

## **Edgewood College Internship and Experiential Learning Programs**

The Edgewood College Internship & Experiential Learning Programs offer undergraduate students an opportunity to supplement their academic learning with worthwhile experiences from the world of work. Internships are also available to graduate students as required by their departments or programs. Students in all majors will have the opportunity to participate in practical experiences while traditional programs such as Nursing and Education will continue with their supervised practical experiences. Formal internships will offer students the option of having opportunities for credit and non-credit experiences and have both noted on their academic transcripts.

### **BENEFITS TO STUDENTS:**

**Internship & Experiential Learning Programs offer the students opportunities to:**

- ❑ Learn to articulate in concrete ways, the value of their liberal arts degree within the world of work
- ❑ Enhance skills and theoretical knowledge gained in the classroom within a work environment
- ❑ Learn about a variety of occupational opportunities and the dynamics of working in businesses and organizations
- ❑ Learn to adapt to new cultural experiences and handle new work situations while under the guidance of their academic programs
- ❑ Communicate and partner with working professionals and to collaborate and work as a member of a team in accomplishing these tasks
- ❑ Increase their self-confidence and their ability to translate theoretical learning into professional action in the work setting.

### **BENEFITS TO EMPLOYERS**

- ❑ Lower recruitment costs
- ❑ Increased work performance
- ❑ Decreased labor costs
- ❑ Development of managerial talent
- ❑ Innovative ideas
- ❑ Workforce development
- ❑ Minority recruitment

### **BENEFITS TO THE COLLEGE**

- ❑ Higher profile within the community
- ❑ Linkages to businesses and organizations
- ❑ Worksites for students to add value to their classroom education through work experience
- ❑ Partnerships with companies and organizations in providing skilled graduates with hands-on experience

## OVERVIEW OF PROPOSED EDGEWOOD COLLEGE INTERNSHIP PROGRAM

At Edgewood College these experiences may be taken as a:

- (1) Credit course through an academic department,
- (2) Credit course as an Institutional Course (IC 475), interdisciplinary in nature, developed jointly through the academic department and internship personnel,
- (3) Non-credit experience which is registered on the academic transcript as pass/fail through an academic advisor and the internship personnel,
- (4) Non-credit work experience for personal and professional enrichment.

### INTERNSHIP PROGRAM: GUIDELINES FOR PARTICIPATION

#### *Requirements for Internships*

- ❑ Students must be in good standing with a minimum GPA of 2.75/4.0 in their major field in order to participate for credit (GPA's are determined by departmental requirements.).
- ❑ Students seeking non-credit internships must be in good standing with a minimum GPA of 2.5/4.0

#### *Non-Credit Internships*

- ❑ Minimum of 90 hours of direct involvement per semester.
- ❑ Completion of a statement of purpose, progress review and reflective summary must be submitted to the Internship Coordinator and/or their department/academic advisor.
- ❑ Upon approval from their department, the Academic Dean's office and the Registrar's office, students may request that up to three formal non-credit internships be noted on their transcripts.

#### *Internships For Credit*

- ❑ Students may earn up to nine semester hours of internship credits during their college enrollment.
- ❑ Students may register for internship experiences outside of their formal academic discipline requirements (exp. Participation in Edgewood College Legislative Internship Program)
- ❑ The following is a chart reflecting the units of credit and the hours of on-site experience required:
 

○ 1 semester credit	45 contact hours per semester
○ 2 semester credits	90 contact hours per semester
○ 3 semester credits	135 contact hours per semester
○ 4 semester credits	180 contact hours per semester
○ Summer terms allow students the ability to earn additional credits (up to 6) for a full-time summer position.	
- ❑ The departmental representative evaluates participants with feedback from the student, on-site work supervisor and internship coordinator with grade responsibilities on the academic department.

**INTERNSHIP PROGRAM: GUIDELINES FOR REGISTRATION**

- Prior to the internship semester, students must:
  - Complete an Edgewood College Internship Application Form, to be submitted to the Internship Coordinator, recorded in a database, copied and distributed to appropriate departments. This ensures the program's ability to track student participation and provides accountability and verification of participation.
  - Submit a student copy of their transcript to the Internship Coordinator along with the application for verification of grade point requirements.
  - Attend a resume-writing workshop (and submit resume for critique) or develop a resume individually and submit to career services staff for review.
  - Participate in an interviewing skills workshop and work with career and internship personnel in preparation for the internship process.
  - Attend an Internship Orientation session with appropriate career and internship staff and departmental/faculty representatives.
  
- During the internship semester, students must attend:
  - A small group seminar led by appropriate departmental/faculty representatives or representatives of the Internship and Experiential Learning Program. These small group meetings provide the classroom component offering an opportunity to examine the relationship between theory and actual employment practice, a chance to share their work experiences and to receive feedback on their projects and work experiences.
    - Seminar registration: Each internship seminar will be limited to 10 interns who will meet with a departmental faculty member. Students will meet every other week.
  
