



INTERNSHIP HANDBOOK 2020 – 2021

**Schedule an appointment through the Handshake link on mycoe.edu
Or Walk-in to see if we're available**

**McCabe Hall
Monday – Friday
8:00 am – 4:30 pm**

**Email: o-career@coe.edu
Phone: x8780**

Track Your Practicum Internship Experience in 3 Simple Steps

1. Ask a Faculty Advisor:

All internships for practicum experiences need a faculty advisor. Talk to your advisor about this first.



Consider Your Options

For Credit:

- Department Elective 494 (ex. BUS494)
- Interdisciplinary INT494

For Summer Practicum-only (non-credit bearing):

- INT499

2. Log it with Handshake:

Go to your Handshake profile.



Click on:

- Career Center
- Experiences
- Request an Experience

Complete all information, including:

Type: *Internship for credit or to fulfill academic practicum*

Choose the School Term

Email addresses: *C3 Career Specialist, Faculty Advisor, Site Supervisor.*

→ Submit

Complete Learning Objectives Tab

3. Register it:

Register your practicum internship with the Registrar's Office (o-registrar@coe.edu). This ensures you will meet the graduation requirement from your experience.



There may be an associated cost for tuition or practicum credit. Check with Financial Services for further details.



COE COLLEGE



Questions?

Contact: o-career@coe.edu

INTRODUCTION

Ask any recruiter or Human Resources professional and they will tell you that an Internship is an important item to have on your resume as you search for jobs. The experience that comes with leveraging classroom learning into action is instrumental for you and eye-catching for an employer. While completing an Internship does not guarantee you a job right after college, it affords you the opportunity to determine if an industry or career path is right for you, allows you to put the skills and knowledge gained on campus to work in a professional setting, and makes you a stronger candidate as you compete for positions after graduation.

WHAT IS AN INTERNSHIP?

An Internship is an opportunity for a student to work in a non-academic environment in order to gain experience or satisfy requirements for certification or licensure.

At Coe, the one-credit Internship includes:

- **a minimum of 140 hours of on-site experience, weekly journal entries, and a final paper and/or project.** The details of the academic component are determined in conjunction with your faculty Internship advisor.
- Internships are completed during the academic year or over the summer and can be completed in Cedar Rapids, throughout the US, or internationally.
- Most Internships are one-credit or summer non-credit bearing (used specifically to fulfill the Academic Practicum requirement). In rare circumstances, an Internship may be significant enough to warrant 2 credits. A maximum of 2.0 course credits may be counted toward the 32 credits required for graduation through Internships
- Students seeking to earn some type of credit **must** receive faculty approval and register the Internship with the Registrar's Office.

ACADEMIC PRACTICUM REQUIREMENT

An Internship will also satisfy **Coe College's Academic Practicum Requirement**. This requirement (as per the course catalog) states:

A practicum experience is required of all students for all undergraduate degrees, except those earning second degrees. Typically completed in the student's junior or senior year, all practica are experiences that integrate academic components with career or other life goals and are significant educational exercises outside the classroom. A practicum experience can consist of an Internship, off-campus study, community-based project, honors project, or some other kind of independent activity.

