Internship Handbook

Spring 2015

Oxley Career Education Program
FH ROOM 408C – 718-405-3265
INTERNERNSHIP 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 the Oxley Career Education Program.

**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 the Oxley Career Education Program are available to assist you if you cannot arrive at a satisfactory conclusion on your own. For assistance, contact your department or:

Cheretta Robson, Director of the Oxley Career Education Program  
Center for Academic Advisement and The Oxley Career Education Program  
College of Mount Saint Vincent, Room 408C Founders Hall  
6301 Riverdale Avenue, Riverdale, NY 10471  
PHONE: 718-405-3265  
FAX: 718-405-3491  
Cheretta.Robson@mountsaintvincent.edu
# INTERNSHIP HOURS

**STUDENT NAME** _______________________________________________________

**INTERNSHIP SITE** _______________________________________________________

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**TOTAL HOURS** _____________

**SITE SUPERVISOR’S SIGNATURE** ____________________________ **DATE**

4
SPRING 2015

INTERNSHIP ASSIGNMENTS AND GRADING POLICIES

Your site supervisor and the Director of the Oxley Career Education Program 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 Education 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 The Oxley Career Education Program are outlined below:

REQUIREMENTS FOR THE OXLEY CAREER EDUCATION PROGRAM

1. Mid-Term Meeting. **Completed between Friday February 27\(^{th}\) and Thursday March 12\(^{th}\).**
   Meet with the Director of the Oxley Career Education Program to discuss the progress of your internship. *(SET AN APPOINTMENT AT LEAST ONE WEEK IN ADVANCE VIA PHONE, EMAIL OR IN PERSON.)*

2. Final Paper Evaluating Internship Experience – **Due Tuesday May 8\(^{th}\).**
   In approximately 3 pages, respond to the following questions:
   - In what ways was the office environment different from the school setting? What adjustments in behavior and/or attitude were needed?
   - 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 Education office with your final paper. A suggested outline is included in this handbook. **Due: Tuesday May 8\(^{th}\)**

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. You will not receive a grade in the Internship course without the timesheet.
Sample Format – Internship Thank You Letter

Original should be sent to your supervisor; a copy should be included with your final assignment for The Oxley Career Education Program. Letter may be handwritten or typed and can be delivered, mailed or emailed to the supervisor.

Your full name
Your Home Address
City, State and zip code
Phone number and E mail address

May 5, 2014

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.

You should discuss what important activities and learning experiences which were most valuable to you while interning at this organization.

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

Sincerely,

Your signature

Your name type written
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 career development during this term. Please use this form, to evaluate the student objectively, comparing him/her with others assigned similar work and/or with individual standards. We strongly encourage you to discuss this evaluation with the student, as feedback is an important part of the educational process.

Please rate the student based on the following scale:
A= Excellent  B= Good  C= Satisfactory  D= Poor  N/A= Not Applicable

I. PERFORMANCE:

_____ Follows directions  _____ Completes assignments

_____ Uses good judgment  _____ Has good communication skills

_____ Shows interest in learning new skills  _____ Is self-reliant and able to work independently

_____ Quality of work  _____ Works as part of a team

II. SKILLS & ATTRIBUTES:

_____ Reliability  _____ Initiative

_____ Flexibility  _____ Accepts responsibility

_____ Maturity & poise  _____ Leadership ability

_____ Integrates well with professional staff  _____ Ability to handle conflict and pressure

_____ Attendance  _____ 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 qualities needed for an entry-level position in this field? ______ Yes ______ No

5. Was this report discussed with the student? ______ 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 evaluation form & return to:
Ms. Cheretta Robson, Director of the Oxley Career Education Program
College of Mount Saint Vincent, Riverdale, NY 10471
Phone: (718) 405-3265 FAX: (718) 405-3491
Cheretta.Robson@mountsaintvincent.edu