    - One site visit: The student will arrange for a on-site visit with a faculty representative and/or internship coordinator and with the on-site supervisor. This allows for evaluation of progress and offers an opportunity for the student to share their projects and progress during the semester. It also provides the on-site supervisor access to the college and a chance to offer feedback about the student and the internship program. This visit can be done at any time after the first 3 weeks of the internship
  
  - At the conclusion of the semester, all internship seminar participants will gather to share with participants the notable events of their semester experience.
    - It is expected that the students examine their work projects including:
      - What new skills they have developed
      - What old skills they have enhanced
      - Other insights that they have gained.
        - Observations about the work culture
        - Trends in the work environment
        - Suggestions for future interns at that site
        - Connections between liberal arts and the world of work

- Students receive certificates verifying their participation in the **Edgewood College Internship & Experimental Learning Program**.

### **THE SEMINAR: PROFESSIONAL CAREER INTERNSHIP AND EXPERIENTIAL LEARNING INSTRUCTOR**

In the design, implementation and coordination of internship programming with academic departments, the Internship Seminar instructor will facilitate the delivery of curriculum and evaluation processes meeting the requirements of each academic department. The instructor will have extensive knowledge of the work environment in either the public or private sectors of the economy. The instructors will work cooperatively with the Internship Coordinator in contacting employment sites and will represent Edgewood College in their contacts with the local employment community. Instructors will be required to have both hands on experience in facilitating career/work seminars and must be able to effectively relate experiences from the world of work into the classroom and facilitate discussion and learning of how the classroom theory relates to the students work experience. Funding for these positions will be available for part-time instructors by tuition paid for the internship credit program. Non-credit internships will not require seminar participation and will not be supervised by Career Internship Seminar Instructors.

### **WORK EXPECTATIONS AND EVALUATION**

The Internship Coordinator will ensure that the curriculum for the required seminar component of the **Edgewood College Internship and Experiential Learning Program** is developed in partnership with academic departments, meeting all departmental credit requirements. This component must meet the rigorous academic expectations of all departments, addressing clearly defined outcome objectives along with establishing methods of evaluating and appraising student achievement. The Coordinator will work with the academic departments to ensure that all students are adequately prepared for the internship process and will coordinate and monitor the process seminars.

### **EDGEWOOD COLLEGE RESOURCES (PARTIAL LISTING):**

Additional resources available for students and academic departments include:

Internship Coordinator

Student Resource Center

- Career Services
- Learning Services
- Academic Advising Services

Center for Ethnic Diversity

International Student Center

Human Issues Department

Alumni Services -EARN Program:

(Edgewood Alumni Resource Network)

- Shadowing Opportunities
- Informational Interviews
- In-class presentations by graduates
- Mentoring

**DEFINITION OF TERMS*****Shadow/Informational Interview Experience***

- ❑ Short-term pre-arranged observational/informational interviews with professionals in a variety of career fields. By offering information and direct exposure to the work environment, these experiences clarify goals and provide a more realistic understanding of career options.
- ❑ To set up a shadowing/informational interviewing experience students make an appointments with representatives of the Career Services or Alumni Services to be matched with connections through the **EARN** Program or with other community resources.

***Internships***

- ❑ Part-time positions (both paid and unpaid) are available during the academic year or summer term. These experiences can either be for credit, according to the requirements of the specific academic department, or non-credit for experiential learning. Credit or non-credit internships can be included on the student's academic transcript.
- ❑ In order for the internship experience to be on a student transcript, specific formal registration and reporting processes and procedures must be followed.
- ❑ Pre-registration and preparation for internships offer the student the opportunity to develop employment skills in resume writing, interviewing and in understanding the program application and reporting procedures.
- ❑ Specific sites for internships can be arranged through the academic departments and internship instructor, the Internship Coordinator, or a site developed by the student and pre-approved by both the academic instructor and/or internship personnel.

***Other Employment/Work Experiences***

- ❑ The majority of Edgewood College students work in work-study/Edgewood Employment or in part-time or full-time positions outside of the college. The Career Services Office maintains listing of part-time and temporary positions for students as a resource to the community. On occasion, a part-time or regular full-time employment site may be used as an internship site for credit or non-credit. Specific requirements must be followed in order to justify this activity and the student is encouraged to speak with either the Internship Coordinator or their Academic Advisor for further details.

**ROLE OF FACULTY****Non-Credit Internship**

Faculty members may:

- Serve as resources for connections to potential internship sites

**Internship for Credit**

Faculty members:

- Assist in identifying internship sites
- Offer bi-weekly seminar in cooperation with the Internship Coordinator
- Visit internship site
- Provide grades for the experience based on the visit and the seminar
- Assist students in the creation of the learning contract

**ROLE OF CAREER SERVICES****Non-credit Internship**

Career Services Staff may:

- Assist in identifying internship sites using EARN and other resources
- Offer Workshops/Individual sessions related to:
  - Resume preparation
  - Interviewing Skills

**Internship for Credit**

Career Services Staff may:

- Assist in identifying internship sites
- Offer Workshops/Individual sessions related to:
  - Resume preparation
  - Interviewing Skills
- Serve as a resource for the bi-weekly seminar

**ROLE OF INTERNSHIP COORDINATOR****Non-credit Internship**

- Coordinate paperwork for students who want internship listed on transcript
- Send evaluations to students and site supervisors
- Develop internship sites in the community

**Internship for Credit**

- Coordinate internship application process
- Collect listings for internship sites
- Distribute appropriate internship paperwork
- Serve as a resource for the bi-weekly seminar
- Send evaluations to students and site supervisors
- Develop internship sites in the community