Regis College
Internship
Handbook

A Resource for Student Interns and
Faculty Advisors

This handbook applies to all academic internship programs in the School of
Arts and Sciences.

Regis
College
Class ID413/413(b)

Center for Internships and Career Placement (CICP)
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This handbook details the requirements for an internship to be eligible for academic credit in the Regis College School of Arts and Sciences. (Class ID413). It can also provide students with assistance in pursuing non-academic career development internships.

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**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 earn academic credit for an internship.

Students are strongly encouraged to complete at least one internship during college and in fact, many majors require at least one internship before graduation.

**Internship Characteristics**

For purposes of the U.S. Fair Labor Standards Act, Regis College student interns are classified as “trainees” rather than employees. As a result, Regis College internships have the following characteristics:

1. The internship is similar to training in an educational setting.
2. The internship experience is for the benefit of the intern; the employer derives no immediate advantage for hosting intern.
3. The intern should not replace a regular employee.
4. The intern is not entitled to a permanent job at the end of the internship.
5. For unpaid internships, the employer and intern understand that the student is not entitled to wages and/or compensation.

**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. A proven track record of professional experience.
Internship Requirements

1. **Time Commitment:**
   - A minimum of 100 hours of work must be completed to be eligible for academic credit. The hours can be split up throughout the course of the semester or in the summer.

2. Students must participate in the Internship Class (ID413 for fall or 413(b) for the spring semester). This monthly seminar accompanies the internship experience and should be taken concurrent with the internship or as quickly as possible after the internship.

3. **Credits Available:**
   - Three (3) academic credits based on 100 hours of work completed.
   - Undergraduate students may earn a total of 12 credits from Academic Internships over the course of their academic career.

4. **Internship Prep Class**
   - It is recommended that students complete the Internship Prep Class before securing an internship. The Internship prep class is designed to teach students how to identify and secure the right internships. Resumes, cover letters and interview skills are included in this course. This class can be found (MOODLE)

5. **Internship Course**
   - Students must enroll in the Internship Course (ID 413 for fall semester and ID 413B for spring semester). This class is designed to accompany the internship experience. Attendance and class participation are mandatory. There is also an end-of-semester reflection paper and/or project as determined by the Faculty Advisor. The class is offered during the spring and fall semesters and should be taken concurrently with the internship or as quickly as possible after the completion of the internship

6. **Class Year**
   Internships are available for students once they have declared a major.

**Assignments & Grading:**
Students are graded for Internships based upon their performance at the internship site and their performance in the Internship Course according to the following breakdown:

- 25% Site Supervisor’s evaluation
- 25% Internship Course attendance and discussion; attendance is mandatory.
- 25% Journal entries: a weekly 2-page reflection describing the student’s week at the site
- 25% Final paper: 10 page reflection paper discussing the internship and relating it to the Internship Course coursework.
**Summer Internships**

Students can do their internship in the summer and take the internship class during the following fall semester. The internship opportunity must be approved by the Faculty Advisor and the Director of Internships and Career Placement and internship paperwork completed by the **July 1**.

**Site Criteria**

Academic Internship sites must provide the following:

- 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.
- Opportunities 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.
- The Site Supervisor cannot be a family member or personal friend.
- A safe working environment.

**A Safe Working Environment**

As stipulated in the Regis College Student Handbook (2013-2014), Regis College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation or intimidation. This policy extends to all academic internships approved by Regis College. Students are encouraged to report any incident of sexual harassment or intimidation to one or more of the following people:

- Susan Kennedy, Director of Internships and Career Placement (ext. 7271)
- Faculty Advisor for the Internship
- Office of Student Affairs (ext. 7050)
- Thomas Pistorino, Regis College Title IX Coordinator (ext. 7276)
- Community Coordinators (ext. 7047 or ext. 7452)
Learning Objectives

When completing the required Internship Agreement Form, the student will list what they expect to learn academically, professionally and personally.

