Felician College  
Career Development Center  

Credit Internship Program  
Student Guidelines  

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Introduction

The purpose of an internship is to encourage students to take the information they have learned in the classroom and apply those teachings and principles to the world of work. Hands-on learning experiences greatly benefit students in several ways.

Benefits of the internship experience:

- Allows a student to test out a career field.
- Offers the opportunity to learn directly from professionals.
- Assists with building a professional network.
- Fosters the growth of industry-specific skills and knowledge.
- Employs classroom knowledge and applies it to hands-on experience.

According to the National Association of Colleges and Employers (NACE), a legitimate internship consists of the following criteria:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employers or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Prerequisites:

1. Internships are open to all students attending Felician College who have completed their sophomore year and who have earned a minimum of 60 credits. If a student does not have a minimum of 60 credits, the department chair in the student’s major must approve the internship. Transfer students must have completed at least one semester at Felician College.

2. A student must have a minimum cumulative G.P.A. of 2.5 and have completed the appropriate course work required by the nature of the internship.

3. Students must complete and submit an Internship Contract with the appropriate faculty approval and signatures, along with the Learning Outcomes form prior to starting the internship.
Credits:

½ credits- a minimum of total of 20 hours are required
1 credit – a minimum total of 40 hours are required
1 ½ credits- a minimum total of 60 hours are required
2 credits- a minimum total of 80 hours are required
2 ½ credits- a minimum total of 100 hours are required
3 credits- a minimum total of 120 hours are required
3 ½ credits- a minimum total of 140 hours are required
4 credits- a minimum total of 160 hours are required
5 credits- a minimum total of 200 hours are required
6 credits- a minimum total of 240 hours are required

Roles, Responsibilities, and Definitions

Faculty Supervisor:

1. Reviews students proposed internship description and site and deem it appropriate as a learning experience.
2. Assigns and oversees academic project.
   • Faculty supervisors oversee the academic portion of the internship experience in a way that is similar to an Independent Study. In order to do this, an academic assignment must be completed by the students. Some examples include:
     o A research paper directly related to the experience or an emerging trend in the field.
     o A journal or series of short papers outlining the experience and the knowledge gained from it.
     o A portfolio of completed work (i.e. art majors).
     o An oral presentation to fellow students.

While assigning the project, it is important to establish certain educational goals to ensure the student gains the most from the experience. This will be done through Learning Outcomes. Some sample Learning Outcomes include:

Knowledge, Skills and Competencies – (Examples: organizational structures, typical procedures leadership, industry expectations, collaboration, interpersonal /public communication, research/analytical skills, or technical literacy, etc.)

• Gain an understanding of professional etiquette.
• Begin to understand the professional culture.
• Work in a team setting to gain knowledge of XYZ.
• To learn how to use a computer program specific to a given industry.
• To study how a certain job function within an industry or organization functions.
• Gain insight of projects from inception to completion.
**Career Awareness** – (Examples: self awareness of interests and skills/abilities, an understanding of career path and professional requirements, identification of career options and lifestyle choices, etc.)

- Apply academic knowledge in a professional setting.
- Network within a given field.
- Learn more about job functions in which you are interested.
- Complete an informational interview with a professional at the given internship site.
- Learn a new programming language.
- Learn how the billing process functions.
- Observe the different components of an audit process.

**Personal Development** – (Examples: appreciation for diverse cultures and perspectives, social and work interactions, sensitivity to alternative views and values, better understanding of one’s personal values, or sense of one’s responsibility to community, etc.)

- Evaluate one’s own performance in terms of expressed learning outcomes.
- Gather information about the core values of a given organization.
- Become proficient in business communications
- Clarify one’s career-related decisions based on internship experience

3. Monitors progress and assigns final grade.

Students will be encouraged to stay in touch with their Faculty Supervisor throughout the semester to keep them apprised of their progress and any issues that may come up during the course of the internship. Faculty Supervisors must hold three meetings with students during the course of the experience.

1. At the beginning to clarify Learning Outcomes and establish roles, responsibilities and expectations of all involved in the process.
2. At the mid-point of the experience to assess the student’s progress.
3. At the end of the internship to ensure Learning Outcomes were met and assignment(s) completed.

A formal Internship Evaluation Form will be completed by the Site Supervisor and forwarded to the Faculty Supervisor for consideration of the final grade.

**Student:**

1. Obtains the required internship forms from the Career Development Center including the Contract, Guidelines, and Learning Outcomes Plan.
2. Adheres to all assignments and Learning Outcomes discusses with Faculty Supervisor.
3. Notifies the Career Development Center, Faculty Supervisor, and Site Supervisor of any changes in internship arrangements or abilities to complete tasks/assigned work.
4. Student completes all required assignments and submits directly to faculty supervisor by the deadlines specified.
Site Supervisor:

1. The Site Supervisor oversees the student’s performance at the internship. 
2. This individual will provide an orientation of the workplace including responsibilities of the intern. 
3. Once the experience has commenced supervision, and work projects to the student intern. 
4. Meets regularly with intern to provide direction and work progression and completes a mid-term and final Evaluation Form of student’s performance. 
5. In addition, this individual provides a job description to students so it can be handed in along with contract. 

