



# Faculty Internship Guide

## C3: Creativity, Community, Careers

*Edited 6/14/2021*

As faculty play a major role with regards to internships, C3 has created a **Faculty Internship Guide** to provide a clear outline of the process, the forms involved, and ways to strengthen the relationship between academic departments and C3 staff on behalf of the students at Coe College. Our intent is to assist any faculty who may be serving as a **Faculty Internship Advisor** by providing relevant information which

1. ensures all faculty are familiar with the main aspects of what constitutes an internship at Coe
2. defines the responsibilities of both the student and faculty internship advisor
3. describes the process for internship registration

While we hope this information clarifies any questions faculty may have, please know that C3 is happy to provide assistance should you have additional questions or concerns.

### 1. COE COLLEGE ACADEMIC CATALOG

The internship is a work or volunteer experience in the context of an independent academic investigation of site related issues and personal aptitudes, values, and goals. **The one-credit internship includes a minimum of 140 hours of on-site experience and a journal and a paper which may include research or readings concerning the organization and its field or industry. The details of the academic component are determined by prior arrangement with the Faculty Internship Advisor.**

Ordinarily internships are completed during the academic year or over the summer of the junior or senior year. Most internships are one-credit or summer non-credit bearing.

#### **NOTE:**

\*Internships completed during the summer can include tuition fees or practicum-only costs depending on the student's enrollment decision (full credit vs. academic practicum requirement only).

### 2. ROLE OF THE FACULTY INTERNSHIP ADVISOR

All students completing an internship for credit or to fulfill the academic practicum requirement require a **Faculty Internship Advisor** to oversee and evaluate the work being completed by the student (journal, paper, and/or final project).

The **Faculty Internship Advisor** is part of the student's support network and should feel comfortable discussing student concerns or connecting the student with staff at C3, if necessary. The **Faculty Internship Advisor** should be mindful of how the student's internship relates to their coursework/major and help provide context or ask the student to talk about how the work they are doing on-site relates to their academic work. While C3 staff regularly interact with students seeking internships, we understand that students and faculty have a different type of engagement that is essential to the success of a student's internship experience. We deeply appreciate the role of the **Faculty Internship Advisor** and seek to supplement and support these endeavors to ensure the best possible outcomes for the student.

### 3. PROCESS TO REGISTER THE INTERNSHIP

Below is the process for the student, the **Faculty Internship Advisor**, and the C3 staff for each Internship Experience. Please note that **Faculty Internship Advisor** needs to provide input and approval of the internship PRIOR to the beginning of the internship. If this does not happen, the student must work with the **Faculty Internship Advisor** to petition the credit, which is not an ideal situation.

#### 1. INTERNSHIP OFFER

- a. The student informs the faculty member of a received internship offer and requests the faculty member to act as the **Faculty Internship Advisor** for the experience. Many times, the **Faculty Internship Advisor** will be the student's Academic Advisor, but that it not a requirement.
- b. The **Faculty Internship Advisor**, upon agreeing to be in this role, will be responsible for providing the student with expectations for the work to be done by the student to receive credit or practicum fulfillment, which typically includes a journal and/or a final project or paper.

#### 2. INTERNSHIP RECORDING INSTRUCTIONS

- a. The student completes the Experiences digital form on their Handshake profile (*every student at Coe has a Handshake profile*). This form includes a place to document the job description and the student's Learning Objectives.
- b. A C3 staff member will receive notification via Handshake that a student has completed the request for a new Experience / Internship.
- c. The C3 Career Specialist will review the request to ensure that a job description and Learning Objectives are included. If so, the C3 staff member will digitally approve the request to be emailed from Handshake to the **Faculty Internship Advisor** that the student selected and confirmed will take on the responsibilities of this role.
- d. The **Faculty Internship Advisor** will open the digital request from email and read through the form, including evaluating the job description and the student's Learning Objectives. The **Faculty Internship Advisor** makes the decision if an internship is deemed practicum or class-credit worthy. If so, the **Faculty Internship Advisor** will approve the digital request. This will generate an email to the Internship Site Supervisor automatically.
  - i. If the **Faculty Internship Advisor** feels that the job description or the Learning Objectives need to include more details or rigor, the **Faculty Internship Advisor** will communicate with the student directly. The student can go into the online form to edit details to meet the standards set forth by the **Faculty Internship Advisor**. Once those edits are made to the satisfaction of the **Faculty Internship Advisor**, the process will continue as soon as the request is approved by the **Faculty Internship Advisor**.

