

Shawnee State University

Internship Programs

A Guide for Employers

2014-15



Additional resources provided for the SSU Internship Programs by:

Starting and Maintaining an Internship Program

- Michael True, Director, Internship Center, Messiah College

SHRM Guide to Organizing an Internship Program

- Letty Klutz, PHR

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Shawnee State
UNIVERSITY

Workforce Development

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Table of Contents

- Mission 1
- Internship Defined..... 1
- Employer Internship Benefits 1
- Employer Internship Responsibilities 1
- Five Steps to Developing a Quality Internship Program..... 2
- Frequently Asked Questions..... 3
- Internship Request Form..... 5
- Internship Sample Job Descriptions 6
- Sample Internship Interview Structure 8
- Sample Internship Offer Letter..... 9
- Sample Internship Rejection Letters 10
- Sample Orientation and Training Outline 12
- Internship Assessment Form..... 13
- Sample Intern Evaluation of Employer 15
- Sample Employer Evaluation of Intern Student..... 16
- Sample Exit Interview Protocol 17
- SSU and Organization Partnership Memorandum of Understanding 18
- Student Participation and Internship Search Agreements 19

Mission

The primary mission of Internship Programs (IP) is to engage students in planned, educationally-related work and learning experiences that integrate knowledge and theory with practical application and skill development in a professional setting enhancing students' employability skills.

Internship Defined

The National Association of Colleges and Employers has recommended the following definition:

An internship is 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 the employers the opportunity to guide and evaluate talent.

Common characteristics of internships include:

- A typical duration of three to nine months
- A part-time or full-time commitment
- Paid or unpaid opportunities
- Connection to an educational program with academic credit, or no connection to earning course credit

Why should an employer participate in Shawnee State's internship program?

There are many reasons why employers should consider an intern from Shawnee State University. First, students who participate in the academic internship program are working with a faculty advisor and are often registered for academic credit as part of this experience. This means that they are not only accountable to your workplace, but also to our faculty for their work.

In addition to this increased accountability, students will be developing an excellent foundation based on advanced, broad-based education and practical experience. These students are the workforce, and possibly your workforce, of the future.

Finally, your participation provides a wonderful experience for students. The classroom is just part of the education necessary for success in the real world. The practical learning of an internship provides students a great advantage as they pursue their career interests.

Benefits for employers from an internship program

- An economical recruiting tool and opportunity to train future employees. The opportunity to evaluate prospective employees while they are working for the organization can reduce significant costs in finding new talent;
- Interns bring current technology and ideas from the classroom to the workplace and therefore can increase an Organization's intellectual capital;
- Interns can be another source for the recruitment of diverse employees into your workforce;
- An internship program can supply an easily accessible source of highly motivated preprofessionals; and interns provide an opportunity for mid-level staff to learn valuable management skills.

What are my responsibilities if I accept a student intern?

As the employer of an intern, we ask that you provide a safe, educational, "real life" work experience for our students. Students are often earning academic credit for this substantive work. While interns may be used for limited clerical support or errand running, they should also be given the opportunity to experience work in your business similar to that of other full-time employees.

Most academic departments will request the workplace to provide some form of evaluation of the student's performance. This feedback helps the faculty advisor apply a grade to the internship credit. Evaluations can be in different forms depending on the intern's academic department. For example, you may receive periodic phone calls from the intern's faculty advisor. Or, you may be asked to submit an end-of-the-term evaluation or letter that could be placed in the student's portfolio or used as a letter of support.

Are student internships paid?

While we hope that you can provide some financial compensation for interns in your business, this is not a requirement. Our primary goal is to find opportunities for students to gain experience, meet professionals in the field, and earn academic credit. You do not have to reveal your internship compensation; however salary or hourly wages are a consideration to attract applicants for your internship

How do I set up an internship?

Please contact:
Melissa Essman, Workforce Development
Phone: 740.351.3027
Email: messman@shawnee.edu

Five-Steps to Developing a Quality Internship Program That Works

Step 1: Set Goals and Policies for the Internship Program

Step 2: Write a Plan for the Internship Opportunity

Step 3: Recruit a Qualified Intern

Step 4: Manage the Intern

Step 5: Conduct Exit Interviews and Follow-up

Step 1: Set Goals and Policies for the Internship Program

What is the main goal for your company's internship program?

