My internship at Randolph proved to be far more applicable to my career than I ever could’ve imagined! In 2008, I was a field organizer for the Sam Rasoul Congressional Campaign. As a Political Science major, I was ultimately interested in affecting policy change but hadn’t thought about accomplishing those changes through campaign work until my internship experience. Five years later, I’m the Canvass Director for Clean Water Action in Denver, CO, where campaigning is a daily part of my job.”

Sequoyah Healy-Lauer, 2009

Interning during the summers has been one of the smartest things I have ever done. I interned at the Romanian Embassy in Washington DC in 2003 because I wanted a career in diplomacy. 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. I would definitely suggest pursuing internships (paid or not paid). This type of experience might change your life! Diana Andanut, 2005

What is an internship?
An agreed-upon experience in a work setting that is driven by the students’ intentional learning goals and focused reflection. An internship may be paid or not paid; credit-bearing or not credit-bearing; on-campus, local to the College or students’ home, in any city or country in the world. Student, employer, and faculty sponsor are jointly involved in creating a mutually beneficial experience. Typically, internships correspond closely with the students’ major and is in the students’ anticipated career field. The deliberate nature of the learning experience is what distinguishes an internship from a job.

Internships should meet the following criteria:
1. The student is provided a realistic exposure to the career field, including training in transferable employability skills.
2. The student receives professional supervision including feedback sessions and a formal evaluation at completion of the internship.
3. The student performs substantive tasks, has a progression of responsibility, or a project.
4. Duration of internship is a minimum of four weeks.
5. Employer must be aware of and in compliance with the U.S. Dept. of Labor guidelines for internships.

Am I eligible for an internship?
U.S. citizens of any class year are eligible to complete a non-credit internship. Non U.S. Citizens are only eligible for credit-bearing internships. After completing your first year of college, all students with at least a 2.3 GPA are eligible for credit-bearing internships.

Why should I intern?
- Reality Check—what is it really like to work in your chosen field?
- Flex your Employability Muscles—increase competitiveness by improving those skills most sought after by employers.
- It’s Who you Know—Make valuable contacts with professionals in your field of interest.
- Get Real—Apply classroom theory through hands-on application of concepts.

What do I Need to Know about Credit-Bearing Internships?
- Rising Sophomores, 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.
- Credit can be assigned for internships during the fall and spring semesters, and the summer.
- A student may earn no more than 3 credit hours for Experiential Learning (including service learning, student research, etc.) in a semester.
- A maximum total of 6 credits of Experiential Learning are allowed towards graduation. Internships are only one of several activities which count towards your 6 EXL credits.
- Each credit hour = 42 hours minimum. Students may request to change Internship credit hours prior to the last two weeks of classes in the semester that the internship is taking place, utilizing the proper form.
- Each credit-bearing internship must represent a different learning experience.
- Students who engage in a credit-bearing internship must be registered for and maintain a 12-credit course load, exclusive of physical education activity courses.
- Summer internships will be assessed a fee of $150 per credit.
- Non U.S. Citizens need to obtain Curricular Practical Training (CPT) by showing that the internship is integral to their major course of study. More info on CPT is available through the Office of International Student Services or the Career Development Center.
**Road Map to Credit-Bearing Internships**

**Roles & Responsibilities**

**Student:**
1. Read “The Basics” in this brochure or on our website, www.randolphcollege.edu/internships
2. Find internship opportunities and contact employers for application procedures (see helpful tips below).
3. Schedule session with Internship Coordinator for guidance on customizing resumes and cover letters.
4. Once you have received an offer from an employer, follow all steps in “Road Map for Credit-Bearing Internships” or fill in Non-Credit Internship form.
5. Secure transportation to the internship site.
6. Be professional; you’re representing Randolph!