Career Development Center:

1. Provides administrative oversight of the Internship Program. 
2. Counsels and assists students with the application process including resume and interview preparation if needed. 
3. Assists students in the internship application process to secure an internship. 
4. Distributes, explains and monitors all required internship paperwork. 
5. Acts as a liaison between Faculty Supervisor, Student, and Site Supervisor. 
6. Maintains contact with Site Supervisor and signs Internship Contract. 

Procedures

Step #1:

• Review Internship Guidelines. 
• Review Internship opportunities that are available on-line with College Central Network. If you do not have an account, please contact the Career Development Center. 
• Contact the Career Development Center at (201)-559-3619 or via e-mail at: careerdevelopmentcenter@felician.edu with specific questions. 
• Pick up required internship forms in the Career Development Center. 

Step #2:

• Research internship sites. 
• Prepare resume and cover letter. 
• Contact potential internship sites. 
• Interview potential sites and secure placement. 

Step #3:

Students need to meet with their Academic Advisor/Chair to obtain approval of their internship plans and to discuss the number of credit hours they expect to earn for an internship. The Academic Advisor must signify his or her approval of the student’s proposal by signing the Internship Contract. 

Updated 10/13
Step #4:
Whether a student pursues their own internship or seeks one listed with the Career Development Center, an Internship Contract signed by the Academic Advisor and Chair of your department, Faculty Supervisor and Director of Career Development is required before a student may begin an internship. The signature of the Faculty Supervisor will signify departmental approval of the student’s internship plans.

Step #5:
Signed Internship Contract and Learning Outcomes Plan must be returned to the Career Development Center for final approval prior to beginning the internship. Final approval will not be given until all of the completed paperwork has been submitted to the Career Development Center.

Step #6:
Students must register and pay for internship credits as they would for any course sponsored by the College. Students will not be allowed to register for an internship without the completed Internship Contract and Learning Outcomes Plan. Students must complete all internship paperwork prior to the start of the experience. They will not get credit for hours completed before a contract was approved.

**Internship Requirements and Course Credit**

Academic credit will be awarded for internships based on successful:

1. Completion of the number of contracted work hours. Credits are awarded based on the following number of minimum hours worked during a 15-week semester:
   - ½ credits- a minimum of total of 20 hours are required
   - 1 credit – a minimum total of 40 hours are required
   - 2 credits- a minimum total of 80 hours are required
   - 3 credits- a minimum total of 120 hours are required

2. Completion of academic assignments as determined by the Faculty Supervisor in the Internship Contract. Assignments may include, but are not limited to a Weekly Journal, Final Paper and/or an Informational Interview. Unless otherwise stipulated by the Faculty Supervisor, all assignments are due to Faculty Supervisor on or before the completion of the internship.

3. Achievement of all Learning Outcomes as agreed upon between Student and Faculty Advisor.

**Other Restrictions**

- Students are not permitted to enroll in an internship for credit with a current employer, performing similar job-related tasks, unless new learning projects are assigned.
- Students can only do 1 (one) internship per semester.
- Students may elect to continue an internship beyond a single semester; however, to earn credit the internship must provide a new or different challenge.
• Hours cannot be counted towards the internship until all of the completed forms have been approved and the student has registered for the internship credits.

• If a student leaves an internship for any reason, whether it is of their own free will or they are asked to leave by the internship site, they forfeit any hours completed and will be withdrawn. If this occurs after the drop/add period, the student may not register for another internship during that semester.

Exceptions to the Internship Requirement

Department Chairs, in consultation with the Provost may elect to waive their department’s internship requirement in special circumstances including, but not limited to, the following:

1. In instances where an internship requirement would present an undue hardship for the student. For example, in instances where the student has a physical, emotional, learning or language disability or handicap or a unique personal circumstance that would prevent them from either successfully obtaining, maintaining or completing the requirements of an internship.

2. Where the department deems a student to have already satisfied the practical experience requirement of an internship. For example, through completion of an independent study project requiring fieldwork.

Internship Liability

Liability for an internship experience can vary depending on the circumstances of the internship. Normally when you are involved with an internship where remuneration is received, you are considered an employee of the organization with which you are interning. As an employee you are covered by the liability insurance of your employer. Internships where remuneration is not received fall into two categories: academic credit received and academic credit not received. The college carries insurance to cover claims arising out of academic credit internship covering bodily injury or property damage. However, individual student liability is not covered where academic credit is not received. In these instances, students should consider obtaining a policy to cover their personal liability and/or check their homeowner insurance policy to see if it would cover their individual situation. No insurance is available for internships without academic credit.