



WC INTERNSHIP PROGRAM

STUDENT INTERN TOOLKIT

PREPARED BY



STUDENT SUCCESS CENTER
OFFICE OF ADVISING AND CAREER DEVELOPMENT
WESTMINSTER COLLEGE

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General information

HELLO
my name is

INTERN

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. Internships 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

Student intern overview

Overview

- Students can complete internships throughout the year. During fall and spring semester, students 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, intern academic hours and quality of associated assignments.

Advantages to receiving academic credit

- Students receive support and advice from a faculty sponsor and the Employer Connections Coordinator.
- Westminster College works with the industry partner 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 welcome 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.

THE BASICS: A Quick Facts guide



Student eligibility & cost

There are two internship course options with different eligibility requirements.

ITS 399

- at least 27 credits completed (Sophomore-Senior)
- minimum 2.0 GPA
- may earn 1-4 internship credits

ITS 409

- at least 56 credits completed (Junior, Senior)
- minimum 2.5 GPA
- may earn 5-12 internship credits
- must receive approval from advisor
- over 7 credits, need 2 course instructors through two academic disciplines

Career Development staff created a chart showing the majors, minors and certificate programs that have an internship course listed in the academic catalog.

TUITION

Fall and Spring semester:

- Internships are considered part of the semester's tuition fee. Part-time students are required to pay a per-credit-hour fee.
- If a student's class load exceeds 19 credits, the student must pay the current overload fee.

Summer and winter break:

- Internships carry tuition costs. Students should check with the Business Office for the current rate.

International students

International students must earn internship credit for any off-campus work or internship within the United States.

If you have questions, please contact the Coordinator of Global Educational Services, Jessey Reed, as jessey.reed@wcmo.edu.



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 on time
- 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

THE BASICS: A Quick Facts guide



Credit hours

HOW MANY CREDITS CAN A STUDENT EARN?

Students can earn up to 12 credit hours for internships throughout their collegiate career. Typically, students complete 1-3 hour internships.

ARE THERE A REQUIRED NUMBER OF WORK HOURS?

For every one credit hour, the student must complete a minimum of 35 work hours and 10 academic hours. [See the chart below.](#)

IS THERE A TIME LIMIT?

The first and last day of an internship must be within the parameters of a semester or summer break.

CAN A STUDENT COMPLETE MORE THAN ONE INTERNSHIP AT A TIME OR AT THE SAME EMPLOYER?

Students may receive credit for multiple internships as long as the total number of credits does not exceed 12. Students may also receive credit for a continuing internship as long as the job duties, learning goals and academic work are different.

CAN CREDIT BE GIVEN RETROACTIVELY?

No. Westminster College does not grant credit for past internships. Failure to complete forms or procure faculty supervision prior to completing the work experience results in forfeiture of academic credit.



Awarding credit

The department that houses the course instructor awards academic credit. Credit is awarded on a CR/D/F basis.

Grading should take the following into consideration:

- mid-term and final student and site supervisor evaluations
- site visit information, if the course instructor attended
- academic assignments including the learning journal, final project and any additional assignments
- communication with the course instructor
- completion of the number of hours required

If the student did not maintain regular communication with a course instructor throughout the internship, it would otherwise be considered a non-credit internship.

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

THE REAL DEAL:

Completing an internship for academic credit

1

The internship registration process

2

Learning goals development

3

Academic assignments

4

Student intern requirements

5

Employer Connections Coordinator
correspondence



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

THE REAL DEAL:

Completing an internship for academic credit



The internship registration process

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

Students can find instructions on how to register the internship on [MyWC – Career Development – WC Internship Program - Registering an internship for academic credit](#).

STEP 1

Decide on your three learning goals that are related to career development skills (see page 10)

STEP 2

Decide on the number of academic credits (see chart on page 7)

STEP 3

Ask a faculty member to be the course instructor. The faculty member must be in the academic discipline in which the student seeks internship credit. Discuss the internship site work, learning goals and academic assignments. (See page 10-11)

STEP 4

Fill out the online internship registration form.

Go to MyWC - Student E-Forms - Other Forms (bottom of the page).

Click the Internship Program Registration Form link to open up the form.

Students complete steps 1-3 before moving to step 4.

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:

Completing an internship for academic credit



Learning goals development

Learning objectives (or goals) focus learning on specific competencies and can help maximize time spent in an internship. Discussing learning goals with the supervisor and course instructor will only improve the internship experience.

For the internship registration form, students write one goal for three career skill areas they would like to improve during their internship.

