



WC INTERNSHIP PROGRAM

SITE SUPERVISOR INTERN TOOLKIT

PREPARED BY



STUDENT SUCCESS CENTER
OFFICE OF ADVISING AND CAREER DEVELOPMENT
WESTMINSTER COLLEGE

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General information



What is an internship?

The National Association of Colleges and Employers (NACE) defines an internship as: *A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.* (naceweb.org)

Internships are available throughout the year with most Westminster students completing them during the summer months. Internship programs can be paid or unpaid positions and can include academic credit for the student.

What is the value of an internship?

For the student:

- increase relevance and enhance understanding of coursework
- develop knowledge and skills in a specific field
- learn from professionals in a professional setting
- feel a sense of accomplishment through their contribution to the organization
- test-drive a career to clarify goals

For the course instructor:

- participate in and benefit from the intellectual, personal and professional growth of student work environments
- gain knowledge of current practices in professions related to the academic disciplines
- network with field professionals outside academia
- expand understanding of how classroom theories apply to the work place

For the industry partner:

- services of students who are highly motivated, achievement oriented, academically qualified, and eager to learn
- opportunity to undertake special projects or short-term assignments
- fresh perspective of current academic knowledge
- opportunity to observe potential future employees

Site supervisor overview

Overview

- Students can complete internships throughout the year. During fall and spring semester, they can complete internships on a part-time basis (no more than 20 hours a week).
- Students must be at least a Sophomore (minimum of 27 credit hours completed) to receive academic credit for an internship.
- Students must be degree seeking at Westminster in order to complete an internship for academic credit.
- Course instructors grade the internship based upon completed intern work hours, completed evaluations by the student and site supervisor, internship academic hours and quality of associated assignments.
- Students have registration deadlines to register an internship for academic credit. See blue side bar for dates.

Academic credit internships

- Students receive support and advice from a Course Instructor and the Employer Connections Coordinator.
- Westminster College works with the employer/organization to ensure a high-level, academically-based experience.
- The internship will appear on the student's transcript.

Registration deadlines

FALL and SPRING SEMESTER
"Deadline to add courses" date

SUMMER break
June 12

Important activities

DROP OR WITHDRAW

The student should check the academic calendar for drop and withdraw deadline dates.

MID-TERM & FINAL EVALUATIONS

Evaluation forms will be sent to the student and site supervisor the week of mid-term and the week before the last day of class. They will have one week to complete the form.

SITE VISITS

Site visits take place during the month of midterm, typically October, March and July. The Employer Connections Coordinator will schedule a site visit for any student interning within a 30-mile radius of campus. It is the student's responsibility to notify the site supervisor and faculty sponsor. Course instructors are invited to attend.



Photo: Joshua Morales, class of 2019, Spring 2019 internship, Fulton Public Schools

Non-credit internships

Non-credit internships are available at any time to any student. There are no requirements and no Westminster College paperwork to complete.

The definition of an internship remains the same. When an employer sees an internship on a resume, s/he will assume the student has completed an experience that meets the criteria mentioned on page four and will likely ask about the experience.

Supervising interns: A quick facts guide



Internship roles

STUDENTS are responsible for

- completing paperwork required to register, drop or withdraw an internship course
- asking a faculty member to be course instructor
- defining their own learning goals within the parameters of their work environments
- becoming participating members of the sponsoring organizations
- completing the academic assignments in a timely manner
- regularly communicating with the course instructor, site supervisor and Employer Connections Coordinator
- working with the Employer Connections Coordinator to schedule the site visit and communicating the information to the course instructor and site supervisor
- turning in hours documentation to the course instructor on a regular basis

COURSE INSTRUCTORS are responsible for

- providing academic guidance by helping combine theory with experience
- assist students in establishing learning goals and evaluating them against the proposed work duties
- meeting regularly with the student(s) to raise questions, challenge assumptions and offer guidance
- evaluating the student experience and assigning credit

SITE SUPERVISORS are responsible for

- helping students define realistic expectations for the experience
- providing training and on-site guidance
- meeting regularly with students
- completing the evaluations
- participating in the site visit
- providing constructive feedback to the Employer Connections Coordinator when needed

EMPLOYER CONNECTIONS COORDINATOR is responsible for

- assisting in the development of internships
- preparing students and providing general support to all parties
- communicating with all parties involved



How to use interns effectively

Here are a few ways to manage your student interns so it's mutually beneficial and rewarding:

EDUCATIONAL

- Make sure students are either paid or given the opportunity to earn academic credit in exchange for their time
- Keep hours reasonable, tasks educational and provide plenty of feedback on their performance

See page seven for more on work schedules and the [Legal considerations](#) section starting on page 16 for more information.

