Regis College
Internship Handbook

A Resource for Student Interns and Faculty Sponsors

(Includes Course ID 413)

Regis College

Center for Internships and Career Placement (CICP)
235 Wellesley Street, Box 77
Weston, MA 02493-1571
Susan.Kennedy@RegisCollege.edu
This handbook details the requirements for an internship to be eligible for academic credit. It can also provide students with assistance in pursuing non-academic career development internships.

Copyright 1993 by Regis College. All rights reserved. This handbook is published by the Office of Internships and Career Placement and is intended to serve as a guide to the internship process. Inquiries about the internship program should be directed to:

Susan Clancy Kennedy
Director
Center for Internships and Career Placement
Regis College
235 Wellesley Street, Box 77
Weston, MA 02493
(781) 768-7271
Fax (781) 768-7275
E-Mail Susan.Kennedy@RegisCollege.edu
**Internship Definition**

Internships are short-term on the job learning experiences that help students apply the knowledge learned in the classroom to a professional setting. Internships provide opportunities to test out a field of interest, confirm a career choice and/or secure a track record of professional work experience.

Internships can be completed at any time throughout college and can be paid or unpaid. Regis College students who are juniors or seniors may be awarded academic credit (3 credits) for an internship experience depending on the internship opportunity and provided they adhere to the policies stipulated in this handbook. Sophomores who have declared a major may also complete an internship for academic credit.

**Benefits of Internships to Students**

Internships provide:

1. A competitive edge for students when entering the job market.
2. The ability to learn new skills and discover various career options.
3. The opportunity to network and establish professional connections.
4. Demonstrated evidence of skills and work ethic.
5. The opportunity to lead to full time employment at graduation.

Regis College adheres to federal regulations and guidelines with respect to internships. Regis College considers interns to be “trainees” with respect to the Fair Labor Standards Act:

1. The internship is for the benefit of the intern not the employing organization.
2. The intern does not displace regular employees.
3. The internship is considered similar to training in an educational setting.
4. The employer derives no immediate advantage to hosting an intern.
5. The intern is not necessarily entitled to a permanent job at the end of the internship.
6. The employer and intern understand that the intern is not entitled to wages.

Further, Regis College has established **Site Criteria** that must be adhered to in order to be awarded academic credit:

- Activities and projects which are professional in nature, rather than administrative. Clerical work should make up no more than 25% of an intern's daily tasks. However, in the event of a department-wide project that is administrative in nature, the intern is expected to participate.

- Opportunity to develop marketable skills and increasing responsibility. Marketable skills include but are not limited to teamwork, communication skills, analytical skills, planning, organizing and prioritizing work, and the ability to persuade.
Opportunities to observe and work with professionals such as attending meetings with staff or clients.

A Site Supervisor with a professional background who provides orientation, training, supervision and continual guidance. This should include an overview of separate departments or an in-depth look at one department.

Plans for evaluation and feedback to the student and Regis College.

The Site Supervisor cannot be a family member or personal friend.

The Internship experience must also provide a safe working environment.

Student Responsibilities for Internships

☐ Secure internship opportunity 4-6 months before start of semester
☐ Ensure the internship complies with the Regis College Site Criteria.
☐ Submit Internship Agreement form to the CICP. Attach:
  ☐ resume
  ☐ job description on company letterhead paper
  ☐ Due Date: First day of classes for the semester.
☐ The CICP will complete the course registration for you (ID Class 413)
☐ Complete academic portion of internship:
  ☐ Weekly journal
  ☐ Monthly class participation
  ☐ Final project as determined by the Faculty Advisor.
☐ Ensure that Site Supervisor completes Supervisor Evaluation of Intern. Submit to CICP with copy to Faculty Advisor by last day of classes
☐ Send thank you note to Site Supervisor

Please note: Any paperwork that is not completed on time risks an incomplete or a failing grade for that semester’s Internship.