- Consider your current business activities and ongoing work/projects your workplace you would like to initiate, expand, or complete.
- Consider projects that are beneficial to your organization and provide challenging learning experiences for students.
- Examine your company's recruiting needs (i.e., employees retiring or departments that are expecting growth).

Who will supervise and mentor the intern?

- A site supervisor should be selected because he/she likes to train or mentor and has the resources to do it. The supervisor will help the intern keep their project on time and on budget.
- The mentor may be a department head, project leader, long-term employee, or acting supervisor who is knowledgeable on the project where the intern will be assigned and can provide some orientation and wisdom to the student.

Will you pay the intern?

Internship opportunities can be paid or unpaid. Determine ahead of time if you are offering compensation to your intern. This can be in the form of an hourly wage or a stipend.

Step 2: Write a Plan for the Internship Opportunity

- Identify goals, time lines, workspace, and a general description of the project, which will become your work plan, so that everyone understands the purpose and expectations involved (see Resources section).
- After the work plan has been established, create a brief job description for the position.

Can you involve the intern in experiences beyond the actual work of the internship?

Yes, this could include training programs, social events, and opportunities to network with executives. Best practices for social events, include encouraging interns to network among themselves to share their experiences. If appropriate, invite your intern to company sponsored events. Some companies host an end of the program experience, such as participation in a golf outing or a lunch/reception with upper management.

Step 3: Recruit a Qualified Intern

Log on and register at obiomeansinternships.com

- Under the Employer Section click Post Job.
- Enter employer information, job description, and contact information.

Begin searching three to four months before you expect a student to start working:

The longer you accept applications, the better your chances of finding the best person for the job.

Choose interns carefully:

Nationally, up to 45% of the students stay on full-time upon graduation from college. Once you have determined your top candidates, arrange an interview in a timely manner (best practices: 3-5 days). A sample interview structure can be found under Resources. Workforce Development can support an interview activity (room, schedule, etc.).

Extend an offer to the intern of your choice:

A sample Memorandum of Understanding and an Offer Letter can be found under Resources.

Notify candidates who were interviewed, but not chosen for the position:

There are sample rejection letters under Resources.

Step 4: Manage the Intern

Getting started on the right foot is important. We encourage employers to start with a good foundation of expectations for the intern's experiences. Setup an orientation and training for your new intern. A sample orientation outline is included under Resources.

Give your intern the resources he or she needs to do the job:

For office environments, a proper workstation, telephone with voicemail, computer and email account should be provided if appropriate. Point out the supply room and introduce any appropriate personnel.

Monitor the intern's progress:

- Make sure you are aware of what is happening with their daily tasks.
- Keep in mind this could be a first work experience for the intern. When work is assigned make sure it is given with detailed explanation. A few extra minutes of explanation will pay off later when the intern produces good work independently.
- Help your intern set goals for completion of various tasks, including daily, weekly, and monthly goals. This will help establish a solid work ethic for the intern.

Evaluate the intern's progress periodically and give feedback:

- Evaluations are important for the success of your intern's experience. Evaluation processes differ and could include a formal written review given at the halfway point and at the end of the program, or it may be delivered over an occasional lunch or meeting with the intern.
- Academic departments may require onsite visits or conference calls during the internship to facilitate the evaluation process for grading purposes. The student intern should be able to share with you what is expected and a faculty academic advisor may contact you via phone or email if this is a requirement for credit.

Step 5: Conduct Exit Interviews and Follow-up

Providing the value of your internship program will require hard evidence that your organization is getting a return on investment:

- Use the evaluation forms found under Resources for both interns and employers to evaluate each other.
- Conduct an exit interview to determine if interns are leaving the organization having had a good experience. This provides valuable feedback to upper management for future program planning.

In addition to the qualitative measures, a number of quantitative measures can be developed:

- Common measures may include the number of interns that become full-time employees, the number of recruits for interns in the company, and growing numbers of qualified intern applicants.
- In order to successfully measure your program outcome, you should refer to the stated program goals and address those outcomes.

Frequently Asked Questions

Q: What level of compensation is typical for an internship?

A: In planning to allocate resources for your internship program, compensations may be a consideration. An hourly wage can vary depending upon experience; typically the hourly wage for an intern ranges from \$8.00 to \$20.00 per hour. If you are unable to budget an hourly wage, consider offering a monthly- or semester-based stipend to the student.