GOAL SETTING

The student develops three learning goals during the registration process (for academic credit internships). These goals reflect what s/he would like to accomplish and/or learn during the internship experience. The site supervisor will receive these goals a few days before the internship start date from the Employer Connections Coordinator.

At the beginning of the internship period, sit down with the intern to go over the learning goals.

- Are they reasonable and appropriate for the setting?
- Do the goals parallel the work assignments?
- What additional learning opportunities might you recommend?

TRUST THEM

- Besides the random tasks given to the student, give them a project that's their own to work on throughout the internship experience. This will give them something to work on to avoid downtime and it provides them with something tangible for a portfolio.
- Involve them in office meetings and other happenings. Ask for their opinions. Learning about an office environment and gaining professional confidence is equally important as the work itself.

Supervising interns: A quick facts guide



Time commitment

BEFORE THE INTERNSHIP

- Internship application review and interview
- Clarify responsibilities and work schedule including start/end dates
- Email the Employer Connections Coordinator an employment letter for the student intern describing the intern duties, start and end date and intern job title.

DURING THE INTERNSHIP

- Mentor the student or assign another well-respected employee to be the mentor
- Be available to the student as needed
- Mid-term and final evaluation (A link to the evaluation forms will be sent from the Employer Connections Coordinator at the mid-point and end of the term.)

CONTACT WITH THE EMPLOYER CONNECTIONS COORDINATOR

- Inform the Employer Connections Coordinator when problems develop
- Telephone, email or direct contact as needed



Creating a work schedule

Having a work schedule makes it easier for students to manage their time; however, that is not always possible with every site.

INTERNS RECEIVING ACADEMIC CREDIT

- The chart below explains how many hours per week a student is expected to work depending on the number of credit hours for which s/he has registered.
- If the industry partner cannot accommodate the student for as many hours as the intern requests, the two parties should reach an agreement on expectations. The student may need to adjust his/her credit hours.
- School holidays and vacations (such as spring break) should be discussed at the beginning of the internship to make plans and warn of absences.
- The student will submit a time journal to his/her faculty sponsor as part of his/her assignments.

EXCEPTIONS

- The time requirements represent a recommended average. Students can work more than the stated requirement if mutually agreed upon as long as it is below 20 hours during the fall and spring semester.
- A student is not required to work all hours on site. Time spent on outside research, preparation, or meetings related to the internship may be included in the time requirement if the student and supervisor are in agreement.

Required work hours to earn academic credit

# credits	Site hours (min.)	Academic hours (min.)	Total hours (min.)	"per week" average (based on 15 weeks)
1	35	10	45	2h 20m on site + 40m on academics
2	70	20	90	4h 40m + 1h 40m
3	105	30	135	7 + 2
4	140	40	180	9h 20m + 2h 40m
5	175	50	225	11h 40m + 3h 20m
6	210	60	270	14 + 4
7	245	70	315	16h 20m + 4h 40m
8	280	80	360	18h 40m + 5h 20m
9	315	90	405	21 + 6
10	350	100	450	23h 20m + 6h 40m
11	385	110	495	25h 40m + 7h 20m
12	420	120	540	28 + 8

Things to consider

Compensation

If you decide to offer a paid internship you will need to determine fair compensation. Wages for most internships are usually determined before the intern is hired and are not typically negotiated.

For-profit organizations

The U.S. Department of Labor has a fact sheet for for-profit companies to use as a "litmus test" when deciding whether to pay interns. It can be found at <http://1.usa.gov/1nepxQH>.

