



# MANHATTAN UNIVERSITY

## CENTER FOR CAREER DEVELOPMENT

### Internship Program: Learning Goals, Requirements, and Forms

#### Mission of the Internship Program (IP):

Aligned closely with the mission of Manhattan College, the mission of the Internship Program is to provide learning opportunities beyond the traditional classroom that engage students by having them apply theory and knowledge they gain as part of their education to practice in a business or professional setting. In this way, students will advance their professional and personal development, including the acquisition of key academic and life skills such as critical thinking and problem-solving, communication, collaboration, goal setting, and self-appraisal.

#### Learning Goals for the IP:

At the completion of the internship, students will be able to:

1. Relate knowledge learned in the classroom to the work and goals of the particular business or organization. (*Journal, Research paper*)
2. Assimilate new knowledge related to his/her course of study and field work. (*Research paper*)
3. Reflect on new learning through articulation of critical or creative thinking and problem solving during the internship. (*Journal*)
4. Give examples of productive interactions and collaboration with colleagues on the internship site as well as examples of dealing with difficult people or negotiating problematic experiences *if any occurred*, and articulate what was learned. (*Journal*)
5. Describe experiences, if any, that advanced his/her cultural awareness or appreciation of cultural and human differences. (*Journal*)
6. Analyze new learning by setting and achieving goals for the internship, managing one's career development, acquiring technical and life skills, and living a purposeful life. (*Journal*)

#### Procedures for Students:

1. O'Malley School of Business students meet with Internship Coordinator (Aileen L. Farrelly (DLS 415) Kakos School of Arts and Science students can come to Career Development, Thomas Hall 3.30.
  - . Review Internship Requirements
  - a. Select a faculty sponsor
  - b. Download Project Proposal
  - c. Fill out the on-line Internship/Research Form
  - d. Download the Registrar Add/Drop Form
2. Bring forms to the office indicated on the form for processing.

## Internship Requirements

Internships are learning experiences that support and expand classroom instruction. Internships can be valuable additions to a student's major, minor or general education: therefore, when taken for course credit, internships must represent a valid, rigorous, and supervised academic experience. Internships may be taken for major, minor, or elective credit, or for no credit at all, and they may be paid or unpaid.

### Internships for credit:

- Can be applied for credit in the major or minor or for elective credit.
- Students can apply after earning 54 credits and completing the basics in the major (at least 12 credits)
- Students taking an internship for major/minor credit or elective credit should have a minimum GPA of 3.0\*
- Students must confer with their academic advisor on the application of credit towards the major or minor or as an elective.
- Students must confer with their dept. chair or faculty member in their dept. to confirm the faculty member who will serve as sponsor for the internship.
- Complete the **Registrar Add/Drop Form** and submit to the Registrar's Office.
- Students are allowed to complete an internship no more than twice for credit.
- Students must complete a minimum of 120 hrs. onsite at workplace of the employer. A maximum of 3 credits will be awarded, no matter how many hours worked beyond the 120 required.
- During the semester a student elects to pursue an internship, the student will not be allowed to take more than 15 credits total (including internship) except in the most compelling of circumstances, and only with the Dean's approval.
- Students must complete the required research paper/project (40% of the grade); journal reports and meetings with faculty sponsor (40% of the grade). The remaining 20% is derived from the Employer Evaluation.
- At the conclusion of the internship, students should confer with their onsite supervisor on the student's learning and performance; confirm that supervisor completes and submits the (online) Employer Evaluation form.
- Must complete the Reflection assignment on the Jasper Professional Series

*\*Please note: Students in the School of Business with a GPA lower than 3.0 may complete an internship for credit to satisfy a free or business elective.*

*Students in Communication must have a 3.0 overall GPA or better, as well as permission of their advisor, to pursue an internship for major credit. Moreover, students in Communication may take only one internship for major credit. (Students who minor in Communication may not take an internship in fulfillment of their required 15 credits.)*

### Internships for no credit:

- Requires minimum 2.5 GPA
- Complete the Internship Agreement
- Complete a minimum of 120 hours onsite during semester
- At the conclusion of the internship, confer with onsite supervisor on the student's learning and performance; ensure that supervisor completes the Employer Evaluation form (sent from Career Development)
- There is no limit on the number of internships for no credit

**Manhattan University  
Internship Agreement**

The student must obtain the internship, meet with the Internship Coordinator, and complete the requisite paperwork before starting the job in order to receive credit for an internship.

Academic Term:                      Course Code:                      Type of Internship:

Student Name:    Student ID:

Student Major:

Employer:

Job Title of Intern:

Faculty Sponsor:    Dept.

The student will:

- a. Attach a Job description for the internship**
- b. List the training, education, and new skills that you will receive while working at the internship**

If academic credit is to be received, the faculty sponsor will assess the level of student learning and give the student a letter grade based on the following:

- |                                 |     |
|---------------------------------|-----|
| 1. Meetings and journal reports | 40% |
| 2. Research paper/project       | 40% |
| 3. Employer Evaluation          | 20% |

Meetings: The student should come prepared and ready to discuss the internship with the faculty sponsor. Frequent contact with the faculty sponsor is the student's responsibility.

a. Date of Meeting 1: \_\_\_\_\_

b. Date of Meeting 2: \_\_\_\_\_

c. Date of Meeting 3: \_\_\_\_\_

Journal Reports: The student should record his/her internship learning/activities in a weekly journal and e-mail the journal (as an MS Word document/attachment) to the faculty sponsor bi-weekly.

Research paper/project: The topic/project should be confirmed by the student and faculty sponsor midway through the internship. The topic should be related to the internship and the field of study of the student or the industry represented by the internship.

Employer Evaluation: The faculty sponsor should discuss the Employer's Evaluation with the student during their final meeting (during the week of final exams).

Final meeting date: \_\_\_\_\_

\_\_\_\_\_  
Faculty Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Coordinators' Signature  
Center for Career Development

\_\_\_\_\_  
Date