Q: Is my organization responsible for providing insurance or benefits to the intern?

A: No, normally only full-time employees are eligible for benefits provided by the employer. Interns are likely short-term employees and are therefore likely ineligible.

Q: Do interns work 40 hour weeks? Do they typically work five days a week?

A: Internships are flexible; students often plan their internship schedules around class schedules on campus. A part-time internship can involve anywhere between 10 and 30 hours per week. Once an intern candidate has been identified, you will need to discuss availability and agree to a schedule that will work for both parties. Students enrolled in a school with a co-op program may be able to work 40 hours a week for a semester.

Q: When do internships typically begin? How long do they last?

A: Internships usually follow the starting and ending dates of the academic semester. They can take place during summer breaks (May-August), during the fall (September-December), or during the spring (January-April). An internship generally runs between three to nine months and can begin either in summer, fall, or spring.

Q: When should I start looking for an intern if I want them to start work in the summer?

A: Typically internship descriptions are posted at least two-months prior to the proposed start date to allow for a one-month window for candidates to submit applications and receive supportive services from Shawnee State University's Office of Career Development and Workforce Development.

Q: How does a student obtain academic credit for internship experience?

A: Credit requirements for internships vary by school and department. It is the student's responsibility to arrange for credit with a Shawnee State University faculty advisor.

Q: What if my intern does not work out? Are there rules for terminating interns the same way as there are for full or part-time positions?

A: In most cases, interns are treated as employees and therefore the same laws apply. It is advised you consult with your Human Resources department and/or seek legal counsel for further information and specific Department of Labor requirements.

Q: I like my intern and would like to extend the internship? How do I go about this?

A: Internships are flexible; students often plan their internship schedules around their class schedules on campus. A part-time internship can involve anywhere between 10 and 30 hours per week. Once you identify an intern candidate you will need to discuss availability and agree to a schedule that will work for both parties. Students enrolled in a school with a co-op program may be able to work 40 hours a week for a semester.

Q: Can full-time employment be offered after the internship? How do I go about this?

A: Yes, if your organization and the intern can come to an agreement about full-time employment that is the ultimate win.



Workforce Development

Intern Name: _____

Phone: _____ Email: _____

Supervisor's Name: _____

Title: _____

Phone: _____ Email: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Title: _____

Phone: _____ Email: _____

Description of Company: _____

Internship Job Title: _____

Internship Job Description: _____

Qualifications: _____

Wages:

Hourly Wage: _____ Assistance with Housing: _____

Stipend: _____ Unpaid: _____

Timeline: _____ to: _____

Supplies:

Desk Telephone with Voicemail Work Station Network Log In Email Account

Forward resume to:

Contact: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Sample Internship Request Form #1

Position: _____ PC Support Analyst _____ **Date:** _____ 09/18/12 _____
Organization: _____ ABC Company _____ **Location:** _____ Portsmouth, OH _____
Department: _____ Information Systems _____ **Paid/Unpaid:** _____ \$8.00/hour _____
Cycle: _____ School Year _____ **Start Date:** _____ 09/01/12 _____
Time Requirements: _____ Part-time 15-20 hours/week _____
Major(s) Requested: _____
GPA Desired: _____
Number of Openings: _____ 1 _____

Job Description

- Responds in a timely and courteous manner to help desk calls from end-users with software and hardware questions
- Provides support for office products such as e-mail, electronic calendaring, word processing, and spreadsheets
- Performs hardware and software installations
- Performs routine maintenance on PCs and peripherals
- Provides end-user tutoring for Word, Excel, and Access

Qualifications

- Knowledge of Windows, Word, Excel, Access and e-mail
- Familiarity with PCs and Macintosh preferred
- Must have own transportation
- Must be incoming sophomore or above

Sample Internship Request Form #2

Position: Accounting Intern **Date:** 09/18/12
Organization: XYZ Company **Location:** Jackson, OH
Department: Accounting & Control **Paid/Unpaid:** \$9.00/hour
Cycle: Summer **Start Date:** 06/15/12
Time Requirements: Part-time 35-40 hours/week
Major(s) Requested: Accounting, Finance, or Business Administration
GPA Desired: _____
Number of Openings: 2

