

Internships



This booklet is designed to help you plan for an intern and to share Hood College's internship process and policies with you. Please contact us at (301) 696-3583 or at careers@hood.edu with questions or to discuss internship and professional recruiting opportunities with Hood College.

Hood College welcomes the opportunity to partner with your organization to provide internship opportunities to the next generation of the workforce. Hood College encourages all of its students to grow professionally by participating in internships and supports this initiative by awarding academic credit.



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Internship Program Procedures

- 1** Begin by considering the organization's goals and objectives. What can an intern do for the organization to help meet those goals and objectives?
 - Could he or she help with a special project?
 - Are you hoping to train future employees?
- 2** Will your company have enough work for an intern?
 - Interns should have enough work to keep them busy for at least 10 hours a week.
 - Consider your facilities' physical space. Is there office space for an intern to work?
- 3** Will your company have the manpower to supervise an intern? It is important that all staff who will work with an intern have input into the decision to hire an intern.
 - As a team, consider projects that would be suitable for an intern.
 - Determine who will supervise the intern.
 - While hosting an intern has organizational rewards, it can be time consuming for the supervisor.
- 4** After you have decided that your organization has the work, time and energy to devote toward an internship program:
 - Create a job description that outlines the expectations for an intern.
 - Identify the physical space where the intern will work.
- 5** Decide if the internship will be paid.
 - Many nonprofit organizations often do not have the funds to pay an intern, but can offer an intern a wealth of experience and knowledge.
- 6** Contact the Career Center to post your internship opening and talk to the internship coordinator about how to best find applicants for your internship.
 - Post your position early, as far in advance as three to four months before the internship will begin.
 - Many students are on an academic calendar and are thinking of scheduling classes and registering for an internship the semester prior to the start of their internship.
- 7** Interview applicants thoroughly; this is an investment of time and energy for your company. Ensure that the applicant's skills, expectations and personality mesh with the needs of the organization.
- 8** After finding the perfect applicant, orient them to your company via a training session.
 - It is beneficial to have interns who are knowledgeable about the inner workings of a company.
 - Introduce them to employees and explain where they find the supplies they need, this will save both of you time later on.
- 9** Check in regularly with your intern.
 - They may be too intimidated to let you know that they are confused or frustrated.
 - Give your interns feedback. If they are doing a good job, let them know. If they are not living up to the expectations laid forth, let them know why and what they can do to improve! Remember an intern is there to learn and needs feedback on his or her performance to develop into a valuable employee.*

*Advice adapted from "Starting and Maintaining a Quality Internship Program" by Micheal True.

How to be a Good Internship Supervisor

Develop a comprehensive job description for the intern, similar to what you would provide any employee at your organization. Review this job description with the intern during the interview, and then on the intern's first day.

Have a plan for the intern's first day. Set up the work area for the intern in advance. Will the intern have access to voicemail and email? If so, arrange to have those in place upon the intern's arrival. Have some basic projects available for the intern to start.

Be sure to provide opportunities for your intern to meet others in your organization and in your field. At the start of the internship, take the time to introduce the intern to as many people as possible. Build in opportunities throughout the semester for the intern to work with others in the office.

Remember to include your intern in as many projects, meetings and events as possible. Observing the workings of your organization is a wonderful way for your intern to learn about your field!

Schedule regular meetings with your intern to talk about projects and progress toward goals. Also, make time to speak with your intern about his or her career plans and answer any questions that the intern may have about the workings of your office or organization. Get to know something about your intern and what interests her or him about your field.

Complete the internship evaluations in a timely manner. One is due at mid-semester and the other is due at the end of the internship. You should complete the evaluation and discuss it with your intern prior to sending it to the Career Center. Be clear and honest in your appraisal of the intern. Your comments can be very helpful to your intern's professional development!

Remember to read the Hood College Employer Internship Guidebook and be familiar with the policies related to internships.

Hood College Internship Program

Definition

An internship is a unique opportunity for a student to complement his or her academic studies with experiential learning in a professional setting. There is no set standard structure or defined outcome; every internship experience is different.

Hood students are not placed in an internship. Instead, students must research internship options and find a suitable internship site on their own. The Career Center staff will do everything it can to assist the student, but ultimately it is the student who is responsible for locating and securing a site.

Grades

All internships are graded on a satisfactory/unsatisfactory basis. Whether a student satisfactorily completes an internship is to be determined by the faculty internship adviser. The criteria for what constitutes a passing grade should be clearly defined in the Learning Agreement. In cases of a grade dispute, the Learning Agreement will serve as the authoritative document.

Time Commitment

Internships are also different from a traditional class in the time commitment required of a student. A student must work 40 hours at a site for each credit earned. Travel time and working on papers or projects assigned by their faculty internship adviser are not part of time worked. An intern cannot accrue time for holidays, sickness or vacation.

Absences from the internship site must be approved by the site supervisor.

<i>Credits</i>	3	6	9	12	15
<i>Hours to be Worked throughout the Semester</i>	120	240	360	480	600

Duration and Schedule

Students may perform an internship during any of Hood's academic terms.

Fall and spring internships must be performed between the first day of classes and the last day of finals.

January Term internships may start the day after the last day of fall classes and must conclude before the first day of the spring semester classes.

Summer internships may start the day after the last day of the spring classes and must end before the start of fall classes.

