format is preferred for timely recognition of information in our office. If you use your own syllabus format; please ensure that all of the below information is included and easy to read/identify.

### Internship Syllabus for (semester)

Internship Faculty Sponsor: Professor Internship

Email: ainternship@adrian.edu

Phone: (517) 265-5161 ext:4390

Name of Student Intern: John Smith

#### Course Description:

Professional internship at XYZ Corporation allows student to gain first-hand knowledge and experience in the field of accounting. This internship will prepare the student with professional and real world experience.

#### Credit Hour Policy Compliance:

This course complies with HLC / NCA student effort and credit hour policy. In specific, this 3 credit hour internship requires the following estimated amount of student involvement during the **Fall** term (September, 20XX to December, 20XX): **8** hours of work per week at the internship site, supervised by personnel on site (**120** hours total, *15 weeks x 8 hours*); **15** minutes per day to complete a journal and submit it via email to faculty sponsor (**5** hours total); **30** minutes per week conferencing with faculty sponsor (**7** hours total); **3** hours to write a paper on appropriate topic agreed upon with faculty sponsor, based on aforementioned articles. Total student involvement time for this **3** credit hour internship is **135** hours. (**1 Credit = a minimum of 40 hours on-site and a minimum of 5 hours of outside academic work**).

#### Course Goals:

- Familiarity with accounting information systems
- Effective communication skills
- Be able to manage time wisely and prioritize effectively
- Become very organized
- Pay attention to detail
- Gain first-hand knowledge and experience in the field of accounting

## Calendar of Events:

<u>Date</u>	<u>Assignments</u>
Day, Date, 20XX	Start internship at XYZ Corporation
Day, Date, 20XX	Article summary due Phone / Skype with sponsor Sponsor contact Site Supervisor
Day, Date, 20XX	Article summary due
Day, Date, 20XX	Article summary due
Day, Date, 20XX	Article summary due Phone / Skype with sponsor Sponsor contact site supervisor
Day, Date, 20XX	Article summary due
Day, Date, 20XX	Article summary due
Day, Date, 20XX	Article summary due Phone / Skype with sponsor Sponsor contact site supervisor
Day, Date, 20XX	Article summary due
Day, Date, 20XX	Article summary due
Day, Date, 20XX	Article summary due Phone / Skype with advisor Advisor contact site supervisor
Day, Date, 20XX	Article summary due
Day, Date, 20XX	Term paper due Final on-site evaluation due Any other journal reports or readings due Phone / Skype with sponsor

\*Student will be submitting daily journals to faculty sponsor via email\*

### Grading Schema – Normal Letter Grades:

100-90=A

89-80= B

79-70= C

69-60= D

59 or lower= F

On-site evaluation – 50% of grade

Journals – 15% of grade

Article abstracts – 15% of grade

Term paper – 20% of grade



# STUDENT INTERNSHIP APPLICATION

*Adrian College Institute for Career Planning*

## Student Information

Intern's name: \_\_\_\_\_

Current Academic Class:  Fr  So  Jr  Sr Your Advisor's Name: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Full College Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

AC email address: \_\_\_\_\_

Previous internship experience (anywhere)?  Yes  No **If yes, please describe and indicate if academic credit was earned:**

\_\_\_\_\_

## Internship Site Information *(filled out and signed by site)*

Proposed Site: \_\_\_\_\_

Proposed Site Address: \_\_\_\_\_

Is this a paid internship? Paid  Unpaid  Is this a Non-Profit Organization? Yes  No

On-Site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's Email (required): \_\_\_\_\_ Phone (required): \_\_\_\_\_

Site Contact (if different than Intern Supervisor): \_\_\_\_\_

Title of Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# of credit hrs. requested: \_\_\_\_\_ Have you worked here in the past? \_\_\_\_\_

If yes, in what capacity? \_\_\_\_\_

Date internship will begin: \_\_\_\_\_ Date internship will end: \_\_\_\_\_

**Above dates must be within the semester you are registering and include month/day/year. Interns cannot start logging hours for the internship prior to approval.**

**\*\* Notice to Student: You must obtain and attach an updated Job Description to this application. (see page 5/6 for a sample description.)**

## Certification

I agree to abide by the principles and rules associated with the Adrian College Internship Program.

All above information is correct and complete.

Intern signature: \_\_\_\_\_ Date: \_\_\_\_\_

On-Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

# FACULTY SPONSOR INTERNSHIP AGREEMENT

*Adrian College Institute for Career Planning*

This agreement forms the basis for academic evaluation of the internship experience and the awarding of academic credit. The terms of this agreement should be established by the faculty sponsor and the student intern.

Faculty Sponsor's Printed Name: \_\_\_\_\_ Acad. Dept.: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Major: \_\_\_\_\_

Student Internship Title: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Dates of Student Internship: \_\_\_\_\_ to \_\_\_\_\_ # of credit hours: \_\_\_\_\_

*(Internship dates need to be within the time frame outlined for the given semester and have specific dates.*

*EXAMPLE: 8/26/14 to 12/06/14)*

Semester:  Spring  May  Summer  Fall Year: \_\_\_\_\_

**An attached syllabus must include the following information (See Blackboard, faculty resources for an example):**

\*Contact Information

\*Calendar of events by week denoting meeting days and times with faculty, outside assignments, etc.

