

INTERNSHIPS STUDENT EXPECTATIONS

STUDENT'S RESPONSIBILITY

1. **Meet** with Academic Advisor
 - a. Determine eligibility
 - b. Decide on credit hours
 - c. Discuss and/or determine goals
2. **Meet** with the Internship Coordinator if you need help locating an internship opportunity/site
3. **Secure site** and identify the site supervisor for internship
4. **Secure a course instructor**
 - a. Faculty member must be in the academic discipline of the internship credit
 - b. For 7 or more credit hours - two course instructors are required
5. **MEET WITH INTERNSHIP COORDINATOR TO GO OVER INTERNSHIP AND REVIEW THE PROCESS**
6. **REGISTER YOUR INTERNSHIP**
 - a. MyWC - Student E Forms (Internship Registration)
 - b. Meeting the deadlines set by WC Registrar
7. **Create goals** for the internship
 - a. One goal per credit hour
 - b. A required submission after Canvas course is created
8. **Communicate** with site supervisor and course instructor throughout the entire internship
9. **Complete and submit** timesheets to Canvas
10. **Complete** all assignments and evaluations

INTERNSHIP COURSE WORK

BEFORE THE INTERNSHIP

- **Connect** with your site supervisor to confirm internship
 - Share your goals with your site supervisor
- **Meet** with your course instructor at **least one time before the beginning** of the internship
 - **Upload** your goals and communication plan to **unlock internship assignments**
 - **Go over academic work and expectations.**

DURING THE INTERNSHIP

- **Communicate** with your course instructor per your communication plan
 - Ensure you are progressing on your learning goals
 - Discuss any conflicts or issues you are having
- **Complete** all assignments & timesheets to ensure you are meeting all requirements
 - Turn them in on time
 - 1 credit hour (35 on-site & 10 academic)
- **Complete** mid-term and final evaluations that are posted on your internship Canvas course
 - The Internship Coordinator will mark these assignments as complete
 - Responses may be shared with instructor
- **Be open** to discussing your experiences and any problems with your course instructor and/or the internship coordinator



THE END OF THE INTERNSHIP

- Complete your final assignment
- Complete the final evaluation posted in your internship Canvas course
- Send a thank you note to the site supervisor
- Ensure that all on-site hours and academic hours are completed

LEARNING GOALS & OBJECTIVES

You are required to set one goal for each hour of credit you are earning for your internship.

Setting clear, achievable goals during your internship not only enhances your learning experience but also allows you to track your progress, build confidence, and make meaningful contributions to your field. Please share any changes with your course instructor and/or the Internship Coordinator.

Use the following generic career core competencies to create goals. Use these prompts along with your job description to create **SMART** goals.

- Career & Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

EXAMPLE GOAL: "Improve my professional communication skills by attending a workshop on effective communication, practicing techniques learned, and receiving feedback from my mentor within the next three months."

Aligns with the **Professionalism** competency

Specific - focuses on communication skills

Measurable - feedback from mentor

Achievable - attending a workshop and practice

Relevant - ties to professionalism

Time-bound - within three months

ACADEMIC/COURSE WORK

All student interns are **required to complete academic assignments**. For **every credit hour** there must be **10 hours of academic time**.

The course instructor decides the details of all the necessary assignments.

1. Review of Internship Expectations
2. Review of Goals for Internship
3. Weekly or bi-weekly learning journals
4. Weekly or bi-weekly timesheets
5. Regular meetings/communication with course instructor to discuss internship
6. Final assignment

a. Students who wish to earn **five internship credits or more are required to complete additional assignments** at the discretion of the course instructor.



OPTIONS FOR ASSIGNMENTS

- applicable readings or videos with written responses
- attend applicable events on or off campus
 - employer visits, workshops, career fair, academic department meetings, community group events or meetings
- portfolio to include the job description of the internship position, updated resume, learning goals, journal entries, evaluations, photos, and "artifacts" from the internship experience
- presentation during Undergraduate Scholars Forum, Hancock Symposium or on a smaller scale to faculty and other students within the major
- informational interviews with field professionals with written report
- resume review and update with Career Development staff
- mock interview with Career Development staff
- relevant research