Non-profit organizations

Non-profit organizations can decide internally about whether to pay interns, even if it's a stipend or gas reimbursement.

Course credit

Students have the option of receiving academic credit for an internship. A few majors do require an internship experience prior to graduation. Industry partners should have the student contact the Employer Connections Coordinator to determine internship requirements for credit.

It is the student's responsibility to register an internship for credit and advise the supervisor of his/her specific academic requirements and work hour requirements.

It is the student's responsibility to register their internship with the Employer Connections Coordinator prior to the registration deadline dates (see blue side bar on page 5).

INTERNSHIP REGISTRATION APPROVAL PROCESS

- The student submits the registration form through MyWC - Student E-Forms.
 - The student will upload three documents with the form: 1) employment letter from the host site, 2) Covid-19 Plan B form signed by the faculty sponsor and 3) Risk release form signed by the student.
- The Employer Connections Coordinator reviews the pending record and contacts the student with any questions. Upon the Coordinator's approval, the internship is sent to the Registrar Office for formal submission.

The real deal: managing interns

1

Identifying organizational needs

2

Job description and recruitment

3

Managing interns

4

Evaluating performance

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WC Internship Program correspondence



Photo: Matthew Quarles, class of 2019, Fall 2018 internship, Westminster College Athletics-Football

The real deal: managing interns

1

Identifying organizational need



Determine program needs and specifics.

WHO

How many students will you need based on major, level in school and skills?

WHAT

What do you hope to achieve from having an intern?

WHEN

When will the intern be needed?

WHERE

Where will the intern work? (geographically and work space)

WHY

Will this internship encompass one major project or a variety of small projects?

Ask you and your team the following questions to identify whether an intern is a feasible and useful addition to your staff.

- Do you have difficulty finding qualified employees?
- Does your organization require skills or talents that are typically not learned in the classroom?
 - software or hardware skills
 - research or process skills
 - client or customer interaction
- Do your full-time employees have projects that could benefit from the focused attention of an intern, such as research special projects?
- Will existing resources, equipment and accommodations be sufficient for the intern?
 - Do you have available work space and parking?
 - Will you need to purchase software or equipment?
- Do you have appropriate personnel to oversee interns?

The real deal: managing interns



Job description and recruitment

Create a job description

The job description is your chance to showcase the internship and your organization.

An effective job description should:

- Have a clearly defined job title
- Start with a short but engaging overview of the job's major function, how it contributes to the organization's objectives and why it's important
- List (in bullets) the student intern's responsibilities and potential tasks/projects
- Outline skills needed, desired educational level, duration, and weekly hours required
- Showcase the core skills students can expect to learn during the internship
- Mention if the internship is paid or unpaid
- Share how to apply and contact information

Find student candidates

We've identified the best resources for recruiting Westminster College students.

OFFICE OF ADVISING & CAREER DEVELOPMENT

The most effective way to connect with potential interns at Westminster is to work directly with the Office of Advising & Career Development. Staff use multiple channels to connect with students, including an online job board.

CAREER FAIR

Westminster College hosts an annual career fair during the fall semester. The cost for organizations to attend is cost effective. Contact Office of Advising & Career Development staff for more information at careersrv@wcmo.edu.

SOCIAL MEDIA

Students use social media constantly. The various platforms are a primary communication tool for students. Keep messages short and accessible on mobile devices.

The real deal: managing interns



Managing interns

During the hiring process, the industry partner should have reviewed the job description, established expectations and workplace behavior and discussed the best way to communicate and solve problems that may arise. How a student intern is monitored and evaluated will be unique to each company or organization. Establishing the framework for communication throughout the process is important for a successful internship.

INTERN ORIENTATION

It is important that a student is welcomed and introduced to employees in the organization. Not only are they new to your organization, they are also new to the professional world and may not be knowledgeable on how to manage within a work place.

An orientation provides the opportunity for:

- the employer to reinforce expectations
- the student to ask questions
- the goals of the internship to be clearly established
- the process for problem solving during the period of the internship
- a review of the dress code and other policies.

You will find a sample orientation checklist in the Appendix.

