

Faculty Supervisor Guide to Academic Internships

Academic internships are a partnership between the student intern, the employer, and Saint Michael's College as represented by our faculty and the Boucher Career Education Center (BCEC). We work hard to prepare our students for this learning experience and see this as a valuable addition to their academic coursework. Please contact the BCEC at careereducation@smcvt.edu with any questions.

Please keep in mind that the bulk of the student's learning will be at their internship and the academic work enhances that experience. As a Faculty Supervisor your time in support of the academics complementing the internship experience should be commensurate with the compensation of \$250 paid by Academic Affairs.

Four components to supervising an academic internship:

- Develop appropriate learning goals in conjunction with your student and clearly identifying the academic coursework requirements (see below for suggestions). Hold the student accountable for fulfilling this academic component
- Meet with your student regularly throughout the semester to review their progress and check in on their site experience
- Maintain contact with the site supervisor as necessary
- Evaluate the internship experience and assign the final grade, incorporating feedback from the site supervisor

Assignment Suggestions

Internship Journal: Keep a journal. Record the learning experiences of your internship. Identify your learning objectives for the internship. Indicate ways you integrated your academic learning with the work experience. Reflect on the knowledge you are gaining and the skills you are developing through the internship. Record what you learn by observing the corporate culture and team dynamics. Discuss ways specific situations were handled and ways you would have responded to the same situation. The journal is to be discussed on a regular basis with the Faculty Supervisor and reviewed.

Reflective Paper: Write a paper reflecting on your internship experience. Identify how your learning objectives were met. Identify what you learned about yourself and ways you have grown as a result of your internship experience. Identify how the internship has better prepared you for workplace environments.

Research Paper: Write a research paper based on an issue or topic relevant to the internship experience.

Additional Reading: Read industry related material relevant to the internship.

Presentation: Prepare a presentation about your internship experience. Discuss your internship responsibilities and the project(s) you completed. Discuss ways the internship contributed to your academic growth and enhanced your career progression.

FAQ:

When do I submit a final grade?

Final grades are submitted at the end of the semester as they are with any course (please see SMC academic calendar for grade submission deadlines)

Do faculty get paid to be a supervisor?

Faculty supervising independent student academic internships are awarded a \$250 stipend for their work. Faculty teaching the Internship Practicum course are teaching a regular course and are compensated accordingly.

What happens if the student does not complete the assigned coursework?

The student will be given an Incomplete or failing grade for the semester. The faculty member may choose to work with the student and provide an opportunity to complete the coursework. Once coursework is completed, the student grade may be changed. Notification of a grade change must be made to the Registrar as with other courses.

What is internship registration process?

Students will register for the internship class as they would for any other class. In the summer, the academic internship registration is processed through the BCEC and the Accelerated Summer College.

How can I assist a student in finding an internship?

Encourage your student to meet with a Career Coach; they can make an appointment through Handshake. We have extensive resources to help students in the internship search and application process. A few quick tips: Direct your students to Handshake, LinkedIn, Indeed, or Idealist.org; Use your network of contacts to connect students with opportunities; Encourage students to use their own network of contacts.