Academic Requirements

Time Commitment:

- Semester Internships require 8-12 hours per week for the duration of the semester, for a minimum of 100 hours. Internships must start no later than 2 weeks into the semester.
- Summer Internships require a full time (35-40 hours) commitment for a minimum of 6 weeks or for part time internships (10-15 hours per week), at least 10 weeks. The internship class is then taken the following fall semester and the credits are awarded for the fall semester.
Credits Available:
- 3 academic credits
- Students may complete more than one internship for an additional three credits but will be required to take class ID 413 again.

Assignments & Grading:
25% Supervisor's evaluation
25% Class seminar attendance and discussion; attendance is mandatory.
25% Journal entries: a weekly 2-page reflection describing your week at the site
25% Final paper: 10 page reflection paper discussing your internship and relating to your coursework.

Background Checks
Some employers may require background checks before a student is eligible for an internship and, under statute, certain industries (education, nursing, social work) require background checks. Students should be aware of this possibility and allow extra time to complete any necessary check. In some cases, Regis College may conduct the background check, but in other cases a student will be responsible for their own background check.

Professional Standards of Behavior:

Punctuality and attendance
☐ Students will arrive at their place of employment on time, every time. In the event of an illness or other excused absence, the student is expected to contact their Site Supervisor ahead of time.
☐ Students are expected to maintain their agreed-upon work schedule.

Work Standards
☐ The student is expected to meet all job obligations including following the processes and procedures established by the employer/Site Supervisor.
☐ Confidential information is expected to be kept confidential.

Professionalism in the Workplace
Students are expected to dress appropriately based on the work environment: if a particular work environment requires professional dress, the student is expected to dress professionally. If casual attire is the norm, the student may dress casually. Sweat pants are not permitted.

Students are expected to demonstrate a positive attitude at all times.

Students are expected to demonstrate initiative when appropriate. (The Site Supervisor will define “appropriate”.

Cell phone use, including text messaging and social media is prohibited on the job. Computers may be used for professional reasons, only.

Regis students are expected to consistently demonstrate a strong work ethic.

The student should be viewed as dependable, responsible and cooperative.

How to Secure an Internship

Before you start looking for an internship, consider these issues.

- **Set your goals.** Where do you want to intern? What do you want to learn? The CICP and your Faculty Advisor can help.

- **Pay:** Do you have to be paid for an internship or can you afford to consider unpaid opportunities? Fields such as business, science and technology often offer some compensation while non-profit organizations likely cannot afford to pay you.

- **Location:** What is your geographic preference? If you do not have access to a car, you will probably need to have public transportation accessible. Be sure to select an internship in a location that works for you and your schedule.

- **Timeframe:** Do you want to do your internship in the summer or during the school year? How many hours can you work?

**Research the available opportunities.**

- Network, network, network. Ask everyone you know if they have any suggestions where you can secure an internship.

- Check the Internship Listings at the Center for Internships and Career Placement (College Hall, Room 209).

- Ask your Faculty Advisor if he/she knows of any possible internship opportunities.

- If you currently have a part-time job, ask your supervisor if it would be possible to do an internship with them. Be sure to distinguish between your current tasks and typical intern responsibilities. The Center for Internships and Career Placement can help with that,
Apply for as many internship opportunities as you can.

☐ Complete your resume and cover letter. Be sure there are NO typos and that both the resume and cover letter align with the position responsibilities.

☐ Follow the exact application instructions that are listed on the job description.

☐ Follow up on every application you complete. Call the organization one week after you apply to see if they got your application. Ask when they might make some decisions and if it is OK to follow up periodically.

Interview and accept the internship.

☐ Be patient. Hiring decisions always seem to take longer than you think.

Complete the Regis College Internship Agreement and submit it to the CICP with a copy of your resume and a copy of the internship job description on company letterhead paper. The CICP will finalize your class registration.

**Important Reminders for Students**

- Securing an internship opportunity is the student’s responsibility. While the CICP and Faculty members may have access to some internship opportunities, it is up to the student to initiate and follow through.

- All internship forms should be completed and returned promptly to the Center for Internships and Career Placement and the student’s faculty sponsor. Failure to submit forms on time will result in a Withdraw for the semester.

- Students should discuss any concerns or problems that arise during the internship with their faculty sponsor and/or the Director of Internships and Career Placement. (College Hall, Room 209),