DRESS CODE

One of primary objectives of an internship is to familiarize students with the professional world. The dress code can be one of the biggest misunderstandings and conflict for young people entering the corporate world.

Dress codes are a key component of each organization's culture and can be one of the most important ways an intern learns what is acceptable in a workplace. It is best to provide specific guidelines for your students during the interview or orientation process.

INTERN SUPERVISION

Supervising student interns is a process rooted in good communication. Feedback begins the first day and continues throughout the length of the internship. The supervisor or mentor should review what is working and what changes or improvements need to be made by discussing the following:

- the student's performance based on the job description
- determine if additional training is required
- review of expectations and if they are still appropriate
- provide positive feedback on what is working and correct problems

Providing feedback should be ongoing but for students it needs to be a more formal process and conducted more frequently. Suggested weekly review questions:

- Did you complete the action items assigned? If no, why not?
- Do you have any questions that came about as a result of this assignment?
- Ask the student for feedback.
- Provide feedback to the student.
- Review next week's assignments and due dates. Make sure the student has proper training for new assignments.

The real deal: managing interns

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Evaluating performance

An effective evaluation will focus on the student's initial learning goals identified at the beginning of the internship. Supervisors should take time to evaluate both the student's positive accomplishments and areas for improvement.

CHECK-IN MEETINGS

Provide regular check-in meetings to discuss projects, answer questions, discuss performance, etc. This helps to provide structure for the intern experience.

MID-TERM EVALUATION

Mid-way through the internship (fall semester: October, spring semester: March, summer: July), students and supervisors will receive an online evaluation form to complete. The questions center around the student's performance and the learning goals s/he set at the beginning of the internship. There is space to provide other comments.

FINAL EVALUATION

The end before classes end, students and supervisors will receive a final online evaluation form. These forms are given to the student's faculty sponsor for their review.

INTERNSHIP PROGRAM REVIEW

It is always good practice to provide an exit interview with the student. This offers the employer insight into how to maintain or improve the program. The student is an excellent way to build (or damage) an employer's reputation on campus.

An internship
can only be
a true learning
experience if
constructive
feedback is
provided.



Photo: Amber Tepen, class of 2018, Fall 2017 internship, Boone Hospital

The real deal: managing interns

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WC Internship Program correspondence

FROM THE EMPLOYER CONNECTIONS COORDINATOR

- The student is to ask the site supervisor for an employment letter or email stating that they have been hired as an intern, start and end dates and a brief description of their intern job duties.
- Once the Employer Connections Coordinator receives the internship form, the site supervisor will be contacted to complete a Covid-19 safety form.
- A few days prior to the beginning of the internship, the Employer Connections Coordinator will email all parties with a summary of the student's site and academic information as well as a copy of the learning goals.
- At mid-term and end of the semester, the site supervisor will receive an evaluation link to complete.
- At the end of the internship, the Employer Connections Coordinator will send a thank you note to the site supervisor.
- If there are any concerns with the student, the Employer Connections Coordinator will communicate the concerns with the supervisor.

TO THE EMPLOYER CONNECTIONS COORDINATOR

- Inform the Employer Connections Coordinator of any problems that may arise immediately.
- Westminster likes to write shout outs to our students. Communicate with the Employer Connections Coordinator if there are any special announcements about the student working at your organization (award, appreciation lunch, etc.).



Photo: Addie (Dennis) Pogue, class of 2019, Summer 2018 internship, Missouri Department of Conservation

Concerns

Warning signs

If you feel that your student intern is exhibiting any of the following, please reach out to the Employer Connections Coordinator.

- conflict with the site supervisor and/or other staff members
- expresses dissatisfaction with work assignment
- missing work, not communicating, etc.
- loses enthusiasm, experiences burnout, tries to juggle too many responsibilities

A bad internship experience can damage the student's self-esteem, reputation of Westminster College, the industry partner, and a faculty member's estimation of an internship's value.

The goal with early identification is intervention with ultimately positive results. The Office of Advising & Career Development can help mediate any issues or provide information on how such things have been handled in the past.

