

## Academic Internship Guide for Employers 2023-2024

Internships are a partnership between the employer, Saint Michael's College and the student intern. We work hard to prepare our students for this learning experience and see this as a valuable addition to their academic coursework. You will need to provide a job description to the student for the internship to be considered for approval.

### Requirements

- Internship Hours:
  - ⇒ 4-credit internship courses require a minimum of 130 hours directly for the internship and organization (on-site, hybrid, virtual), plus additional coursework provided by faculty. (2-credit internship courses require a minimum of 65 hours)
  - ⇒ The internship hours must be completed during the semester in which the student is earning academic credit.
- Site Supervisor:
  - ⇒ Develop an internship work plan with progressive assignments and learning goals.
  - ⇒ In conjunction with the student, track the hours worked for the internship and organization. This does not need to be submitted back to Saint Michael's College but the college should be notified if the student doesn't meet the requirement.
  - ⇒ Submit an evaluation (provided by the college) near the end of the internship. This evaluation makes up 40% of the grade given to the student for the internship class.

### Site Approval Guidelines

#### National Association of Colleges & Employers

- 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 employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

### Please Note

- As site supervisors provide an evaluation that in large part contributes to a student's final grade, internships are not approved for credit when family members supervise the student work. To this end, careful review of reporting structure for the intern will be made in businesses owned by family members. Additionally, careful review of reporting structure for the intern will be made in businesses owned by family members to ensure student interns have a supervisor that is not a family member.