



## INTERNSHIP CHECKLIST

### Pre-Practicum Preparation

- ✓ Community Service
- ✓ Issue Dinner
- ✓ 3 Related Workshops

### PRE-INTERNSHIP PLANNING:

REGISTER your profile on **COE CONNECTIONS**, the Career Services online database through [my.coe.edu](http://my.coe.edu) or <https://www.myinterfase.com/coe/student/>

Talk with your **Faculty Advisor** regarding your internship plans.

- ✓ When do you want to do this internship?
- ✓ Where do you want to do the internship?

Need **resume** help? Contact Career Services, 319.399.8844

Need **interview** help? Contact Career Services, 319.399.8844

What are your career interests and goals?

Will the internship be part-time or full-time?

**Financial resources:** Are you eligible for grant monies? (To apply for the Kennedy Family Grant for off-campus practicum monies, *Call Jenni Archibald, 319.399.8616*).

Will you be doing the internship for-credit or non-credit? (See below)

### **INT-895 Internship – One credit** (Must register with the Registrar's Office)

A supervised work or volunteer experience related to a student's career interests. A minimum of 140 hours on-site experience is required. Authorization and evaluation of the course credit for the internship is determined by the department through which the student is completing the internship. S/U basis only. Credit may be applied to a major only with department chair approval. Prerequisites: Junior or senior standing and/or consent of instructor.

### ARE YOU READY FOR AN INTERNSHIP? SUGGESTIONS FOR STUDENTS

#### ✓ Requirements:

Make sure you have completed your pre-internship requirements (Judi Dirks, [jdirks@coe.edu](mailto:jdirks@coe.edu) or 319.399.8844)

#### ✓ Finding an internship: [www.coe.edu/campuslife/careerservices](http://www.coe.edu/campuslife/careerservices)

Contact the Internship & Career Services Director, 319.399.8844 or [dpatten@coe.edu](mailto:dpatten@coe.edu).

Talk with Coe faculty, staff, friends, relatives, employers etc.

Internship database: Check with Internship Director, 319.399.8844

Explore internship catalogs and books: The **Career Services Library** (Upper Gage Memorial Union) has numerous publications that offer a variety of internship opportunities for students to investigate.

Current place of employment: It's expected that a student doing an internship at a current job will be doing and learning new experiences during an internship.

#### ✓ Students ~Application Process:

Students should set up a **PROFILE** online through **COE CONNECTIONS** unless otherwise noted by Faculty Advisor. If the internship is for college credit, it's the student's responsibility to register with the REGISTRAR'S OFFICE, before the internship begins.

INTERNSHIPS & CAREER SERVICES OFFICE

Coe College ~ Upper Gage Union

Appointments, call 319.399.8844

[www.coe.edu/campuslife/careerservices](http://www.coe.edu/campuslife/careerservices)

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**NO RETROACTIVE** credit is awarded for internships.

- ✓ Questions regarding credit internships? Call Registrar's Office, Kay Weaver, 319.399.8526 [kweaver@coe.edu](mailto:kweaver@coe.edu)

**Summer Non-Credit Internships** - INT-800 - does meet the academic practicum requirement and are listed on your transcript; you complete the same requirements as for a **one credit internship** - See Internship & Career Services Director for details. The fee for a Summer Non-Credit Internship is \$200. Verify catalog # with faculty advisor.

Develop three **learning goals and objectives** (i.e.: what you want to learn and accomplish during the internship). This information is shared with faculty and the employer.

- ✓ **Employer**

You are responsible in for contacting prospective employers by sending cover letter/resume and participating in interviews.

**Position description** of their **expectations** of you and responsibilities during the internship will be filled online via **COE CONNECTIONS**.

- ✓ **During the internship:**

Keep a **journal** (everyday that you work). This is submitted either weekly via email or by hard copy at the end of the experience (verify which with faculty advisor). It is assumed you will do this via email unless other arrangements have been made. The journal is confidential between student, faculty advisor and/or internship director. (Use **NO LAST NAMES** of anyone mentioned in your journal. You are welcome to change names if needed to protect confidentiality of clients.

Type a **paper**: Verify with faculty advisor regarding the type of paper you will write (reflective, case study etc). For example, a reflective paper should discuss whether or not you accomplished your goals and why/why not? What were your surprises? How did you apply what you have learned at Coe to your internship? What prepared you for the internship? What would have better prepared you for this experience? This is usually 6-8 pages, double-spaced, typed.

**Evaluation**: Available through **COE CONNECTIONS**. Plan to fill this out at least two weeks prior to the end of your internship. Our office will receive an email when this has been completed.

**Thank you**: *Send thank you notes to your Site Supervisor and anyone else that helped you during the internship.* Regardless of the outcome of the experience, supervising and working with interns takes extra time out of their day. Leaving on a positive note is a win-win for all!