1. **Academic Objectives** detail how the internship experience will enable the student to apply academic learning in a work environment.
2. **Professional Objectives** pertain to the development of marketable skills (e.g., communication, leadership, problem solving, teamwork, organizational). The student is expected to identify the skills they will develop as well as how those skills will be developed.
3. **Personal Objectives** indicate area(s) that will present a personal challenge for the student while completing the internship and how the student will address those challenges.

Learning Outcomes – Internship Course ID 413 and ID 413B

The academic assignments are designed to enrich the learning experience throughout the internship. Through these assignments:

- Students will articulate and apply principles learned inside and outside the classroom.
- Students will engage in in-depth reflection of the internship experience.
- Students will gain self-understanding, self-confidence and interpersonal skills.
- Students will develop work competencies for a specific profession or occupation.
- Students will explore career options and gain general work experience.

Background Checks

Depending on the nature of the work, Regis College or an employer may require a background check before a student begins an internship. Further, certain industries (education, nursing, social work) will require background checks on all student interns. 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.
## Regis College Academic Internship Program
### Roles and Responsibilities

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>DUE DATE</th>
<th>STUDENT</th>
<th>FAC ADVISOR</th>
<th>CICP</th>
<th>SITE SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Internship Prep Class</td>
<td>4-6 months before start of semester</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secure internship opportunity</td>
<td>4-6 months before start of semester</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Internship Agreement Form to the CICP. Attach: 1. resume 2. job description on company letterhead paper</td>
<td>By first day of classes for the semester or by <strong>July 1</strong> for a summer internship)</td>
<td>X</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Complete student registration for class ID413</td>
<td>Upon receipt of all completed paperwork</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ensure site criteria fulfilled</td>
<td>Upon receipt of paperwork</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Contact Site Supervisor: introduction, contact information, thank them for hosting an intern</td>
<td>3 weeks after start date</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Build internship database</td>
<td>Within one month of drop add deadline</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Site Supervisor check in</td>
<td>Mid-point of semester</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Complete Internship Course assignments: 1. Weekly journal 2. Seminar participation 3. 10 page reflection paper</td>
<td>Journal and attendance throughout the semester; paper due date: last day of classes</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Student Evaluation of internship. Submit to CICP</td>
<td>Last day of classes</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that Site</td>
<td>Last day of</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Supervisor completes Supervisor Evaluation of Intern. Submit to Faculty Advisor

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate thank you notes to Site Supervisors</td>
<td>At completion of semester</td>
<td>X</td>
</tr>
<tr>
<td>Complete database for all paperwork</td>
<td>Completion of semester</td>
<td>X</td>
</tr>
</tbody>
</table>

How to Secure an Internship

Set your Goals. Before you start looking for an internship, consider these issues:

☐ Career Field: If you are doing an internship for academic credit, your internship will have to be directly related to your major. For example, a biology major may pursue an internship in a research lab or a Communications major can complete a Public Relations internship. If you are unsure if the internship is related, please contact your Faculty Advisor of the Director of Internships and Career Placement. **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? If you are a college athlete it is strongly recommended that you do not complete the internship during your sports season.

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 received your application. Ask when they might make some decisions and if it is okay to follow up periodically.

Interview and accept the internship.

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

**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.
- Students should make sure that they have officially registered for the Internship Course and secured the approval of their Faculty Advisor before committing to the internship site.
- All internship forms should be completed and returned promptly to the Center for Internships and Career Placement and the student’s Faculty Advisor before course registration. Failure to submit forms on time will result in a Withdraw or “W” for the semester. Students should discuss any concerns or problems that arise during the internship with their Faculty Advisor and/or the Director of the Center for Internships and Career Placement.
- The maximum number of credits that can be awarded for internships is 12 credits over the course of their academic career.
- A student can only repeat an internship for academic credit with the approval of the Vice President of Academic Affairs.

Questions on any aspect of internships should be referred to Susan Kennedy, Director of Internships and Career Placement, College Hall room 209. susan.kennedy@regiscollege.edu. (781) 768-7271

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