



**KING'S
COLLEGE**
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Internship Program Site Supervisor Overview



Office of Career Planning
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KING'S COLLEGE OFFICE OF CAREER PLANNING ACADEMIC INTERNSHIP PROGRAM

Internship Program Philosophy and Process

This packet includes a multitude of information on our academic credit-bearing internship program and we would be happy to discuss how we can partner to offer valuable learning experiences for our King's students.

Experiential learning is a process involving student learning through active participation in the world of work. It provides students with the opportunity to apply the skills and concepts learned in the classroom and provides employers with qualified, talented, and well-motivated student workers.

King's College recognizes the value of the extended classroom in preparing students to carefully examine and explore their educational and career interests under the direct guidance of professionals. Students begin to evaluate their mastery of theories and simultaneously gain confidence in their own ability to perform in the work place. For those with defined career goals, experiential learning aids in developing expertise and honing specific skills. For those who have not yet chosen a career path, it provides the opportunity to explore options that will clarify personal and professional goals.

Through internships, students integrate classroom knowledge with practical, on-the-job experience. A King's College education is enriched through interaction with fellow employees and managers. In tackling the daily challenges and complexities of a professional work environment, student interns discover many more variables than found in the classroom. By learning to handle these with maturity and competence, students acquire practical experience and an increased sense of confidence in their abilities and career choices.

Process

In working with both employers and students, King's takes a highly-individualized and personal approach to all internships. After initial contact is made with the Office of Career Planning, the following process takes place:

- The site supervisor indicates immediate and future needs for interns as early as possible.
- The site supervisor discusses expectations for the student's responsibilities
- The site supervisor provides a written description of the internship position including qualifications, the nature of the work, tasks to be accomplished, dates and hours the position is available, and salary (if applicable).
- The nature of the internship opportunity is defined so that its relationship to academic programs and career goals is clear.
- The Office of Career Planning advertises the internship opportunity to faculty and students for the recruitment of qualified candidates who meet eligibility requirements.
- Résumés of student candidates whose interest and capabilities seem to match the employer's needs are forwarded to the employer who selects the students to be interviewed.
- Interviews are conducted at the employment sites or through the on campus recruitment program.
- The site supervisor notifies the student of the results of the interview.
- The student then informs the Office of Career Planning with the intern to accept or decline internship.

If you have an internship need, please email a job description indicating essential elements of the internship, necessary skills, semester desired, compensation, contact for student applicants, and how students should apply to koriemunley@kings.edu.

Advantages

For students, the internship is a chance to acquire the most valuable kind of education. For employers, it is a chance to find a valuable worker. The Internship Program draws upon community resources—business, industry, government, and service organizations. It expands the student's learning beyond the classroom and the boundaries of the campus and puts theory into practice. There are many advantages to this program that substantially benefit the employer, the student, and King's College.

Site Supervisor

National research and our own experience have indicated that employers benefit from experiential learning because they are able to:

- Derive satisfaction and enjoyment in sharing professional knowledge and in launching the careers of tomorrow's professionals.
- Experiment with new positions without making long-range employment commitments.
- Free professional staff from routine duties to pursue more creative work.
- Gain a high-quality source of pre-professional workers for temporary or seasonal positions.
- Recruit, train, and evaluate potential employees in a highly cost-effective manner.
- Influence and strengthen ties with the collegiate/academic community.
- Interact with interns who possess a strong work ethic and high degree of integrity.
- Acquire a fresh insight, viewpoints, and ideas from the infusion of young people from an educational environment.
- Utilize a work force of students for a variety of work schedules: part-time, full-time, or a combination.

Intern

The interns benefit from experiential learning because they are able to:

- Experience first-hand the world of work and utilize classroom theories on the job.
- Understand the professional demands and requirements of a particular field.
- Develop organizational, time management, and interpersonal skills.
- Have work evaluated by professionals in the field.
- Enhance self-confidence as a result of having been a part of the professional world.
- Examine personal and professional goals and broaden career horizons.
- Establish or enhance a work history and increase employment possibilities upon graduation.
- Network in a chosen career field.
- Make a smoother transition into full-time professional employment.
- Gain work experience and college credits simultaneously.
- Prepare for entry into graduate school.

Faculty Coordinator

The faculty members who serve as academic coordinators for experiential learning benefit because they are able to:

- Keep abreast of changing needs and problems in business, government, and industry.
- Interact with professionals in fields which students are preparing to enter so that instruction may be timely and current.
- Become familiar with resources for visiting lecturers, field trips, and other educational opportunities that may benefit students.
- Evaluate instruction and programs by seeing how well students are prepared for employment.
- Use innovative and creative methods of teaching while experiencing new roles within the College.

