



## RANDOLPH COLLEGE

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

### CAREER DEVELOPMENT CENTER

West Hall ♦ (434) 947-8116 ♦ [www.randolphcollege.edu/cdc](http://www.randolphcollege.edu/cdc)

#### **Are you Interested in Offering an Internship?**

Internships are a wonderful opportunity for students to explore career fields, gain hands-on experience, and confirm their career interests. The value of an internship in bridging the gap between academic learning and employment cannot be underestimated. We greatly appreciate the opportunity to work with employers who support hands-on learning experiences for our students. Internships sponsored by alumnae, trustees, and friends of the college also have special meaning for Randolph College students.

#### **Some Basic Information:**

The Experiential Learning Internship Program provides students with the opportunity to explore diverse fields and gain first-hand knowledge while earning academic credit. Students also have the option of pursuing non-credit internships for pay or purely for experience. To receive academic credit for an internship, a student must be a rising junior, junior, or senior. Students may receive up to 3 credit hours for an internship in a semester and a total of 6 credit hours toward their degree.

#### Credit Guidelines:

- 1 credit hour = **42-48 hours per semester**, (3.5-4 work hours per week for 12 weeks)
- 2 credit hours = **72-96 hours per semester**, (6-8 work hours per week for 12 weeks)
- 3 credit hours = **108-144 hours per semester**, (9-12 work hours per week for 12 weeks)

Students completing an internship **for credit** must obtain a **faculty sponsor** to oversee the academic learning objectives for the experience. A contract is signed outlining expectations. All students will need an **on-site supervisor** to serve as a mentor, assign responsibilities, and oversee the student's work at the internship site. The on-site supervisor may be you or another staff member at your organization.

#### **Responsibilities of the Employer as an On-Site Supervisor**

- Agree to the terms of the program by signing Experiential Learning Internship contract.
- Register the internship you are sponsoring by completing the Internship Project Description Form and returning it to the Career Development Center.
- Provide the student with realistic exposure to the career field and assist the student in developing learning objectives for the internship.
- Outline responsibilities and expectations for the internship.
- Inform student of required safety standards and organizational policies.
- Meet with the student and provide support and 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 in to the student's faculty sponsor.

**Issues to Consider About Offering an Internship:**

- Do you or a staff member in your office or organization have time available to supervise and mentor an intern?
- Are you able to offer an intern a realistic view of your career field? Although all jobs, and hence all internships, will involve some administrative tasks, the majority of the intern's work should be relevant to learning about a future career.
- If the internship you are offering is out of town or out of state, i.e. a summer internship, **housing** is a major issue for students.
  - ♦ Can you offer suggestions or referrals for housing?
  - ♦ Is it possible to provide a stipend to cover housing expenses?
  - ♦ Are there any alumnae or friends of Randolph College in your area who may be willing to help find appropriate housing for an intern?
- **Travel** and **transportation** are also issues to consider. How will an intern get to an out-of-state summer internship site? How will she get to work at the internship site each day? Even for local internships, transportation may present a challenge, since many college students do not have cars.
- **Students are tremendously appreciative of internship opportunities.** Students are eager to pursue internships and grateful for diverse opportunities. However, due to individual interests, needs, and schedules, it is important to note that each internship may not be filled every year.

***If you would like more information about sponsoring an internship, please call the Career Development Center at 434-947-8116. You may also contact us via e-mail: Sue Perry, Assistant Director/Intern Coordinator at [sperry@randolphcollege.edu](mailto:sperry@randolphcollege.edu).***