The career skill areas are

- critical thinking/problem solving
- oral/written communication
- teamwork/collaboration
- digital technology
- leadership
- professionalism/work ethic
- career management
- global/intercultural fluency

For an explanation of each career skill area, view the [NACE's Career Readiness handout](#).

Step 1: From the list above, the student selects three skill areas they would like to improve.

Step 2: Write one goal for each of the three career skill areas chosen.

Example: Career Management - Develop a mentor relationship with my site supervisor to learn about the day-to-day functions of the position and learn about opportunities in the career field.

When students fill out the learning goal boxes on the registration form, they are to type the career skill area first, followed by the goal.

Need help creating learning goals? Schedule an appointment with the Employer Connections Coordinator at amanda.plybon@wcmo.edu.

THE REAL DEAL:

Completing an internship for academic credit



Academic assignments

All student interns are required to complete three academic assignments. The course instructor decides the details of all three.

1. Weekly or bi-weekly learning journals
2. Regular meetings with course instructor to discuss internship
3. Final assignment

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

Potential additional assignments

- applicable readings or videos with written responses
- applicable events on or off campus (employer visits, workshops, career fair, academic department meetings, community group events or meetings.)
- relevant research
- 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

THE REAL DEAL:

Completing an internship for academic credit

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Student intern requirements

BEFORE THE INTERNSHIP

(After an internship is secured)

- Make an appointment with the Employer Connections Coordinator at least one time before the beginning of the internship to discuss the internship registration process
- Send the Employer Connections Coordinator the internship job description and details prior to your initial meeting so they can validate the experience is educational.
- Ask a faculty member to be your course instructor. This person must be in the academic discipline in which you want to receive credit.
 - [Want BIO credit? Is it a BIO related internship? Ask a BIO faculty member to be your sponsor.](#)
- Create your three learning goals using the information on page 10 to guide you. If you need help, talk with your course instructor and/or the Employer Connections Coordinator.
 - Share your goals with your site supervisor ahead of time.
- Meet with your course instructor at least one time before the beginning of the internship to go over academic work and expectations.

THE END OF THE INTERNSHIP

- Complete the WC Internship Program evaluation that is posted in your internship Canvas course.
- Turn in your hours documentation form and final assignment to your faculty sponsor.

DURING THE INTERNSHIP

- Maintain regular contact with your course instructor and the Employer Connections Coordinator so they can make sure you are progressing on your learning goals.
- Complete all assignments for your course instructor. Turn them in on time.
- Complete the mid-term and final evaluations that are posted on your internship Canvas course. The responses will be sent to your course instructor.
- Be open to discussing your experiences and any problems with your course instructor and/or the Employer Connections Coordinator.



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

THE REAL DEAL:

Completing an internship for academic credit

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WC Internship Program correspondence

FROM THE EMPLOYER CONNECTIONS COORDINATOR

- 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
- A couple weeks before mid-term, the Employer Connections Coordinator will send students an email to schedule a site visit, if the student is within a 30-mile radius of campus.
- The Employer Connections Coordinator will post a series of internship tips on the internship Canvas courses. These emails have short video clips and tips on how to best navigate your internship for a great experience.

TO THE EMPLOYER CONNECTIONS COORDINATOR

- Call, email or stop by the Employer Connections Coordinator's office as needed
- Inform the Employer Connections Coordinator of any problems that may arise immediately
- Communicate with the Employer Connections Coordinator when they are trying to schedule a site visit



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

Concerns

Warning signs

If you feel that you are exhibiting any of the following, please reach out to your course instructor, Employer Connections Coordinator and/or Wellness Center staff.

- conflict with the site supervisor and mentions it frequently in course instructor meetings/journal reflections
- expresses dissatisfaction with work assignment, appears to be a "go-fer"
- missing work, classes, etc.
- loses enthusiasm, experiences burnout, tries to juggle too many responsibilities

If you notice any of these warning signs in yourself or another student intern, please address the concern with your faculty sponsor and notify the Employer Connections Coordinator.

A bad internship experience can damage the your 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. Career Development staff 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 employers 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 Internship 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 Internship 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.

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.

Student intern handouts on MyWC

All of the documents (and more!) in the Appendix including the student intern toolkit are located at **MyWC - Career Development - Handouts**.

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.

Students 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 "student".