Job Description

- Prepares and consolidates results and budgets
- Coordinates and issues actual and forecast reporting requirements
- Analyzes monthly budget variances
- Prepares monthly financial reports
- Participates in special projects

Qualifications

- Proficiency in PC environment (windows preferred)
- Minimum of two accounting courses
- Familiarity with Wordperfect and Excel or Lotus 123 preferred
- Must be incoming sophomore or above

Application Procedure

Please forward resume to:

Contact: _____

Title: _____

Company Name: _____

Company Address: _____

Phone Number: _____ Fax: _____

Email: _____

Sample Intern Interview Structure

Stages of the Interview

1. Prepare Questions About:

- Specific coursework related to the position
- Knowledge of or familiarity with equipment, techniques, computers, etc.
- Previous experiences related to the position
- Career interests, goals

2. Analyze Resumes

- Check for signs of organization, clarity, and accuracy
- Trace chronology and look for time gaps
- Note involvement and roles in campus and community organizations
- Check grade average overall and in major
- Look for accomplishments, patterns of progression, and growth

3. Open the Interview (1-2 minutes)

- Build friendly rapport through small talk
- Provide an overview of the interview
- Indicate that the student will have an opportunity to ask questions later
- Explain that you will be taking notes and invite the student to do so

4. Ask Questions and Gather Information (15 minutes)

- Use behavioral type questions as well as open ended questions

5. Allow for Questions and Comments (5 minutes)

- Answer honestly and illustrate with your own experiences if possible
- Assess the quality of the student's questions
- Avoid giving answers that indicate a commitment to a position
- Be prepared to answer questions about the position, expected training, company structure, company products

6. Give Information (1-2 minutes)

- Briefly recap information about the position
- Discuss candidate's availability for the internship to ensure your needs are met
- Discuss any academic requirements for course credit

7. Wrap-Up (1-2 minutes)

- Close on a positive note
- Briefly describe the next steps
- Give an estimate of when the student will hear from you
- Avoid making statements that may be interpreted as a promise of employment

8. Evaluate the Candidate Against the Requirements for the Position

- Review your notes before your next interview
- Be objective and base your decision on the evidence

9. Follow Up With Candidates Promptly

- Send rejection letters to students who do not match your requirements
- Offer the position to the candidate that you have chosen

Sample Internship Offer Letter

Date
Student Name
Student Address

Dear (Student's First Name):

I am pleased to confirm your acceptance of an internship position as (Title) in the (Department Name) at a pay rate of (Hourly Wage/Stipend). Your first day of work will be (Date). Your duties and assignments for this position will be those described to you in your orientation with (Supervisor's Name).

This offer is contingent upon completion of a physical examination, including a drug screen, and completion of employment processing procedures. Please report to the Human Resources Department at (Time) on (Start Date) with the appropriate documents and completed forms.

If you have any questions, please feel free to contact (Supervisor's Name) or me. We are very pleased that you have decided to join (Operating Company Name). We look forward to seeing you on (Start Date) and offer a very warm welcome.

Sincerely,

(Your Name)
(Your Title)

Sample Rejection Letter on Resume Basis

Date

Student Name

Student Address

Dear (Student's First Name):

Thank you for your interest in an internship assignment with (Company Name). Although your background and qualifications are impressive, we do not have an appropriate opportunity at this time. I have forwarded your resume to our Human Resources Department. They will contact you in the event that an appropriate future opportunity arises.

Thank you again for your interest in (Company Name). We wish you success in your career.

Sincerely,

(Your Name)

(Your Title)

Sample Rejection Letter Following On-site Interview

Date:

Student's Name

Student's Address

Dear (Student's First Name):

Thank you for meeting with me to discuss an internship assignment with (Company Name). Although your background and qualifications are impressive, we have selected another candidate who more closely fits our needs.

I have forwarded your information to our Human Resources Department. They will contact you directly in the event that an appropriate future opportunity arises.

Thank you again for your interest in (Company Name). We wish you success in your career.