#### 3. REGISTRATION

- a. If seeking to gain a credit or fulfill the academic practicum requirement, students must complete the Registration form located on my.coe.edu as they would other courses.
- b. The **Faculty Internship Advisor** may need to provide guidance to the student on which course to register for but questions or concerns can also be directed to the Registrar's Office if uncertainty exists.
- c. The **Faculty Internship Advisor** provides authorization to the Registrar's Office to complete the registration for the internship as a course or for practicum credit. While

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this was previously done by initialing a white add/drop card, authorization is now granted after the student completes a Registration form found on [my.coe.edu](http://my.coe.edu). The student will then email the form to both [o-registrar@coe.edu](mailto:o-registrar@coe.edu) and the **Faculty Internship Advisor**. The **Faculty Internship Advisor** responds to [o-registrar@coe.edu](mailto:o-registrar@coe.edu) that they authorize the course or practicum. If there are any questions regarding approval, faculty are to contact the Registrar's Office.

## **DURING THE INTERNSHIP**

As the student completes the internship, the **Faculty Internship Advisor** should remain an active participant in the experience. While reviewing journal entries, it is helpful to provide students with points to consider or ideas on how they can tie their experience to their academic coursework. Also, be mindful that not all internships may turn out to be as expected, so support and encouragement can help the student work through any difficulties they may be experiencing. If you feel there are issues that may require additional investigation due to workplace conditions (harassment, violation of labor laws, unsafe/hostile environment), please contact C3 and/or Human Resources so we can address concerns before they become significant. Please encourage your students to reach out if they believe there are concerns that need to be addressed by faculty or staff.

## **END OF INTERNSHIP**

Toward the conclusion of the internship, both the student and employer will receive an automated evaluation to complete. The completed employer evaluation will be located in the student's Handshake Experience and is viewable by the **Faculty Internship Advisor**. C3 encourages the employer to share the evaluation with the student, however this is not a requirement.

The student receives an automated self-evaluation which will also be attached to their Handshake Experience viewable by the **Faculty Internship Advisor**. Having access to both of these documents provides the **Faculty Internship Advisor** insight into how the internship went for the student and fosters discussion about the internship experience in general, how the student connected coursework to a professional setting, and what implications the internship may have had on career planning or development.

The student must also submit their required coursework (such as the journal, paper, and/or project) to the **Faculty Internship Advisor** on or before the mutually agreed upon date in order to receive a final grade.

## **CONNECTIONS/INFORMATION SHARING**

Staff at C3 embrace the fact that Coe College faculty possess a vast professional network that could lead to opportunities for students. C3 gladly accepts any information faculty members want to share about contacts, companies, or organizations that may be interested in developing internship opportunities for Coe students. C3 has created an Internship Toolkit for Employers to assist them in this endeavor. Our Career Specialists have experience partnering with a wide range of employers in various industries regarding internship program development.

Coe College has invested in Handshake, a tool available to all students upon enrollment and available to them throughout their years at Coe and into their experience as alumni. Through the use of Handshake, Coe now has a system to track and approve student internships. The decision to record and track student internships (either for credit or for practicum-only experience) was made in order to streamline the approval process for all involved while also improving our ability to capture data about student

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internships. Data is reported to the Board of Trustees and college leadership, thus impacting cross-college funding and program development.

If faculty know of a student completing an internship, even if it is for experience only, please communicate that to C3 for follow up with the student. This information can be very useful for future students seeking internships by allowing faculty and C3 staff to review previous internship sites. The more information Coe can collect, the easier it will be for all of us to be able to provide current and future students with a wealth of opportunities.

The most successful and meaningful internships are a result of collaboration between faculty, staff, students, and employers. We welcome any thoughts or ideas you may have to improve outcomes either for your department or Coe College.

### **CONTACT INFORMATION**

C3 Career Specialists are assigned to majors and industries to best serve students, faculty, and employers. If you are unaware of which C3 staff member is your point of contact, email Nanci Young, C3 Careers Director, [nyoung@coe.edu](mailto:nyoung@coe.edu) and your email will be forwarded to your C3 point of contact for follow-up.

**Joe Demarest**, C3 Civic and Community Engagement Director  
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