\*Goals of Internship

\*Statement of compliance with newly passed HLC/NCA student effort and credit hour policy

\*Course description (Academic Catalog, pages 27-28)

What specific academic activities will be assigned to supplement the on-site experience? (Include items such as projects, journals, research reports, reading(s), and deadline dates.

Allocate grade determination methods for the following categories in the syllabus:

Report/Research Paper \_\_\_\_\_% Journal Report \_\_\_\_\_% Reading(s) \_\_\_\_\_% Project \_\_\_\_\_%

On-Site evaluation \_\_\_\_\_% Other \_\_\_\_\_%

Students will be required to have their time log verified by the Site Supervisor to ensure the on-site academic credit hours for the internship has been met.

All faculty sponsors are expected to contact the Site Supervisor throughout the internship. How do you as the sponsor, plan to communicate with the site supervisor to monitor the students hours and progress? \_\_\_\_\_

How often? \_\_\_\_\_

## Certification

I agree to abide by the terms of this contract as written above and indicated in the syllabus for the awarding of academic credit.

Faculty Sponsor Signature: \_\_\_\_\_ Ext #: \_\_\_\_\_ Date: \_\_\_\_\_

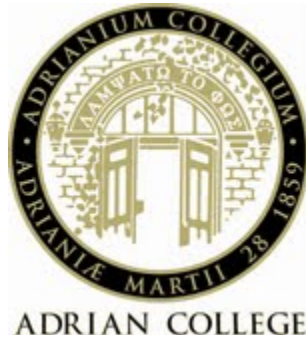
Student Signature: \_\_\_\_\_ Cell #: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the above information and certify it is a fair and sound plan for the awarding of academic credit.

Departmental Chair: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*(This signature is necessary for departmental credit or if faculty sponsor is outside of the student's academic major.)*

Director of Institute for Career Planning: \_\_\_\_\_ Date: \_\_\_\_\_



**INTERNSHIP REGISTRATION FORM**  
*Adrian College Institute for Career Planning*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student I.D.#: \_\_\_\_\_ # of Internship Credit Hours: \_\_\_\_\_

Internship Site Name: \_\_\_\_\_

Semester?  Fall  Spring  May  Summer Year: \_\_\_\_\_

Type of Internship:  199 (observational)  399 (professional internship)

Academic designation of internship (Department or Elective): \_\_\_\_\_

**Above, list the three or four letter designation for the department through which you'll be completing the internship.** (Example: If the internship is being done through the Sociology department, list SOC. If the internship is to be used as an Elective, use ELEC). Check with your advisor regarding this classification.

\*All departmental internships count towards that department's major or minor hours and GPA. There is a 46 hour credit limit for any one department.

**Faculty Sponsor Signature:** \_\_\_\_\_

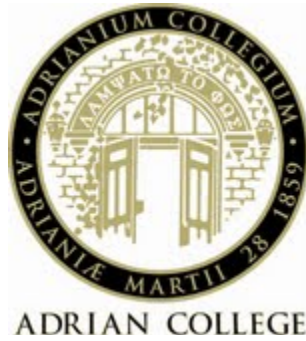
**Faculty Sponsor Printed name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Career Planning:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Below will be filled out by Career Planning:*

Student's number of credit hours as of this date: \_\_\_\_\_ GPA \_\_\_\_\_

Date submitted to Registrar: \_\_\_\_\_



**INTERNSHIP RELEASE FORM**  
*Adrian College Institute for Career Planning*

This form must be completed and returned to the Institute for Career Planning before a student registers for an internship. Before completing this form, you should consider several questions relating to insurance coverage during your internship. Adrian College assumes no responsibility for liability for claims arising from your internship. You may want to determine whether your employer carries general liability insurance for employees, what the limits of liability are, whether the policy covers you, and whether appropriate professional practice insurance coverage is available to you. Medical and accident insurance is also your responsibility. Worker's Compensation usually covers student interns on the job; however, it is up to you if you want to discuss such coverage with your site supervisor. You may also wish to check your parents' medical and homeowner's policies for coverage, or to purchase a short-term policy before starting your internship.

**RELEASE**

I, \_\_\_\_\_, a student at Adrian College, Adrian, Michigan, in consideration of, and as a condition to, by acceptance as a participant in the Adrian College Internship Program.

An internship with (site) \_\_\_\_\_

From (dates) \_\_\_\_\_ to \_\_\_\_\_, do hereby release and discharge Adrian College, its agents, officers, and employees from all claims, demands or damages which may arise as a result of my participation in said program and agree to indemnify and hold harmless said Adrian College, its agents, officers, and employees from any and all loss, damage or expense incurred as a result of said participation.

\_\_\_\_\_  
(Student intern printed name)

\_\_\_\_\_  
(Student intern signature)