If a site requests that a student work a schedule that does not fit these constraints, the faculty internship adviser must approve the variation.

Travel

It is the responsibility of the student to arrange and pay for transportation to and from internship sites. The student should carefully consider transportation costs and travel time before committing to a particular internship site.

Supplemental Expenses

In fulfilling the expectations of the internships, the intern may incur expenses in addition to Hood's tuition and fees. These expenses are the exclusive responsibility of the student.

Retroactive Internships

Academic credit for internships may never be earned retroactively. In order to earn credit, students must obtain approval from the College prior to beginning an internship.

Hood College Expectations of Its Internship Site Supervisors

- Confer regularly with the student and his or her faculty internship adviser.
- Submit a written midterm and final appraisal of the student's work to the Career Center.
- Make necessary equipment, supplies and space available for the intern.
- Arrange a weekly work schedule that can accommodate the student's academic responsibilities.
- Make available any materials that have been produced for the organization for review by the faculty internship adviser as an additional basis for grading the student's performance.
- Carry worker's compensation insurance.
- Any other responsibilities itemized on the Learning Agreement.

Hood College Students' Responsibilities

Completion of Paperwork and Registration

The student bears sole responsibility for insuring that all paperwork has been received by the Career Center and that he or she is properly registered for the internship credits.

Commitment

In accepting an internship at an organization, a student is expected to commit to staying at the site for the period of time designated on the

Learning Agreement. Students should not switch sites midway through their internship.

Problems

If a student encounters a problem during the course of an internship, the student's first step should be to discuss the problems with his or her faculty internship adviser and/or the on-site supervisor.

Hood College Expectations of Its Students

Professionalism

Interns represent themselves and Hood College at the internship site. Students are expected to display mature, professional behavior at all times. Students should be punctual, dress appropriately for the site, and abide by all of the organization's policies.

Communication

Student interns are required to communicate on a prescribed schedule with their faculty internship adviser. Students should also maintain a constant line of communication with their on-site supervisor.

Faculty Internship Adviser Responsibilities

Establish the Criteria for Evaluating the Internship

Meet with the intern and complete the Learning Agreement.

Communicate Regularly

The faculty internship adviser cannot serve as the on-site supervisor. The faculty internship adviser meets either by e-mail, in-person or via phone with the intern at the beginning and end of the semester and in between, in accordance with the following guidelines:

<i>Credit Internship</i>	<i>Meetings Per Semester</i>
3	3
6	4
9	5
12	6
15	7

Terminating an Internship

Under unusual circumstances, any party involved in the internship may terminate the agreement. Because the internship is essentially a professional commitment, Hood strongly encourages students to fulfill their obligations to complete the full term of service at the site.

On rare occasions, the intern or the faculty internship adviser may determine that the internship site is not an appropriate learning experience, or the internship site may determine that the intern is not a good fit for their organization. In either case, any of the parties may decide to terminate the internship. If this occurs, notify the Career Center immediately.

If an internship is terminated for any reason, the student is responsible for following all procedures regarding adding and dropping credits and is responsible for all tuition, fees and penalties associated with credit coursework.

Student Termination of an Internship

The student may terminate the internship before the last date to withdraw from classes for the semester in which the internship is being performed. The student should have already notified his or her faculty internship adviser verbally of the problem, and steps should have been taken by both to rectify the situation.

These steps could include:

1. A meeting between the student and the on-site supervisor, with or without the faculty internship adviser present, to discuss the issues;
2. A plan written together by the intern, the on-site supervisor, and the faculty internship adviser to outline the issues and propose workable solutions; or
3. A discussion between the on-site supervisor and the faculty internship adviser about how to better meet the objectives of the internship. If all remedies are exhausted and the student wishes to withdraw from the internship, he or she must notify his or her faculty internship adviser, the on-site supervisor and the Career Center in writing of this decision,

as well as complete all necessary paperwork with the registrar to withdraw from the internship.

Please remember that terminating the internship before its completion is a very serious matter. If an organization feels they have had a negative experience with one Hood intern, they may not consider other Hood students. Further, if a student withdraws from an internship, another suitable internship may not be available, it may be too late to work the required number of hours, a class that might be taken in lieu of the internship could be closed, or it may be too late for the student to enroll in an alternative class.

Faculty Termination of an Internship

The faculty internship adviser may terminate the internship if the intern's performance is clearly substandard or if the placement obviously does not serve the intern's interests. The faculty internship adviser should terminate an internship only after efforts to improve the situation prove futile (see above). The faculty internship adviser must inform the Career Center, the student, and the on-site supervisor in writing of the termination. If a faculty internship adviser chooses to terminate an internship without student consent, she or he must provide written documentation of the student's substandard performance or the unsuitability of the internship site. In the case of an unsuitable internship site, the faculty internship adviser should also provide suggestions for how the student can still earn the credits originally intended for the internship.

On-Site Supervisor Termination of an Internship

The on-site supervisor may request the termination of an internship if he or she finds the intern's performance unacceptable and all efforts to improve the situation fail. The on-site supervisor must notify the faculty internship adviser in writing of the reasons prompting the request. The faculty internship adviser is responsible for taking any administrative action required to terminate an internship, and for informing the Career Center of the termination. If either the intern or the faculty internship adviser has found the site unacceptable, please notify the Career Center.