What students can do in the system:

- **Update your profile**
- **View job and internship postings in the Hire A Bluejay Community**
- **Reach out to current students, alumni and other supporters**
- **Search employers and industries in Westminster's top 3 regions: Kansas City, Mid-Missouri and St. Louis**
 - Join these regional Communities to learn how best to navigate your internship/job search
 - Join these regional Communities to chat with alumni and other campus supporters who are in the regions

For more information on what students can do, connect with Career Development staff either on WCCN or via email at careersrv@wcmo.edu. Search for Mandy Plybon and Michelle Craighead in WCCN to chat through the platform.

Appendix

Internship resource checklist

We recommend you use this checklist together with **Tip sheet – searching for an internship**.

STEP 1: THINK ABOUT YOUR GOALS

To begin the process of finding the right internship for you, think about fields you want to explore or skills you want to learn. Having clear goals in mind makes it more likely that you will find an internship that excites you. You may find our pre-internship assessment and learning goals helpful.

STEP 2: INTERNSHIP SEARCH

LEVEL 1: USE THE COLLEGE'S JOB SEARCH RESOURCES

- **Westminster College Career Network "Hire A Bluejay" Community**
- **GoinGlobal**
 - Comprehensive career and employment resources tool kit filled with everything you need to find jobs and internships in the U.S. and around the world. Access GoinGlobal on **MyWC-Career Development-Online Resources**.
- **What Can I Do With This Major**
 - Learn about various career fields for each major. Each major web page provides information on career areas, industries and career websites. You can also access WCIDWTM on **MyWC-Career Development-Online Resources**.

LEVEL 2: USE YOUR NETWORK

- On-campus community
 - **WCCN (Westminster College Career Network)** - WCCN is a networking platform for College students and alumni. Search using keywords that match your interest and location. If you need help starting the conversation, click the help icon for great articles. You can also access WCCN on **MyWC-Career Development-Online Resources**.
 - Ask your faculty, coaches, club advisors, and sorority/fraternity alumni for help
- Off-campus community
 - Check with your family, family friends, peers, coworkers, and bosses for help and to see if they know someone in a field that interests you

LEVEL 3: TARGETED ORGANIZATIONAL SEARCH

- Specific company or organization
 - If there is a specific company or organization you would like to work for, do not be afraid to contact them. Look at their website to see if they have an internship program or have internship positions posted on their careers/employment page.
- Chamber of Commerce member web pages
 - Look up the **Chamber of Commerce websites** in the location(s) you are interested in working. Navigate to their member page to look up organizations by industry.

Internship resource checklist, continued

LEVEL 4: USE THE INTERNET

- With your search engine of choice use keywords for time frame, major and location (examples: "seasonal job + marine + Maine", "part-time work + medical + Missouri", or "internships + communications + Texas"). Try many combinations and scroll through at least five internet pages to find ones that meet your location requirement.
- Online job search sites
 - **Missouri Intern Connect** - search based on region and interests
 - **Idealist.org** - non-profit job/volunteer/internship search engine
 - **Indeed.com** - job and internship search engine
 - **Internships.com** -internship only search engine; you can search by keyword, location, or major
 - **ZipRecruiter.com** – Internship/College Jobs site - job and internship search engine
 - **Google Careers** - job and internship search engine
 - **Parker Dewey** - micro-internship search site (short-term, project-based internships)
 - **USAJobs.gov** - federal internships and job opportunities
 - **Jobs.MO.Gov** - job search engine for MO jobs - click the "advanced job search" tab. There are many search options. You can be as detailed as you want. Make sure you select the job source(s) that you want. Then, scroll all the way down to the "general job order criteria" section. Select "internship" in the "job type" section. Scroll down and click "search". Click on the "location" column header to organize by city/state.

STEP 3: APPLYING FOR INTERNSHIPS (SEE TIP SHEET – SEARCHING FOR AN INTERNSHIP)

Tip sheet: searching for an internship

An internship can provide you with relevant, hands-on experience. The checklist that follows includes activities to complete during your internship search. If you have a confirmed internship and want to receive academic credit, skip to the [Internship Approval and Registration] section. **We recommend you begin the internship search process your sophomore year or at least eight months prior to beginning an internship.**

THE SEMESTER PRIOR TO BEGINNING AN INTERNSHIP (OR AS SOON AS YOU KNOW)

- Make an appointment with Career Development staff, careersrv@wcmo.edu. They will help you create or update your resume and cover letter, help with practice interviewing, and more.
- Ask permission of two or three people to be your references (faculty, recent or current boss, coach, advisor, etc.)