Legal considerations you need to know

Determining if an internship is a legitimate experience

The determination of whether a student is an employee for the purpose of the numerous state and federal employment laws is a legal and factual question. Although many state and federal laws define employees in similar ways, a determination that an intern is not an employee under one law does not necessarily mean that the intern is not an employee under another law.

The National Association of College and Employers (NACE) developed the following guidelines to help industry partners determine if a relationship can be classified as an internship.

To ensure that an experience, whether it is a traditional internship or one conducted remotely or virtually, is educational and thus eligible to be considered a legitimate internship by the NACE definition, all of the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experience supervisor.
- There are resources, equipment and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.

Legal considerations you need to know

Fair Labor Standards Act – internship programs

Background

The Fair Labor Standards Act (FLSA) requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA. In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call the toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

View this information and more at <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>.

Legal considerations you need to know

Sexual abuse and harassment of interns

Sexual abuse and/or harassment can take many forms ranging from unwelcome sexual advances to other verbal or physical behavior. Such behavior can create a very uncomfortable (i.e., embarrassing, intimidating, hostile or offensive) work and learning environment. Please refer to the Westminster College Student Handbook pages 64-79, which is available on the [College website](#).

Sexual abuse and/or harassment of any form should definitely not be tolerated. Often, miscommunication and misunderstanding can be resolved if identified and addressed early. If early intervention is unsuccessful, further steps will be taken. If an intern feels that they are being sexually harassed during the internship experience, the student should contact the Employer Connections Coordinator for assistance.

If you are experiencing sexual abuse or harassment you are encouraged to contact the Employer Connections Coordinator immediately so that a coordinated strategy can be developed for addressing the problem.

Harassment and discrimination policy

Westminster College expects all members of its community to treat each other with respect and dignity. Westminster College seeks to create and maintain an academic, social and work environment in which all members of the community—students, staff, administrators, and faculty—are free from harassment and discrimination. Westminster College prohibits harassment and discrimination on its campus, as well as at, or on, any college sponsored activities and trips, of any of its community members or guests and visitors based on an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, gender expression and identity, marital status, veteran status, disability, or any proscribed category set forth in federal or state regulations.

Please refer to the Westminster College Student Handbook pages 49-56 or the Faculty Handbook policy 3.31, which is available on the [College website](#).

Intern Resource Network

Protecting our students is a priority for Westminster College. The Intern Resource Center's primary goal is to "prevent students from experiencing sexual harassment, violence and discrimination of any kind as they prepare to leave campus and enter the work force" (www.mointernnetwork.org/about). The information on the website applies to student interns/externs as well as undergraduate and graduate assistantships on campus.

Westminster encourages all internship parties to explore the Intern Resource Network prior to the beginning an internship. Students are encouraged to find a resource center on the IRN website or contact the Employer Connections Coordinator if they find themselves experiencing or observing harassment or violence in the workplace.

[Students \(link\)](#)

[Faculty sponsors \(link\)](#)

[Site Supervisor \(link\)](#)

The Intern Resource Network is a collaborative project of the Missouri Coalition Against Domestic & Sexual Violence and Partners in Prevention.

Legal considerations you need to know

Dismissal of an intern

Dismissal of an intern should only occur in cases of major misconduct (theft, assault, use of controlled substances in the workplace, etc.) or instances of significant willful violation of organization policy after prior instruction.

Interns, for the most part, are young people who may not have the same level of maturity and judgment as those in your regular workforce. Accordingly, there should be a high level of patience for their adjustment to the workplace during the internship. Internships are a very brief period of time and students should be given a fair opportunity to become part of your organizational culture. The intern's supervisor has a responsibility to give clear, accurate direction and to follow up with corrective feedback if the work is unsatisfactory. At the conclusion of the internship, there is no obligation to ask the student to return for another internship or extend an offer of regular employment.

Contemplated dismissal of an intern should be reviewed in advance by a high level of management. The supervisor recommending dismissal must be able to clearly articulate in writing the reason(s) for dismissal.

Benefits and insurance

Since internships are short-term in nature, benefits are not typically offered to interns. Westminster College requires its students to sign up for the College's medical insurance coverage. However, the industry partner's general liability policy usually applies to interns as well.

