

Having internships during the 2003 and 2004 summers has been one of the smartest things I have ever done. I interned at the Romanian Embassy in Washington DC in 2003 due to my conviction that diplomacy is what I wanted to do in life. It was a great internship, during which I learned the opposite of my belief: diplomacy was not exactly right for me. In 2004 I interned at Hoffman and Hoffman Worldwide Public Relations in Falls Church, VA. This internship and the people I met helped me greatly in deciding to pursue Public Relations. To the future generations I would definitely suggest using the CDC or any other Career resources in order to find internships (paid or not paid). This type of experience might change your life!

*Diana Andanut
Class of 2005*

ELC CAREER DEVELOPMENT

Experiential Learning Program

Internships: The Power of Experience!



This experience helped me look outside my "favorite" field of study and look at all opportunities. As an older student who has had lots of opportunities and jobs along the way, I know that your life doesn't follow a clear path. So it is good for the soul to know that you have a range of talents that can fit with a range of careers.

*- Sally Goodrich
Class of 2006*

 **RANDOLPH COLLEGE**
Founded as Randolph-Macon Woman's College in 1891

ELC CAREER DEVELOPMENT

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The Basics...

What is an internship?

Any agreed-upon experience in a work setting that is driven by intentional learning goals and accompanied by sustained reflection. The idea that it is a deliberate learning experience is what distinguishes an internship from a job. Both the student and the agency are involved in creating a beneficial experience for the student and the agency. Typically, internships correspond closely with the profession or area of work that the student is majoring in and/or anticipating as their career.

Experiential Learning Internships should meet the following criteria:

1. The student is provided a realistic exposure to what is involved in the career field.
2. The student performs substantive tasks which are of demonstrated educational significance.
3. The host organization benefits from the student's contributions whether it is in the form of a completed project or acceptable performance on the job.

Am I eligible for an internship?

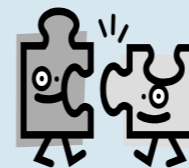
Non-credit Internships:

Anyone is eligible to complete an internship without earning credit. The experience is great for your resume and for self-evaluation.

Credit-bearing Internships:

Juniors and Seniors who have a cumulative GPA of 2.3 or above are eligible to complete internships for 1, 2, or 3 credits per semester (maximum of 6 credits overall).

Why should I intern?



Internships are an essential part of your education!

- Become more competitive in today's job market by having career related experiences.
- Apply what you've learned in the classroom through hands on application or observation of concepts.
- Explore your interests and abilities in a variety of fields.
- Build a solid resume, while you earn academic credit.
- Make valuable contacts with professionals in your field of interest.
- Reality Check—Get a true picture of what it is like to work in your chosen field.

Deadline to Submit Contract to the ELC

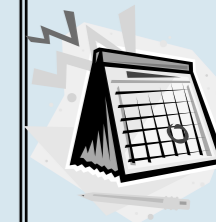
All completed Experiential Learning contracts are due in the ELC by:

Summer Break & Fall Semester	May 1st
Winter Break & Spring Semester	December 1st

(NOTE: Employer deadlines may be much earlier!)

These deadlines apply to all students, whether they have been studying on campus or off campus the semester prior to the internship. Students applying abroad are strongly encouraged to meet with the Internship Coordinator and plan future internships prior to leaving campus.

If you need to change the number of credit hours for your internship, you must meet with the Intern Coordinator and changes must be completed prior to the last four weeks of classes for the semester. For any forms you need to go to: www.randolphcollege.edu/elc. Click on "Internships," then "Required Internship Forms."



What do I need to do?

FORMS AND PROJECT WORK

Experiential Learning Contract

The contract defines the student's educational objective of the internship and outlines project expectations. In addition to completing the contract and obtaining signatures from the internship supervisor, faculty sponsor and faculty advisor, the student must also attach a one or two paragraph, typed description of the specific internship duties and responsibilities as discussed and agreed upon with the internship site supervisor. The description can be bulleted points if one prefers.

Log of Activities

This is a record of dates and hours worked and the activities performed. It is a useful tool to track internship hours required to earn the approved credit hours and is to be submitted to the Faculty Sponsor at the end of the internship.



Written Report and Other Project Requirements

A reflective report articulating the internship experience and learning outcomes is to be submitted to the Faculty Sponsor and Krista Leighton at the end of the internship. Any other project requirements (i.e. reflective journal entries, analysis of the organization, portfolio, oral presentation, related readings, etc.) must also be submitted to the Faculty Sponsor at the end of the internship.

Internship Supervisor's Evaluation

An Experiential Learning Performance Evaluation Form and copy of the student's approved contract is mailed to the internship supervisor by the ELC at the start of the internship. The internship supervisor should complete the evaluation and send it to the faculty sponsor upon the completion of the internship and no later than the last day of classes. Students are encouraged to seek out performance feedback from the internship supervisor.

