

Internship Program OVERVIEW



Internships are arrangements, either during a semester or over the summer, in which college students lend their talents to companies in return for an opportunity to develop “real world” business skills, learn about a new industry, and gain exposure to the work environment.

Whether paid or unpaid, an internship position is often quite beneficial to both students and employers. Students get the opportunity to integrate knowledge and theory learned in the classroom with practical application and make connections in professional fields they are considering for career paths. Employers get the opportunity to guide and evaluate talent, as well as develop a talent pool for future employment opportunities.

We welcome your participation in our Internship Program. Partnering with us to provide students with valuable work experience is a win-win situation for all parties involved. We look forward to working with you in meeting your recruitment needs.

How To Connect With The Career Development Center

It's a seamless process for employers desiring to participate in our Internship Program. We recommend the following steps to ensure that our Program Coordinator for the Cooperative Education and Internship Programs can effectively assist you with your recruitment needs.

1. Identify which department(s) the student/s would work and who will supervise the student/s.
2. Identify substantive projects for the student/s to work on while employed with your organization. Make sure that the projects are relevant to the student/s' major.
3. Develop a position description and send it to the Program Coordinator.
4. Post your co-op and intern announcements on ***Bulldogs4Hire***, our free job posting system.
5. Interview Candidates.
6. Once an offer has been made to the student, the student will meet with his/her faculty advisor and/or department chair to complete the Internship Agreement form. The faculty member will write learning objectives based on the duties described in your position announcement. The student will provide you with the Internship Agreement so that you can review the learning objectives. If the learning objectives are amenable with all parties, the supervisor or the point of contact within the organization should sign the applicable document. All internship application materials must be received from the student prior to the commencement of their internship assignment.

7. Mid-year Evaluations and Site visits. Supervisors will receive mid-year evaluations to complete on their intern. We strongly encourage supervisors to meet and discuss with their intern this evaluation. Students will submit their mid-year evaluations to the Program Coordinator. The Employer Services Manager from the Career Development Center will contact supervisors to schedule a site visit.
8. End of year Evaluations. Supervisors and interns will receive evaluations to complete. Again, we encourage supervisors to discuss this evaluation with their intern. Students will submit all evaluations along with their work reports to the Program Coordinator.

Student Eligibility Requirements

In order for students to be eligible to participate in the Internship Program and to receive academic credits for their internship experience, they must

- Be a sophomore, junior, or senior with a minimum cumulative 2.5 or higher GPA on a 4.0 scale and be in good academic standing at the university.
- Have completed a minimum of 24 college credit hours.
- Transfer students must have a minimum of 24 credits and must complete at least one semester at the university.
- Students must have an internship position that is related to their academic discipline and must be performing substantive work.

Students are required to work a minimum of 100 hours per semester as an intern. The hours required per week will depend upon the requirements of the position, but usually are less than

20 hours per week. Students completing summer internships usually work full-time throughout the duration of their internship as stipulated by the employer.

Academic Credit

Employers should be aware that there is an out-of-pocket expense for students to earn academic credit for their work experiences and that each student will determine whether they want to pay to receive these credits. All fees are set by the university.

Students are able to earn academic credit for their internship experience. However, certain criteria has to be met. Students seeking to earn academic credit for their internship experience must register for the two credit interdisciplinary course for the semester in which they will be completing their internship. As part of earning academic credit, students may be encouraged to keep journals and would be required to write reports on their internship experiences. In this report, they will address questions pertaining to on the job projects they worked on, classroom knowledge they acquired to aid them in completion of projects, skills they acquired and/or strengthened, how their internship experience solidified their career goals, and their overall experience as a participant in the Internship Program. Student reports are submitted to the Program Coordinator for a grade.

Compensation

Compensation for your internship position is solely at the discretion of the organization. Employers usually provide hourly rates; however, we encourage employers to review the wage guidelines stipulated by the Department of Labor. The most important thing to remember is to fairly compensate students for their work.

Benefits

In lieu of the recent Affordable Healthcare Act, we encourage employers to carefully review the stipulated regulations as it pertains to your organization. Contact your Human Resource Department or the Department of Labor to ascertain information on health, vacation and other employment benefits that interns might be eligible to receive.

Work Site Visits

A successful internship partnership is reliant upon all parties involved – the university, the student, and the employer. The most critical component to ensure that this partnership is a successful one is communication. To ensure students are adjusting well and successfully performing all duties, a site visit will be arranged by a representative from the CDC to meet with the student's site supervisor. The purpose of this visit is to discuss the student's work performance, skill competencies, and to resolve any issues and/or concerns.

Termination of Students

Sometimes relationships just don't work out and the key component of any good relationship is communication. Therefore, it's important that you develop appropriate measures in your program to ensure that organizational/departmental procedures, project assignments, project deadlines and the repercussions for unsatisfactory work performance are communicated to students. Address this information in your Cooperative Education/Internship Student Orientation. Provide students with a Cooperative Education/Internship Student Guidebook which covers such topics

as office procedure, attire, attendance, performance evaluation, job termination policy, etc. It's always good to provide students with a hard copy of this guidebook so that they can refer back to it.

Assessing the work performance of students during their cooperative education/internship will help them see the areas where they are performing well or need improvement. Therefore, it's good to have an evaluative process that encompasses a mid and final cooperative education/intern student work performance assessment. This evaluative process should be discussed with those assigned to supervise cooperative education/intern students.

Encourage supervisors to schedule meetings with cooperative education/intern students. These meetings should be productive wherein honest discussions of the student's work performance, clarity of project assignments and deadlines, and job termination policies are addressed. Create performance evaluation forms to be used in supervisor/intern meetings. These forms should include areas for supervisors to rate student performance based on the intern job responsibilities, attendance, and skills. Include a signature and date line for both the supervisor and cooperative education/intern students. The performance evaluation form is an invaluable tool to use during supervisor/intern meetings because it will provide the student an opportunity to improve in the area/s rated unsatisfactory by the supervisor. Lastly, ensure that your job termination policy clearly stipulates the number of unsatisfactory written notifications the student must receive in order to terminate his/her cooperative education/internship experience. Utilization of performance evaluation forms during supervisor/intern meetings will serve as documentation you will need should you have to terminate a student.



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