Intellectual property

In some cases, interns may work on projects where intellectual property rights are a concern for the organization. Typically, if new employees would be asked to sign a non-disclosure agreement, an intern may be asked to do so as well.

Working with international students and visas

International students can bring new perspectives to your organization as interns. They bring insight from their own cultures and are eager to experience the professional world in the US. International students are often top students and can be outstanding prospects.

There are several types of visas granted to international students, most of which allow them to work off-campus. The Coordinator of Global Educational Services at Westminster College will be able to advise the student regarding his/her work authorization status and particular type of student visa needed. Industry partners can contact staff for assistance.

Jessey C. Reed
Coordinator of Global Educational Services
Westminster College | 501 Westminster Ave | Fulton, MO 65251
Jessey.Reed@wcmo.edu

Hiring international students

International students are eligible to intern in the United States while completing their degree. United States regulations require the internship to be within the student's major field of study. The student must also receive academic credit.

There is no cost or additional paperwork for the employer. The industry partner's only responsibility is to provide proof of the internship. Approving the online internship registration form will suffice.

Some benefits to hiring international students are that they often provide a different perspective and they usually speak more than one language, which may appeal to certain clients.

Appendix

Office of Advising & Career Development

About Us

The Office of Advising & Career Development is committed to engaging, preparing and empowering students to succeed in today's highly competitive and ever-changing global community.

Reeves Library
Student Success Center
501 Westminster Ave
Fulton, MO 65251

careersrv@wcmo.edu

internal: **MyWC - Career Development**

external: **<https://www.wcmo.edu/academics/career/index.html>**

The Office of Advising & Career Development serves 33 majors, 41 minors, 3 specialty programs, and 3 dual-degree programs.

Appendix

Westminster College Career Network

Westminster College Career Network is a free serviced provided to students, alumni and campus supporters looking to connect for potential internships and jobs.

Industry Partners getting started

Visit the Westminster College Career Network website: <https://westminster-mo.wisr.io/login/>.

Sign up for a free account by either signing in with your LinkedIn account or creating an account.

Complete your profile following the instructions you receive. Tag yourself as a "supporter".

What employers can do in the system:

- **Reach out to current students, alumni and other supporters**
- **Post a job and/or internship**
 - Join the Hire A Blue Jay Community to post job and internship announcements.
- **Post a company event or program you'd like to share with students and alumni**
 - Join the Events/Programming Community to advertise company events and programs you'd like to invite our members to attend.

Appendix

WC Internship Program policy for credit-bearing internships

- Pre-registration for an internship (ITS-399 or ITS 409) before the semester begins is requested. I must be officially registered for an internship by the add date for the fall or spring semester and by June 12 during summer.
- Internships should be a substantive learning experience that relates significantly to my academic program and/or career goals as determined and approved by my course instructor and the Employer Connections Coordinator.
- A maximum of 12 credit hours of internship can be applied toward my graduation requirement. For every one credit hour, I must work at least 35 hours on/at my internship and complete 10 hours for my academic assignments throughout the semester.
- In order to receive internship credit, I must have completed my freshman year (27 credit hours) and be in good academic standing with a 2.0 or better cumulative GPA. (Sophomores can complete a 1 credit internship.)
- My internship will be awarded credit in the discipline associated with my experience and I will receive a CR/D/F grade.
- I must complete ALL internship paperwork by the assigned deadlines AND maintain consistent communication with my course instructor in order for credit to be awarded.
- All internships will be completed by the last day of classes for the semester. Summer internships must be completed by the first week of the fall semester.
- No retroactive internship credit will be granted. The internship must be registered at the beginning of the term and interns must maintain communication with a faculty sponsor throughout the internship.
- My course instructor will award credit based on my learning experience, documentation of hours and the timeliness of my assignments. If a problem arises, I may petition the Academic Dean.
- I will pay tuition in accordance with the College's schedule of semester or Internship summer session fees for any credits earned through an internship. If my class load exceeds 19 credits during the fall or spring semesters, I must pay the current overload fee.
- Any changes in my internship status (layoff, cutback in hours, or dismissal) will be reported immediately to the Employer Connections Coordinator.
- I am expected to behave in a professional manner and to hold in confidence any privileged information gained regarding the employing organization.
- If I feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), I will contact the Employer Connections Coordinator immediately.
- An internship may be discontinued under justifiable circumstances after consultation with the faculty sponsor, site supervisor, and Employer Connections Coordinator. However, to terminate the credit of an internship after the drop date, a student must work with the Employer Connections Coordinator to file an appeal with the Academic Dean.
- I certify that I am of legal age (18), and acknowledge that I have voluntarily chosen to participate in the WC Internship Program. I understand and agree to assume responsibility for all risk of theft, loss, damage of personal property, injury, or death that occurs at any time arising out of my participation in the activity. I agree to release from liability and to indemnify Westminster College and the above named internship site for any damage, injury, or death to myself or to any person or property in any way connected with my participation in the activity.