PLAN YOUR SCHEDULE TO FIT IN AN INTERNSHIP

- For-credit internships require a minimum of 35 contact hours (work hours) per credit hour
 - A 3-credit internship = 105 contact hours at your internship = approximately 7 hours per week throughout the 15-week semester
- Plan to have large, open blocks of time for your internship, such as one full or two to three part days. The exception is with on-campus internships. Generally, on-campus internships can accommodate smaller chunks of work time.

INTERNSHIP SEARCH – SET A GOAL OF FINDING AT LEAST 10 INTERNSHIPS TO APPLY TO

- Make an appointment with Career Development staff to discuss your internship goals and a game plan for your search. Email staff at careersrv@wcmo.edu.
- Use the easy-to-use **Internship Resource Checklist**.
- Among your top 10+ internship positions, research each employer's website and familiarize yourself with the mission and goals before applying. Write down the person who is best to contact for internships (look for Human Resources, Office Manager and Internship Coordinator).

APPLYING FOR INTERNSHIPS: CONTACT THE INTERNSHIP SITES ON YOUR LIST, 3-4 AT A TIME

- If you have found open internship positions, apply to those first.
 - Some require online applications. If so, complete them fully and review them carefully before hitting the submit button. Check for spelling, capitalization and punctuation!
 - Others require you to submit your resume and cover letter to an email address. Make sure you write the email using a professional tone. Check for spelling, capitalization and punctuation!
- If you have organizations on your list that do not have any open internship positions advertised, call and/or email them directly.
 - Call: Write down the names and titles of any one you speak with; you will need this to follow-up. If you get voicemail, leave your phone number twice.
 - Email: Email the person you found in the step above. Be professional. Attach your resume.
 - For both: Instead of saying you "need an internship," you want to offer something in return such that you seek an opportunity to help the organization and then share how you can contribute
 - Examples include shadow and assist as needed, volunteer, train in hopes of working with them one day are just a few ideas
 - Share that you are eligible to receive course credit for the learning experience.

Appendix

Tip sheet: searching for an internship, continued

INTERNSHIP APPROVAL AND REGISTRATION

- The registration steps are located on **MyWC-Career Development-WC Internship Program-Register an internship for academic credit**
- We recommend that you make an appointment with the Employer Connections Coordinator to discuss the registration process. Contact **amanda.plybon@wcmo.edu**.
- **Approvals for all for-credit internships must occur prior to the Add Date deadline of the fall or spring semester and by June 12th of summer break.** The Employer Connections Coordinator is in charge of the registration and approval process.

THE SEMESTER OF THE INTERNSHIP

- Components of an internship course:
 - Contact hours at your internship (internships must take place within the semester start and end dates)
 - Keep track of internship contact and academic hours and submit them regularly to your faculty sponsor
 - Stay in communication with your faculty sponsor, responding to emails and attending any meetings
 - Weekly reflective learning journals
 - Final assignment due at the end of the internship
 - Any other assignments given by the faculty sponsor
 - Student self-evaluation at mid-term and end
 - Supervisor evaluation at mid-term and end
- You are responsible for active participation in all aspects of the course for the full duration of the semester.
- Internships earn CR/D/F grades.
- We recommend that you send a thank you note to your site supervisor at the end of your internship.

INFORMATION TO SHARE WITH YOUR INTERNSHIP SITE SUPERVISOR

- Supervisors electronically initial the internship registration form during the approval process so that you may earn course credit for your internship.
- They must be willing to provide you with 35 contact (work) hours per credit required (minimum 105 hours for 3 credits).
- We ask that they provide you with an orientation to the site and to the staff.
- They provide supervision and on-going training throughout the semester sufficient for you to succeed in your position.
- We will contact them at mid-term to check in.
- If appropriate and local (within a 30-mile radius of campus), we may request a site visit while you are at your internship. This is not graded. It is a courtesy to the site and a chance for you to demonstrate your good work.
- At mid-term and end of the semester, your supervisor will complete a short evaluation.

GENERAL INTERNSHIP INFORMATION

- The internship is a requirement for some majors and minors. It also counts as a general elective course for all majors.
- Internships are offered every semester: spring, summer and fall. Summer internships do incur extra tuition. Visit **MyWC-Career Development-WC Internship Program** for more information
- Internships may be taken repeatedly for credit; up to a maximum of 12 credits are allowed.
- Volunteer, shadow, paid jobs and on-campus work-study positions all may qualify for an internship.

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 12th 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 during the academic year.
- 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 a 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 last day of summer break.
- 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 course instructor, 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 CPT 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 their major (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 CPT 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 the Coordinator of Global Educational Services to discuss 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 and 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.
 - 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.

The approval process can take 2-3 weeks so please plan accordingly as approval is required prior to beginning any work off campus.

