

Student Guide to Academic Internships

START EARLY! → The semester **BEFORE** you'd like to do an internship, meet with a Faculty Member and/or a Career Education Coach

THE PROCESS

Step 1

Find an Internship

You can find internships through: Handshake (in Jobs or Resources); Faculty Recommendations (Department Specific Opportunities); Networking; LinkedIn; Employer Websites; Career Fairs

Get help from a Career Education Coach to explore internships that might be a good fit for you, searching for possible sites, and preparing your résumé, cover letter, and professional online profile. Schedule an appointment through [Handshake](#).

Step 2

Meet with Internship Coordinator in the Boucher Career Education Center (BCEC)

After securing an internship, schedule an appointment to:

- Make sure the internship meets academic requirements (see *Internship Guidelines* on pg. 2)
- Confirm which ID course you'll register for
 - (1) **ID-498:** Internship Practicum (4-credit)
 - (2) **ID-496:** TBD (2-credit)
 - (3) **ED-499:** Education Studies Internship Seminar (4-credit)
 - (4) **ID-499:** Independent Internship with Faculty Member (2 or 4-credit)

NOTE for ID-499: If you plan to work I-I with a faculty member and/or you have already completed ID-498 and wish to pursue another academic internship:

- a) find a faculty member in your major or that is knowledgeable in the topic of your internship to provide academic supervision towards your experience
- b) set goals and learning objectives for your internship
- c) work with faculty supervisor to complete additional coursework and share your progress throughout the semester

Step 3

Submit your Required Online Forms in Handshake

- Log in to [Handshake](#), click on "**Career Center**", then click "**Experiences**", then "**Submit an Experience**" and make sure to complete all sections
- You will not have access to these forms until you meet with the Internship Coordinator in the BCEC

Step 4

Complete your Internship and Make the Most of your Experience

- Show up on time
- Communicate professionally
- Complete assigned work and track internship progress
- Meet regularly with your supervisor and/or faculty member
- Make a great impression on the job!

Tell Your Story → Meet with a career coach after your internship to learn how to leverage your experience for your next internship or job and to update your résumé.

Internship Guidelines

Requirements

- Students must be at least in sophomore standing at the start of the internship
- Business and Criminology students must be at least in junior standing to enroll in ID-498
- **Internship hours and academic credit** (Fall, Spring, or Summer) **must happen concurrently; you cannot earn credit for an internship you've completed in the past**
- The BCEC does not have a GPA requirement; however, some departments have specific internship standards. Make sure to check with your academic advisor.
- Internship Hours:
 - ⇒ **4-credit** internship courses require a minimum of **130 hours**, plus additional coursework
 - ⇒ **2-credit** internship courses require a minimum of **65 hours**, plus additional coursework

Site Approval (NACE Guidelines)

- 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

- Participation or leadership positions in student activities, clubs and organizations, do not meet the necessary standards and intent of completing internships for academic credit. While we encourage internships with off-campus organizations, there are times when on-campus internships may be appropriate. Discuss this with your career coach.
- 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 organizations owned by family members or where family members work.
- Because the use of cannabis may be prosecuted pursuant to federal law, be aware that internships in this industry could impact your federal student loans, immigration status, or background checks for security clearances. Choosing an internship or employment in the cannabis industry is at your own risk.

Questions?

Reach out to **Dina Alsaffar**, Internship Coordinator, with any questions you have about the internship process.

Email: dalsaffar@smcvt.edu | **Phone:** 802.654.2902

Location: Durick Library, Office 307

Handshake Scheduling Link:

<https://smcvt.joinhandshake.com/stu/appointments/new>