Appendix

WC international student Curricular Practical Training policy

Off-campus work opportunities for F-1 international students are limited but not impossible. Curricular Practical Training (CPT) is one type of off-campus work authorization that international students may be eligible to receive. CPT is to be an internship, cooperative education, or any other type of required internship or practicum that a sponsoring employer offers. **An eligible student may request employment authorization for practical training in a position that directly relates to his or her major area of study.**

What is an internship? According to the National Association of Colleges and Employers (NACE):

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end and a job description with desired qualifications.
- There are clearly defined learning goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals

CPT eligibility

- Are currently in **active F-1 status**.
- Enrolled in Westminster College as a **full-time student for at least two consecutive semesters**.
- **Minimum GPA required.** To earn 1-4 internship credits, students must have at least a 2.0 GPA. For 5-12 internship credits, students must have at least a 2.5 GPA.
- The internship **must directly relate to the major**, which means the student must have **officially declared a major**. The Coordinator of Global Educational Services will review the internship position and job duties for relevance to the student's major.
- All F-1 international students **must receive academic credit within their major** for their CPT position. This could be as
 - internship credit within the major field (ITS 399 or 409) or
 - an independent study course within the major field (XXX 398)

When students register for 19 or more credits during the fall or spring semester, an overload fee applies to the student's bill. Additionally, there is a cost for summer internship credit. Contact the Business Office for current rates.

Appendix

WC international student Curricular Practical Training policy, continued

- A student **must receive CPT employment authorization** from the Coordinator of Global Educational Services **PRIOR TO beginning any off campus job/internship**. Please talk to him/her about the CPT application form.
 - A student **must receive new CPT work authorization each term**, even if the student is continuing at the same site.
 - The Coordinator of Global Educational Services, in consultation with the academic advisor, reserve the right not to approve a second term if new skills or concepts will not be present. Approval for a second internship may also not happen if the student has not maintained communication and assignments with his/her faculty sponsor.
- You are entitled to work **20 hours per week (part-time status) during the regular academic semester**. Please note this includes CPT, on campus employment or both.
 - In order to stay in compliance with the part-time status, employment cannot exceed 20 hours per week.
 - A student can work full-time CPT if required as part of your degree program. The academic advisor and Coordinator of Global Educational Services must approve it. You cannot work on campus in addition to your full-time off campus employment.
- **If an F-1 visa holder accumulates 12 months (365 or more days) of full-time work on CPT (more than 20 hours a week), the student will lose eligibility for Optional Practical Training (OPT) after graduation.** Part-time work or fewer than 12 months of full-time CPT authorization does not affect OPT eligibility. Employment over summer and winter breaks do not count towards the 365 days.
 - part-time = 20 hours per week or less
 - full-time = more than 20 hours per week

These guidelines are unique to CPT. Any student wishing to receive OPT (Optional Practical Training, a one-year employment benefit usually used following graduation) should meet with the Coordinator of Global Educational Services. There is a special application process and requires their assistance.

Please plan accordingly as approval is required prior to beginning any work off campus.

Appendix

Internship opportunity template



STUDENT SUCCESS CENTER
OFFICE OF ADVISING AND CAREER DEVELOPMENT
WESTMINSTER COLLEGE

INTERNSHIP OPPORTUNITY FORM

Please review the Westminster College's definition of an internship prior to filling out this form. You may make copies of this form to list more than one internship within your organization.

