

KING'S COLLEGE OFFICE OF CAREER PLANNING

OVERVIEW OF THE INTERNSHIP PROGRAM

WHAT?	Internships are typically work or service experiences related to a student's major or career goal. The internship plan generally involves a student working in a professional setting under the supervision and monitoring of practicing professionals. Internships can be paid or unpaid. The Office of Career Planning supervises 150-200 student interns per year.			
WHO?	Four-way partnership involving:			
	Intern <ul style="list-style-type: none"> Completed 60 college credits Maintained cumulative GPA of 2.25 OR 2.5 in: Biology, MSB, ENST, French, Spanish, Mass Comm OR 2.4 in Neuroscience No serious student conduct violations 	Faculty Coordinator <ul style="list-style-type: none"> Academically guides the student through the internship Verifies academic validity of experience Assists the student in establishing meaningful learning objectives Determines the final grade for the internship 	Site Supervisor <ul style="list-style-type: none"> Professional in the work who possesses the required education, training, desire to supervise a student with a meaningful, college-level work experience Acts as a mentor Provides feedback on progress 	Office of Career Planning <ul style="list-style-type: none"> Develops & maintains relationship with organizations/companies Assists student through application process and search Provides oversight to all participants Acts as a facilitator and advocate throughout the process
WHEN?	Fall, Spring or Summer Semesters 12-15 weeks (50 hours per credit)			
	Credits Awarded	Total Work Hours	Work Hours per Week	Learning Objectives Required
	3	150	10-12	5
	4	200	13-15	6
	6	300	20-25	8
	9-15	420-600	28-40	11-17
	It should be noted that MSB students have the opportunity to complete 1 and 2 credit experiences			
WHERE?	Social service organizations Hospitals/health care facilities TV/radio stations	Financial institutions Government agencies/offices Educational units	Marketing agencies Manufacturer Private businesses	Law firms Newspapers Retailers
HOW?	Attend an information session or meeting Begin application process, searching, and securing through developing a résumé and preparing for interviews Once accepted, attend an orientation session and begin the internship			
WHY?	For Interns: Sample a career field Hone skills and apply theories Broaden career horizons Network in the field	For Employers: Gain fresh, new insights from interns Recruit, train, and evaluate potential employees Influence and strengthen ties with the college Derive satisfaction from sharing expertise	For Faculty: Keep abreast of needs in industry Become familiar with employers Explore new working relationships Evaluate Classroom Instruction	