

INTERNSHIP HANDBOOK

SPRING 2012



OFFICE OF CAREER DEVELOPMENT AND
INTERNSHIPS

COLLEGE OF MOUNT SAINT VINCENT

INTERNSHIP GUIDELINES AND EXPECTATIONS

Your internship is an opportunity to connect your academic experiences to the work setting. It will enable you to learn new skills, meet new people and experience the environment of the industry in which you may one day work. You may discover that the field you have been planning to enter is perfect for you. You may learn that it is not what you thought it would be. In either case, you will gain valuable information to help you with your career planning.

Internship hours – You must complete 120 hours for a 3 credit internship and 240 hours for a 6 credit internship. You may work more than the minimum number of hours but will only receive the number of credits for which you initially register. You must continue to work at the site through the end of the semester even if you have completed the hours early. If you anticipate having trouble finishing your hours in time, please discuss this with your Faculty Supervisor in advance.

The **course grade** will be given by your Faculty Supervisor with input from the Site Supervisor and the Director of Career Development and Internships.

Professional behavior is expected at the internship site at all times. Remember you represent the College of Mount Saint Vincent. We expect that you will:

- Attend every scheduled day of the internship. If you are unable to do so, give your supervisor sufficient advance notice.
- Be punctual and dependable.
- Show initiative and work hard!
- Dress and act in an appropriate and professional manner.

If you have problems at the site:

You may experience some difficulties in even the best placement. Some examples might include a lack of sufficiently challenging work, communication problems and interpersonal issues. It is best to speak with your site supervisor as soon as possible and try to resolve the situation. It may take several conversations to arrive at a solution. Remember, you will not be able to leave the internship during the semester and obtain a different placement, so you will need to work things out as best as you can. Your faculty supervisor and the Director of Career Development and Internships are available to assist you if you cannot arrive at a satisfactory conclusion on your own. For assistance, contact your department or:

Diane S. Machado, Director of Career Development and Internships
College of Mount Saint Vincent, Room 407B Founders Hall
6301 Riverdale Avenue, Riverdale, NY 10471
PHONE: 718-405-3262
FAX: 718-405-3491
diane.machado@mountsaintvincent.edu

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INTERNSHIP ASSIGNMENTS AND GRADING POLICIES

Your site supervisor and the Director of Career Development and Internships will provide input into your final grade which is determined by your faculty supervisor.

- The **Site Supervisor** will report the grade on an evaluation that is sent from the Office of Career Development and Internships.
- The **Faculty Supervisor** will assign you a paper, log, portfolio or other project. **It is your responsibility to discuss with him/her the nature of the project.**
- Assignments for the **Office of Career Development and Internships** are outlined below:

REQUIREMENTS FOR THE OFFICE OF CAREER DEVELOPMENT AND INTERNSHIPS

1. **Mid-Term Meeting. Completed between March 19 and March 27.**
Meet with the Director of Career Development and Internships to discuss the progress of your internship. **(Visit the office or call ext. 3262 AT LEAST ONE WEEK IN ADVANCE to set an appointment.)**
2. **Final Paper Evaluating Internship Experience. Due May 8.**
In approximately 3 pages, respond to the following questions:
 - What adjustments did you make to transition from school to the work place?
 - What skills did you learn or develop?
 - What was your greatest learning experience?
 - What was the most challenging aspect of the position?
 - How has your internship defined or redefined your career goals?
 - What were the positive and negative aspects of this internship? Would you recommend this placement for other students? Why or Why not?
3. **A thank you letter** to the Internship Supervisor. Send him/her the original and submit a copy to Career Development with your final paper. A suggested outline is included in this handbook. **Due May 8.**
4. Submit your **timesheet** signed by your intern site supervisor. You may use the form included in this handbook or one that is used at the site. **Due May 8.**

Sample Format – Internship Thank You Letter

Original should be sent to your supervisor; a copy should be included with your final assignment for the Office of Career Development and Internships. Letter may be hand written or typed and can be delivered, mailed or emailed to the supervisor.

145 Stratton Way
Bronx, NY 10458
May 10, 2012

Ms. Irene Hudson
Internship Coordinator
River Finance Group
888 Fifth Avenue
New York, NY 10017

Dear Ms. Hudson:

State your appreciation for the opportunity to intern with the company. Make a statement regarding your overall reaction to the internship experience.

Re-iterate important activities and learning experiences which were most valuable to you.

Thank the supervisor for her/his assistance in your internship experience.

Sincerely,

Your signature

Your name type written

COLLEGE OF MOUNT SAINT VINCENT

Office of Career Development and Internships
Phone: 718/405-3262 Fax: 718/405-3491

6301 Riverdale Avenue – 407 B Founders
Riverdale, NY 10471-1093

SUPERVISOR EVALUATION OF STUDENT INTERN

Name of Student _____

Internship Site _____

Name of Supervisor _____ Title _____

To The Site Supervisor:

Thank you for contributing to the student's educational and professional development during this term. Please use this form, to evaluate the student's overall performance in his or her work with others assigned to that work and/or with individual standards. We will only use your comments to discuss and evaluate the student, as feedback is an important part of the educational process.

Please rate the student's performance on the following scale:

A= Excellent B= Good C= Satisfactory D= Fair N/A= Not Applicable

I. PERFORMANCE:

- | | |
|--|---|
| <input type="checkbox"/> Follows directions | <input type="checkbox"/> Completes assignments |
| <input type="checkbox"/> Uses good judgment | <input type="checkbox"/> Has good communication skills |
| <input type="checkbox"/> Shows interest in learning new skills | <input type="checkbox"/> Is self-reliant and able to work independently |
| <input type="checkbox"/> Quality of work | <input type="checkbox"/> Works as part of a team |

II. SKILLS & ATTRIBUTES:

- | | |
|--|--|
| <input type="checkbox"/> Reliability | <input type="checkbox"/> Initiative |
| <input type="checkbox"/> Flexibility | <input type="checkbox"/> Accepts responsibility |
| <input type="checkbox"/> Maturity & poise | <input type="checkbox"/> Leadership ability |
| <input type="checkbox"/> Integrates well with professional staff | <input type="checkbox"/> Ability to handle conflict and pressure |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Punctuality |

III. OVERALL PERFORMANCE

1. What are the student's most valuable skills and strengths?

2. In what area should the student improve in order to become a successful professional in this field?

3. How did having this student as an intern benefit your organization?
may we quote you? Yes No

4. Does the student have the skills and experiences for entry-level work in this field?
 Yes No

5. Would you discuss this student's performance with other staff?
 Yes No

Please check the appropriate statement:

I give permission to the College of Mount Saint Vincent Internship Office to include this evaluation in the student's reference file to be sent to potential employers and graduate schools.

I do not want this information released to another party, except for use as verbal feedback to student intern.

Supervisor _____

Date _____

Please complete this form and return it to:

Ms. Diane S. Machado
Director, Career Development and Internships
College of Mount Saint Vincent
Riverdale, NY 10471
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FAX: (718) 405-3491