Appendix

Internship registration form template

Student Name:

Student ID:

Course Code (ITS 399 or ITS 409):

Internship Term:

Internship Course Title:

Number of Credits:

Internship Employer:

Internship Supervisor Name:

Internship Supervisor Email:

Internship Start Date:

Internship End Date:

Internship Hours per Week:

Course Instructor Name:

Course Instructor Email:

Academic Discipline(s):

Learning Goals & Strategies: Write one goal for three career skill areas you would like to improve during your internship. The career skill areas are critical thinking/problem solving, teamwork/collaboration, professionalism/work ethic, oral/written communication, leadership, digital technology, career management, and global/intercultural fluency. See the NACE career competency handout for descriptions.

Learning Goal #1:

Learning Goal #2:

Learning Goal #3:

Academic Assignments:

Learning Journal Requirements:

Frequency of Communication with Course Instructor:

What is the Final Project:

Additional assignments required by Course Instructor:

Appendix

Learning journal and hours documentation template

Learning Journals are a required assignment in order to receive academic credit for your internship.

Due Date

You are required to turn in a Learning Journal regularly to your course instructor. Typically, this is every week. Talk to your faculty sponsor and decide on an agreed upon schedule.

What is a Learning Journal?

A Learning Journal is a journal that indicates your own learning and skills development. It is not just a diary or record of what you have done but a record of what you have learnt, tried, and critically reflected upon.

For example if in your Learning Journal you include details of what you did or how you did something then consider asking yourself questions such as:

Did it go well? Why? What did you learn?
Did it go badly? Why? What did you learn?
How can you improve for next time?

A Learning Journal contains your record of your experiences, thoughts, feelings and reflections. One of the most important things it contains is your conclusions about how what you have learnt is relevant to you and how you will use the new information/knowledge/skill/technique in the future.

Learning new knowledge and applying it within a skills context usually takes time, effort and perseverance. A Learning Journal will help you to become more aware of how you learn, what learning tasks you enjoy (and do not enjoy) and of your emotional and cognitive (thought) processes.

How do I 'do' a Learning Journal?

Try to write something down after each day you have worked at your internship. Be honest with yourself. Think about the following when you write down your experience.

Ask yourself questions such as:

- Have I achieved anything? If so, what?
- What progress have I made towards my three learning goals?
- Have I put any theories I have learned in class into practice?
- How does what I have been doing lead to me becoming better at a skill?
- How can I use this to plan for my future?
- What do I still want to know? (i.e. what do I want to talk to my site supervisor about in order to learn more?)

Appendix

Learning journal and hours documentation template, continued

You are required to keep track of your internship work and academic hours (learning journal, research, final assignment, etc.). For every 1 credit, 35 internship work hours and 10 internship academic hours are required.

There is a spot on the Learning Journal template where you can keep track of your hours. This will help your faculty sponsor determine if you met all the course requirements, which in turn will help in determining the final grade (CR/D/F).

Reflection

Throughout your internship, look back on your journal entries and reflect on any new perceptions or changed attitudes towards your experiences. Skills rarely suddenly develop or improve 'overnight'. At first, it may seem difficult to start to reflect critically upon your own learning. Over time, you will find that it becomes easier. The more often that you practice the skill of self-reflection the easier it will become.

Learning journal worksheet

of credits registered for this internship: _____

of site hours required: _____

of academic hours required: _____

Copy and paste the section below for each week or each day. Write as much as you want for each question.

Week # _____ out of _____ weeks

Dates _____

This week's internship site hours _____

Total internship hours so far _____

This week's internship academic hours _____

Total academic hours so far _____

Tasks Completed (respond to these three questions for each task or project you worked)

1. What did I do?
2. How do I think/feel about this?
3. What learning goal(s) is/are associated with the task? How? Look at your ITS Form for your learning goals.

Learning

1. What did I learn? What & how will I do differently next time?
2. What have I learned about myself?
3. How does what I have been doing lead to me becoming better at a skill?

Self-Advocacy

1. What did I think about but not say (or what did I want to say but did not)? How well (or badly) did it go?
2. What do I still want to know? (i.e. what do I want to talk to my site supervisor about in order to learn more?)

Achievements

1. Have I achieved anything? If so, what?

Classroom 2 Career

1. What progress have I made towards my three learning goals?
2. How have I put any theories I have learned in class into practice?
3. How can I use this to plan for my future?

WESTMINSTER COLLEGE

Office of Advising & Career Development

LOCATION

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

CONTACT

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HOURS

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

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