Sincerely,

(Your Name)

(Your Title)

Sample Orientation and Training Outline

- Review organization vision and department missions
- Give the intern a feel for the organizational structure, provide an organizational chart or staff list with phone numbers
- Explain the need-to-know items:
 - Parking
 - Work station
 - Specific work dates and times
 - Office hours, breaks, and lunches
 - Intranet
 - Using office equipment (ie., copy machine, phone)
 - Dress code
 - Attendance and punctuality
- Review organizational and employee policies
- Review the internship
 - Identify and discuss main projects
 - Job description
 - Results expected
 - Action plan
- Set regular evaluation meetings
- Inform the intern of departmental or staff meetings he/she is expected to attend, and provide time during those meetings for the interns to report progress on his/her project.
- Identify a back-up supervisor or support person who can answer the intern's questions if his/her regular supervisor is unavailable.
- Ensure that your intern understands his/her responsibilities
- Provide a tour of the facility, introduction to staff

Workforce Development

Intern's Name: _____

Name of Company or Organization: _____

Site Supervisor Date: _____

Intern's Position or Assignment: _____

Please use this scale to evaluate your intern's performance in the following areas:

1	2	3	4	5	6
Needs more training or education	Performing below expectations	Acceptable performance	Above average performance	Superior performance	Not observed

1. General Workplace Performance

- Attendance.....1 2 3 4 5 6
- Appropriate dress1 2 3 4 5 6
- Attitude1 2 3 4 5 6
- Work habits1 2 3 4 5 6
- Acceptance of criticism.....1 2 3 4 5 6
- Setting priorities.....1 2 3 4 5 6
- Asks appropriate questions1 2 3 4 5 6
- Self-motivated.....1 2 3 4 5 6

2. Specific Job Assignment Performance

- Sufficient knowledge to perform tasks1 2 3 4 5 6
- Analytical skills1 2 3 4 5 6
- Verbal skills1 2 3 4 5 6
- Written skills.....1 2 3 4 5 6
- Organizational skills.....1 2 3 4 5 6
- Technical skills1 2 3 4 5 6
- Meeting deadlines1 2 3 4 5 6
- Completing tasks1 2 3 4 5 6

3. Growth on the Job

Development of new skills1 2 3 4 5 6

Examples: _____

Knowledge of organization.....1 2 3 4 5 6

Examples: _____

Contribution to the workplace.....1 2 3 4 5 6

Examples: _____

4. Briefly comment on the following questions

What do you consider the major strengths of this intern?

What areas need improvement?

Other comments, commendations, or recommendations:

Sample Intern Evaluation of Employer

Student: _____ Date: _____

Employer: _____

1. Did you feel the work was a valuable experience in relation to your academic studies?
2. Were you given responsibilities that enabled you to apply knowledge and skills?
3. Were you allowed to take the initiative to work beyond the basic requirements of the job?
4. Did the organization and/or supervisor work with you regularly? Were they available to answer questions when necessary?
5. Briefly note new skills, techniques, and knowledge gained in this position.
6. Discuss the weak points of your internship experience and ways they may be improved.
7. Discuss the strong points of your internship experience.
8. Was there anything that was not covered that should have been covered in the internship program?
9. Do you think your academic program adequately prepared you for this internship?
10. If you had any aspect of your internship to do over, what changes would you make?
11. Would you recommend this internship to other students? Note any comments about your particular job not covered above.

Sample Employer Evaluation of Student Intern

Student: _____ Date: _____

Dates of Internship: _____

1. How well was the intern prepared for this internship?
2. Can you suggest instructional areas which would benefit this intern?
3. Please provide examples in which the intern applied good judgment and had a technical competence for the assigned tasks.
4. How would you rate the intern's sense of responsibility toward his or her assignments?
5. Please provide some examples in which the intern worked quickly, thoroughly, and efficiently.
6. What are the intern's strengths and weaknesses when interacting with others?
7. What are the intern's strengths and weaknesses when it comes to leadership?
8. Discuss areas where the intern has made significant improvement.
9. What are the intern's strengths and weaknesses in oral and written communication?
10. Would you recommend this intern for future employment? Why or why not?

Are there other areas involving the internship program or the intern that you wish to comment on?

Sample Exit Interview Protocol

Schedule in advance to give the student opportunities to prepare thoughts and questions. Avoid scheduling on the last day so that there is time to take care of any action items that come up.

Exit Interview Steps

1. Explain the purpose of the exit interview.
2. Encourage the student to be as candid as possible.
3. Explain that you will be taking notes.
4. Begin with less sensitive questions to put the student at ease.
5. Gradually move into areas of greater sensitivity.
6. Ask the student if he/she has any remaining questions or suggestions for improving the internship program.
7. Conclude by thanking the student for his/her time and honesty.

