

**INTERNSHIP PROGRAM
NON-CREDIT APPLICATION**

Counseling & Career Services
St. Joseph's College New York
Brooklyn Campus
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Brooklyn, NY 11205
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GUIDELINES FOR THE INTERNSHIP PROGRAM

An internship is an experiential learning opportunity intended to gain valuable and practical work experience in your chosen field. Students are trained in the skills needed for their future career while integrating classroom skills in the work experience. It consists of a participating organization that agrees to the temporary employment along with the training and supervision of a student to accomplish necessary tasks.

An internship can provide an opportunity to sample your interests in a real work setting without committing to it full time. By participating in an actual work related activities, you will be able to better determine if that job setting is appropriate for you.

Students have the responsibility to devote a minimum of 105 hours. The duties are to be performed on a regular weekly basis during the fall, spring, winter, or summer semesters. The student will maintain a log describing day-to-day activities and the times and hours worked.

The student's performance will be discussed with the Internship Supervisor at the host organization. The on-site supervisor will complete a written evaluation of the student's performance.

ESTABLISHING A NON-CREDIT INTERNSHIP

I. ELIGIBILITY

1. Verify through the Counseling and Career Services Office that you have the minimum GPA required to participate in this program.
2. Secure a copy of your transcript from the Registrar Office.
3. Determine how many hours you will dedicate to the internship over the course of the semester basing your decision on the number of hours you can reasonably fit into your schedule.

(MINIMUM OF 105 HOURS TO COMPLETE INTERNSHP REQUIREMENT)

II. PREPARATION

1. Prepare a resume.
2. Discuss possible interests in terms of industry, organization(s), and location with the Counseling & Career Services Office.
3. Select one or more possible opportunities using the resources of the Counseling and Career Services Office at St. Joseph's College.
4. Make initial approach to internship site to inquire about selected internship(s), by phone, fax or e-mail.
5. Apply to the organization agency for the internship by submitting all materials requested. (e.g. resume etc.)
6. Follow-up to arrange a visit to the site(s) to learn details of the internship (as needed).

III. REGISTRATION

1. Complete the Student Internship Application for registration non-credit and bring your form to the Counseling and Career Services Office for GPA verification.

IV. ACADEMIC REQUIREMENTS

1. Maintain a daily log indicating dates, hours of work and a brief statement of activity that day.
2. Return the signed log to the Counseling and Career Services Office after the internship has been signed and completed.
3. An evaluation form will be presented by the student to the Organizations Supervisor, and returned to the Counseling and Career Services Office as a record of student's activity/performance.

PARTICIPANT RESPONSIBILITIES

RESPONSIBILITIES OF THE HOST ORGANIZATION SUPERVISOR

1. To orient students to the organization.
2. To supervise students through weekly conference for the purpose of assisting them in their learning experience.
3. To appraise students of their performance and complete a semester evaluation of each student's performance.
4. To advise the Counseling and Career Services coordinator of any student whose performance or attendance is unsatisfactory.

RESPONSIBILITIES OF STUDENTS

1. To set learning goals acceptable to their organization and the college.
2. To show progress in learning appropriate specialized work skills.
3. To participate regularly in discussion with your Counseling & Career Services Advisor.
4. To keep a log of their experience.

RESPONSIBILITIES OF THE COUNSELING AND CAREER SERVICES OFFICE

1. To assist students in selecting appropriate internships.
2. To meet with students to discuss their experiences.
3. To consult with host organization supervisors once a semester, or more often if a problem arises in a student's performance.

**APPLICATION FOR REGISTRATION OF NON-CREDIT
INTERNSHIP**

DO NOT BEGIN YOUR INTERNSHIP UNTIL THIS FORM IS APPROVED

PART I- *(to be filled by the student and the Counseling & Career Services Office)*

Student Name _____

ID# _____

Email _____

**Student's
Signature** _____ **Date** _____

Address _____

City/State/Zip _____

Phone (____) _____

Major/Minor _____

Department _____

Hours of Fieldwork _____ **Fall** ____ **Spring** ____ **Summer** ____ **20** ____

CIRCLE ONE: **Freshman** **Sophomore** **Junior** **Senior**

A student must participate in an organization's activities for 105 hours to be considered an internship. The intern must provide a log of hours worked and duties performed.

The Counseling & Career Services Office will discuss the student's development with the host organization's intern supervisor. A brief written evaluation and verification of attendance by the on-site supervisor is requested.

INTERNSHIP AGREEMENT

Date _____

This agreement is undertaken by:

Name _____ ID# _____

During the _____, _____ semester.

1. a) INTERNSHIP SITE/ADDRESS:

b) A BRIEF JOB DESCRIPTION OF THE INTERNSHIP:

2. The student will devote a minimum of 105 hours to be considered an internship.

The work is to be performed on a regular basis during the fall, spring, winter or summer sessions.

3. In addition to meeting the conditions of the internship, prescribed by the host organization, the student agrees to the following requirements:

a) Keep a journal/log with entries to document the day-to-day activities on the job, the date, times, and number of hours worked.

b) Secure an evaluation by the supervisor at the host organization.

4. The Counseling & Career Services Office will assess the log and evaluation.

Student Name (print) _____

Student Signature _____

Address _____

Telephone(____) _____

E-mail _____

Counseling & Career Services Advisor _____

Supervisor's Name _____

Site Address _____

Site Phone Number (____) _____

Site Fax (____) _____

Organization Internship Supervisor's Signature _____