Scheduling, Academic Credits, and Majors

The Office of Career Planning coordinates internships during three academic sessions throughout the year:

SPRING: January - May

SUMMER: May - August

FALL: September – December

In most cases, interns work on a part-time basis (10-25 hours per week) and earn 3-6 academic credits (and some 1-2 credit). If agreed upon by both the intern and employer, more hours may be worked in the case of paid placements. During the fall and spring sessions, students also attend classes while participating in the internship. Therefore, work schedules are designed around student class schedules for the convenience of both the student and employer.

The term of all internships is approximately 12-15 weeks to coincide with each academic session. In exceptional cases, students may work on a full-time basis (30-40 hours per week) and earn 9-15 credits for the experience. Such full-time placements would include internship opportunities that offer a higher-than-average degree of learning, more diverse opportunities to experience several aspects of a career field, and also incorporate seminars or training sessions into the internship.

Academic Credits

As a general rule, credits are awarded for the hours and learning as indicated in the chart below. The determination of credits is made by the Office of Career Planning and the appropriate major chairperson.

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
6	300	20-25	8
9-15	420-600	28-40	11-17

Academic Majors

King's College offers a variety of majors leading to a Bachelor of Science, Bachelor of Arts, and/or graduate-level degree.

Most majors participate in the internship program.

- Accounting
- Athletic Training
- Biochemistry & Molecular Biology
- Biology
- Business Administration-Management
- Chemistry
- Clinical Lab Science/Medical Technology
- Computers and Information Systems
- Computer Science
- Criminal Justice
- Economics
- Education
- Engineering
- Theology
- English-Literature
- English-Professional Writing
- Entrepreneurship-Management
- Environmental Science/Studies
- Exercise Science
- Finance-Management
- French
- General Science
- Healthcare Management
- History
- International Business Management
- Law
- Human Resources Management
- Marketing
- Mass Communications
- Math
- Neuroscience
- Nursing
- Philosophy
- Physician Assistant
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Theatre Arts

Orientation & Training, Employer Cost, and Insurance

Orientation/ Training

An orientation to the internship is an integral part of the student's off-campus education which facilitates the transition from campus to workplace. Supervisors should keep in mind that these students are typically eager to contribute, to be challenged, and to feel that they are an important part of the organization.

In the orientation, the student will benefit if the employer:

- Provides information on the organization and the work assignment.
- Enables the intern to feel comfortable in the association with the organization.
- Enables the intern to develop attitudes about the kind of work to be undertaken and company objectives.
- Explains how the student's performance and job duties will contribute to the department or company.

The new intern may have acquired some familiarity with the organization through initial research, contact with previous interns, or through a preliminary interview on-site. However, it is important that the site supervisor spends time with the intern to ensure that both the student and employer have a clear understanding of what both parties expect.

Possible Orientation Topics/Activities

- Tour of the facility, including the physical plant, employee lounges, related offices, etc.
- Introduction to the staff, including upper-level administration, co-workers, and support staff with an overview of how the intern will fit into the organizational structure.
- Review of the organization, including goals and objectives, philosophy, organizational design, services, and projects.
- Overview of the intern's responsibilities, including setting learning objectives for student, priorities for work assignments, resources available to complete assignments, and the reporting structure.
- Assignment of a workspace, including location of supplies, copiers, and the use of the telephone, fax, and computers.
- Work schedule, including dates and times, meetings and deadline dates, and the process of reporting to the site supervisor.
- Opportunities to ask questions. The student should be told to which members of the staff they might go for answers.

An effective orientation program creates a positive employer-student relationship with well-defined mutual goals, open communication, and a clear understanding of the relationship between the agency and the student.

Employer Cost

Internships can be either paid or non-paid arrangements. The Office of Career Planning is willing to work with organizations offering either arrangement. Only your organization can decide whether or not to compensate interns and whether that compensation will be an hourly wage, a salary, a stipend, or will involve reimbursing the student for tuition costs. Typically, more than half of all King's College interns are receiving compensation at their placement sites. For a limited number of internships in non-profit or public agencies, students may also qualify for subsidy through the College's Work-Study Program. This can be explored through the King's College Financial Aid Office.

Insurance Coverage

As the internship site is considered to be an extension of the classroom, the intern is covered by the College under a general liability policy while at employment sites in the United States, Puerto Rico, and Canada. A certificate of insurance may be requested from the Office of Career Planning.