Exit Interview Summary

Name: _____ Date: _____

Department: _____ Supervisor: _____

Company property returned (Keys, Badge, Other): _____

1. How similar was your actual assignment to your expectations?
2. How would you rate (Company Name) as a place to work?
3. How well did your experience provide information about your chosen field?
4. What was the best part of your intern experience?
5. What was the worst part of your intern experience?
6. Would you recommend (Company Name) to other students for an internship assignment? Why or why not?
7. What suggestions do you have for improving the internship program?

Purpose: The Shawnee State University Student Internship Program through its Office of Workforce Development provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of SSU students. Your participation as our provider partner exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this work/learning endeavor.

Responsibilities: To help insure the interests and promote the benefits of a co-op/internship arrangement for all parties involved, the University has developed this memorandum of understanding to describe the mutual responsibilities between Shawnee State University and your organization, hereafter referred to as the Program Provider.

A.) Responsibilities of Shawnee State University

1. Encourage the student’s productive contribution to the overall mission of the Program Provider through the program infrastructure and expectation set for students;
2. Certify the student’s academic eligibility to participate in an internship assignment, if applicable;
3. Establish guidelines and standards for the conduct of the SSU Student Internship program and to make these guidelines and standards available to the Program Provider;
4. Identify an SSU administrator from Workforce Development to monitor the progress of the internship assignment; and
5. Maintain the confidentiality of any information designated by the Program Provider as confidential.

B.) Responsibilities of the Program Provider

1. Encourage and support the learning aspect of the student’s internship assignment;
2. Designate an employee to help orient the student to the site and its culture, to assist in the development of learning objectives, and to monitor progress of the student;
3. Provide adequate supervision for the student and to assign duties that are career-related and challenging;
4. Make available equipment, supplies, and space necessary for the student to perform his/her duties;
5. Provide a safe working environment;
6. Notify appropriate personnel from Workforce Development of any changes in the student’s work status, schedule, or performance;
7. Allow SSU representative(s) to visit the work site to confer with the student and his/her supervisor as appropriate;
8. Maintain general liability insurance and other insurance coverage as appropriate for paid or unpaid internships.

Duration of Agreement: This memorandum of understanding shall continue in effect from the date of execution below throughout the involvement of the Program Provider in the Student Internship Program.

SHAWNEE STATE UNIVERSITY

By: _____

Print Name: _____

Title: _____

Date: _____

PROGRAM PROVIDER

By: _____

Print Name: _____

Title: _____

Date: _____

I. Student Internship Agreement

Purpose: The Shawnee State University Student Internship Program through Workforce Development provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of SSU students. An SSU University Student Internship through the Workforce Development is:

A partnership between students, institutions of higher education, and internship providers that formally integrates students' previous academic study with work or community service experience and that does both of the following:

1. Offers internships of specified and definite duration;
2. Evaluates each participating student's performance in the internship position, both from the perspective of the student's institution of higher education and the student's internship provider.

An SSU student internship through Workforce Development may be either paid or unpaid but does not include an academic credit component. While internships are often more flexible and less well defined than co-op positions, it is essential that internship opportunities be designed with the same care as co-op opportunities. Quality internships are those which allow students to learn more about their field of interest through observation and direct participation in a job setting; assist students in establishing future employment connections; allow students to complete substantial projects/tasks that will build on the skills learned in the classroom; and provide internship providers with trained, well-screened students who can become their future full-time employees.

Responsibilities: To help insure the interests and promote the benefits of the SSU Workforce Development Student Internship arrangement for all parties involved, the University has developed this agreement to describe the mutual responsibilities between Shawnee State University and you:

Shawnee State University agrees to:

1. Provide professionals who are responsible for establishing and monitoring the Student Internship Program;
2. Respect student rights and state/federal privacy laws while maintaining practices designed to secure for each student an appropriate internship experience;
3. Develop new internship opportunities for students and assist students in developing the types of behaviors that will allow them to secure an internship placement;
4. Work directly with internship providers to ensure that all students have an equal opportunity to pursue internship placements;
5. Provide the necessary infrastructure to allow students and internship providers to participate in a world class learning experience.