Student Evaluations

The student must submit the online Student Evaluation and copy of the reflective report via email to Krista Leighton at kleighton@randolphcollege.edu at the end of the internship.

Note: All forms can be found online at:

www.randolphcollege.edu/elc. Click on "Internships," then "Required Internship Forms."

General Guidelines

- A student may earn no more than 3 credit hours for Experiential Learning in a semester.
- A total of no more than 6 credit hours in Experiential Learning may be applied toward the degree.
- Each internship under this program must represent a different learning experience.
- Students who elect to participate in Experiential Learning must be registered for and maintain a minimum of 12 hours exclusive of physical education activity courses in addition to Experiential Learning. Summer projects and projects during the winter break do not have this restriction. The 12-hour minimum does not apply to qualified Prime Time part-time students.
- Summer and winter projects can be up to 3 credit hours, and will be assessed a fee of \$150 per credit.
- Students participating in Experiential Learning are responsible for providing their own transportation to and from sites.
- Experiential Learning must be **completed no later than the last day of classes or the last week of the student's summer vacation or winter break.**



Internships link classroom learning with hands-on experience!

Credit Guidelines:

1 credit hour = 42-48 hours per semester (i.e. 3.5-4 work hours per week for 12 weeks)

2 credit hours = 72-96 hours per semester (i.e. 6-8 work hours per week for 12 weeks)

3 credit hours = 108-144 hours per semester (i.e. 9-12 work hours per week for 12 weeks)

Students may request to change Experiential Learning credit hours prior to the last two weeks of classes the semester that the internship is taking place. The ELC has forms for this purpose, or you can go on-line to print one.



Grading:

- Students are responsible for identifying a Faculty Sponsor who will provide guidance throughout the internship, assign project requirements, and award the student's grade and credit.
- Experiential Learning Internships are graded on a Pass/Fail basis and only one Pass/Fail course is permitted each semester.
- All Experiential Learning project work must be submitted to the student's faculty sponsor no later than the last day of classes.

ROLES & RESPONSIBILITIES

Students

- ★ Read the Experiential Learning guidelines that pertain to your participation in the program.
- ★ Develop or update your resume.
- ★ Research internship opportunities and contact sites for application procedures.
- ★ Schedule meetings with your advisor and ELC Internship Coordinator to discuss internship options.
- ★ Identify and meet with a Faculty Sponsor to establish project expectations and grading criteria.
- ★ Meet with site supervisor; discuss learning goals and internship hours.
- ★ Complete an Experiential Learning Contract.
- ★ Provide transportation to the internship site.
- ★ Attend all meetings with your faculty sponsor and site supervisor.
- ★ Have a feedback session with your site supervisor at the end of the internship. Discuss your experience; pluses and minuses.
- ★ Complete all project requirements including the log of activities, written report, and student evaluation.
- ★ Be professional; you are representing Randolph College!

Faculty Sponsor

- ★ Ensure integration of the internship experience to the student's curriculum.
- ★ Coordinate with the ELC Internship Coordinator to identify and promote internship opportunities.
- ★ Provide guidance to students on appropriate internship sites for their field of study/interest.
- ★ Determine project requirements with the student. Assignments may include reflective journal entries, analysis of the organization, portfolio, oral presentation, reflective essay articulating the learning experience, etc.
- ★ Ensure the educational quality of the student's internship by meeting regularly with the student, initiating communication with the site supervisor during the internship and going on site visits during the semester, when possible.
- ★ Follow up with the site supervisor to ensure your receipt of a completed performance evaluation at the end of the semester.
- ★ Collect the student log of activities, written report, supervisor evaluation, and any other project requirements specified at the beginning of the internship.
- ★ Assign P/F grade based on completion of internship, completion of required projects, and site supervisor's feedback and performance evaluation.

Employers

- ★ Agree to the terms of the program by signing the Experiential Learning Contract.
- ★ Provide student realistic exposure to the career field and assist student with developing learning objectives for the internship.
- ★ Outline internship responsibilities and expectations for the semester.
- ★ Inform student of required safety standards, organization policies, and procedures.
- ★ Meet with the student and provide performance feedback on a regular basis.
- ★ Maintain contact with the faculty sponsor regarding the student's progress.
- ★ Complete a performance evaluation at the end of the internship and return to the faculty sponsor.
- ★ Schedule a feedback session with the student at the end of the internship.

Project Approval:

Approval of Experiential Learning projects is not automatic. The student, faculty sponsor, internship supervisor, and registrar's office will receive approved copies of the Experiential Learning contract from the ELC.