**Faculty Sponsor:**
1. Assist student with developing learning goals on Internship Contract and ensure integration with the student’s curriculum.
2. Determine project requirements in addition to program minimums (log of activities, reflective essay).
3. Communicate regularly with the student and on-site supervisor throughout the internship; visit internship site if possible.
4. Collect documents and assign Pass/Fail grade based on student’s attendance at internship orientation, On-Site Supervisor’s Evaluation, completion of contracted hours, quality of required projects, and reflective essay. (See website for details)

**On-Site Supervisor (Employer):**
1. Communicate with student prior to internship to outline responsibilities and expectations.
2. Sign Internship Contract agreeing to oversee student’s experience.
3. Inform student of organization policies, procedures, and required safety standards.
4. Provide realistic exposure to the field; meet with the student on a regular basis and at the end of the internship to provide performance feedback.
5. Maintain contact with the faculty sponsor about the student’s progress, as needed.
6. Complete a Supervisor’s Evaluation at the end of the internship and return to Faculty Sponsor. (See website for details)

**On-Site Supervisor’s Evaluation**

Once you (the student) have received an offer from an employer and determined that you qualify to get academic credit for your internship, follow the steps listed below.

**Obtain a Faculty Sponsor**
You are responsible for asking a professor in your department (can be your academic advisor) to be your faculty sponsor. Please provide your faculty sponsor with full details of your internship at the time of your request and provide them with at least 2 weeks notice that you will need them to sign your contract (do not assume that they are available to do so!)

**Complete Internship Contract**
It is your responsibility to fill in the Internship Contract completely before seeking the required signatures. A complete contract includes a typed description of the specific duties and responsibilities of the internship, and your learning goals. Learning goals may relate to things you want to learn: about yourself as an emerging professional, about your career field, about theory in practice, etc. Be specific! Turn in the completed and signed Internship Contract to the Internship Coordinator to begin the approval process. **“Approval is not guaranteed and insufficiently completed Contracts will be returned.”**

(If you are a Non U.S. Citizen: In addition to your Contract, you need to attach a CPT request form and a formal offer letter from your internship on-site supervisor / employer.)

**Attend Internship Orientation**
Internship orientations are held several times throughout the year. You must attend an orientation prior to beginning your credit-bearing internship. Exception may be made for students who have attended previously.

**Obtain a Supervisor’s Evaluation from your faculty sponsor.**

**Complete the Intern’s Evaluation**
Submit to your Faculty Sponsor at the end of the internship.

**Reflective Essay**
Reflect back on the experiences you had in your internship as they relate to your learning goals expressed in the Internship Contract. Essays should be two pages long and are submitted to Faculty Sponsor and Internship Coordinator at the end of the internship and form part of the basis for grading.

**Additional Project Requirements**
Complete any other project requirements identified in the Internship Contract and turn in to the Faculty Sponsor by the end of the Internship. These projects form part of the basis for grading.

**Submit to your Faculty Sponsor at the end of your credit-bearing internship.**
You are expected to document and reflect on aspects of your experience in alignment with your learning goals, the following ways:

**Log of Activities**
Record the dates, number of hours worked, and the activities performed on your Log of Activities. It is a useful tool for tracking that you have the correct number of hours.

**Complete any other project requirements identified in the Internship Contract and turn in to the Faculty Sponsor by the end of the Internship.**

**Complete the Intern’s Evaluation**
Submit to your Faculty Sponsor at the end of the internship and form part of the basis for grading.

How will the Career Development Center help me with my internship?
Internships are a great training ground for the job search that graduates will face. Our office will provide you with all the support you need, while the responsibility remains on your shoulders. Specifically, we help you find, obtain, and process your internship. This means we provide resources and counseling to guide your efforts from start to finish!

Where can I find an Internship?
1. There are many online search databases for internships. A few we recommend are: idealist.org, internmatch.com, glassdoor.com, greeninterns.net, internships.com
2. Speak with your academic advisor and the internship Coordinator for local connections.
3. Check the Portal for exclusive opportunities as they become available.
4. Make a list of employers for whom you would like to intern, research if they have an internship program, and if not prepare a Letter of Inquiry proposing an internship.

Can I get credit now for an internship I already completed (or already started)?
An internship, by definition, is intentional in nature and is developed around specific learning goals. Therefore, it is not possible to retroactively apply for academic credit for a previous experience.

I missed the deadline for my Internship Contract. What do I do now?
Visit the Career Development Center for an Internship Appeal Form. You will need to explain the reason that your internship contract is being submitted after the deadline. Approval is not guaranteed.