As a student I agree to:

1. Honor the guidelines of the SSU Workforce Development Student Internship Program, the SSU Student Code of Conduct as well as any rules or policies and procedures that my internship employer may have related to my participation.
2. Create a resume that represents my qualifications and interests and give Shawnee State University my permission to share that resume with interested internship providers.

Participation Agreements: In order to effectively operate the Student Internship Program and the associated internship search process, students are required to provide consent and agree to certain specific terms prior to participation in the Student Internship Program. If a student does not agree to the entire agreement, including the specific terms, they are not eligible to participate in the program.

No Guarantee of Internship Placement

I understand that my participation in the Student Internship Program does not guarantee that I will secure an internship placement. I understand that the University personnel associated with the Student Internship Program will provide access to opportunities; but my personal choice, the choice of the participating organizations, and other factors in the employment market will ultimately determine if I secure an internship placement. I also understand that there are both paid and unpaid opportunities available, and that I am not guaranteed to be able to secure paid internship or payment at a certain level.

Internship Search Records Release Agreement

I grant permission to SSU's Workforce Development to release to prospective internship providers information, in whole or in part, from my academic transcript, resume when, in the judgment of the Director of Workforce Development, this would seem to be of value to my search for an internship.

Statement of Understanding

I understand that, in order to participate in the Student Internship Program, I must be a registered student. I further understand that I must be free of any academic deficiencies or other restrictions that would interfere with such an assignment.

II. Internship Search Agreement

Purpose: To facilitate the connection between students participating in the Academic Internship Program (AIP) and employing organizations who have expressed interest in sponsoring / hiring an SSU intern, the University provides access to the internship search process. This process seeks to:

1. Provide interested internship sponsors/employers with access to the resumes and other supporting credentials and information pertinent to the intern selection process;
2. Aid in the successful navigation of the interview and selection process by students through the provision of advice, support, and guidance;
3. Facilitate the interview process through the coordination of on campus interviews when requested;
4. Ensure the process carries through on a timeline which is consistent with the academic calendar through monitoring and appropriate procedural interventions.

Responsibilities: In order to ensure that all students have equal access to potential internship opportunities and to aid in the maintenance of high quality relationships between the University and internship sponsors/employers, students participating in the internship search process need to be aware of the proper standards of conduct for this process and agree to abide by them.

Shawnee State University agrees to:

1. Respect student rights and state/federal privacy laws while maintaining practices designed to secure for each student an appropriate internship experience;
2. Provide equal access to all opportunities to all students participating in the AIP internship search process;
3. Ensure that career related support and guidance is available to help all students participating in the AIP internship search process.

As a student, I:

1. Understand that participation in the search process does not guarantee an internship placement, and that I am encouraged to seek out internship opportunities outside those being presented;
2. Agree to interview for all relevant internship positions to the best of my ability as part of my overall learning experience;
3. Understand that by participating in this search process, I will be required to register my internship as part of the AIP if I accept an internship offer, whether that opportunity is one I find through a lead presented to me through the AIP or one I locate on my own;
 - a. I understand that if I complete internships with this or any other employing organization that is affiliated with the AIP in any term in the future while I am enrolled at SSU, that I am required to register this/these internships as part of the AIP.
4. I understand that I am expected to behave professionally during the internship search process including:
 - a. Conducting myself appropriately during interviews and in all dealings with internship sponsors/employers and SSU supervising faculty;
 - b. Replying to all communications from potential internship sponsors/employers and SSU supervising faculty within 24 business hours. This expectation continues throughout the term, including after acceptance of an offer;
 - c. Communicating acceptance of an offer to the SSU supervising faculty on the same day I accept it;
 - d. Understand that once an offer has been accepted, I am not eligible to consider further offers and should communicate my status to all internship sponsors with whom I have an open status.
5. I understand that a violation of these professional standards is cause for removal from the internship search process.
6. I understand that there are many factors that contribute to the quality of a position and its value to my professional development. I agree to approach the search process with an open mind and consider all opportunities presented to me regardless of organization type and payment or level of payment.

Acknowledgment of Understanding and Acceptance

I acknowledge that I have read, understand, and agree to all terms contained in both the Student Participation and Internship Search Agreements. I also understand that violations of these terms may result in penalties including prohibition of continued participation in the Academic Internship Program.

Student Name: _____

College: _____

Major: _____

Student ID Number: _____ Date: _____



Workforce Development

internships.now@shawnee.edu