Organization name _____

Internship position title _____

Supervisor _____ Title _____

Phone number _____ Email _____

Street _____ City _____ State _____ Zip _____

Brief description of the organization

No. of employees _____ Years in business _____ Home-based business? _____

Availability _____ spring (Jan-April) _____ summer (May-Aug) _____ fall (Sept-Dec)

Schedule _____ weekdays _____ weekends _____ evenings _____ flexible

Estimated number of hours per week/total _____/_____ Estimated number of weeks _____

How many interns per semester? _____

Compensation & benefits

_____ Salary (\$_____ hr.) _____ Stipend (\$_____ total) _____ Room and board

_____ Room only _____ Meals only _____ Travel expenses

_____ Certifications (_____) _____ Grant funding

_____ Attendance at conferences/venues (_____)

_____ other benefits _____

Appendix

Internship opportunity template, continued



STUDENT SUCCESS CENTER
OFFICE OF ADVISING AND CAREER DEVELOPMENT
WESTMINSTER COLLEGE

Internship prerequisites (training, coursework, certifications or other requirements) _____

Will you provide the prerequisites as part of the internship? ☐ Yes ☐ No

Please explain _____

Does the internship replace a previously existing or future potential paid position of employment?

☐ Yes ☐ No

Anticipated percentage distribution of intern's time

☐ field work ☐ physical care ☐ shadowing ☐ research ☐ projects

☐ technical ☐ managerial ☐ administrative ☐ clerical/mundane

☐ other _____

Brief description of duties/special project (may include attachment) _____

Do you prefer students from a specific major or discipline? If so, which one(s) _____

Intern Learning Outcomes (what will the student gain during an internship)

Learned Knowledge _____

Soft Skills Development _____

Technology/Research/Tools/Equipment _____

Professional Development _____

Personal Growth _____

Other _____

Appendix

Internship opportunity template, continued



STUDENT SUCCESS CENTER
OFFICE OF ADVISING AND CAREER DEVELOPMENT
WESTMINSTER COLLEGE

How should students apply for the position? (ex: resume, interview, application) _____

Supervisor's signature (handwritten or electronic) _____

Send completed announcement to _____

Mandy Plybon, Employer Connections Coordinator, Amanda.Plybon@wcmo.edu

Appendix

Sample orientation checklist

Intern name: _____

Date: _____

Manager name: _____

- ☐ Review organization and department missions
- ☐ Explain need-to-know items
 - ☐ parking
 - ☐ workstation
 - ☐ specific work dates and times
 - ☐ office hours, breaks, lunches
 - ☐ pay period and payment information
 - ☐ receive contact information from the intern
 - ☐ computer use policy
 - ☐ equipment policies
 - ☐ smoking policy
- ☐ Review the internship
 - ☐ job description
 - ☐ expectations
 - ☐ how the internship relates to the company
 - ☐ action plan
- ☐ Review company standards
 - ☐ performance standards
 - ☐ attendance and punctuality
 - ☐ conduct in a corporate environment
 - ☐ general appearance and expected attire
- ☐ Explain the work process
 - ☐ job authority and responsibility
 - ☐ tact and concern
 - ☐ resources and secretarial assistance
 - ☐ weekly meetings
 - ☐ open door policy
 - ☐ two-way communication
 - ☐ end of internship evaluation
- ☐ Orient the intern to the work area
 - ☐ notify all staff of the new intern
 - ☐ give a tour
 - ☐ introduce the intern (name, school, department, applicable projects/duties)
 - ☐ make personal introductions and explain work relationships
 - ☐ allow time for intern to meet his/her mentor
 - ☐ provide a security card (if required)
- ☐ Begin the internship

WESTMINSTER COLLEGE

Office of Advising & Career Development

LOCATION

Reeves Library | Student Success Center
501 Westminster College, Fulton, MO 65251

CONTACT

careersrv@wcmo.edu

HOURS

Monday-Friday: 8:00 AM - 5:00 PM

PREPARED BY



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