INTERNSHIP REGISTRATION PROCESS

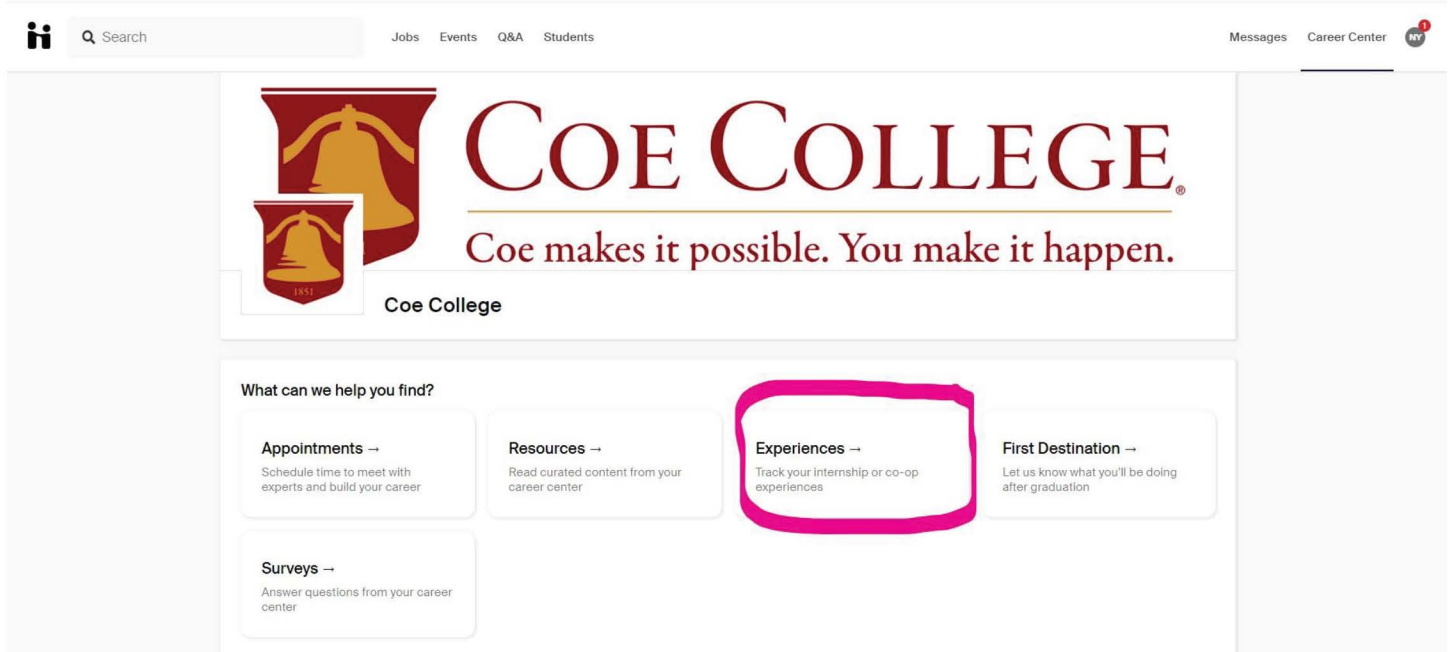
All Internships that are completed for credit or to fulfill the academic practicum **MUST** go through a registration process to ensure the class/requirement is noted on your transcript. As Internships cannot be added to your transcript retroactively, it is essential that you complete the registration process as per the current policies and procedures.

Once you have been offered and have accepted an Internship, please follow the steps below:

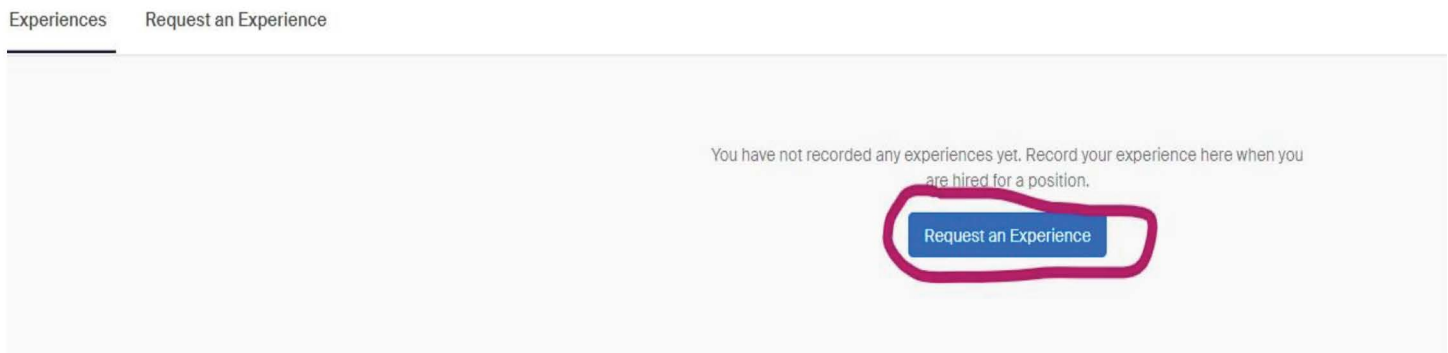
Log your Internship as an Experience in Handshake for Faculty Internship Advisor approval. Once you submit an Experience and create learning objectives, you can access this information even in your post-grad years through Handshake.

To Request an Experience

1. Click the **Career Center** in the top menu bar
2. Select **Experiences**



3. Click **Request an Experience**



4. From the Experience Type selections, choose "**Internship**" and enter the appropriate term and year for your Internship.

Details

* Experience Type

Select an experience type

* Term

Select a term

5. Enter the employer details for your Experience.

Employer

* Employer

Handshake

x ▼

If you do not see your employer please type your own

Location

2601 Mission St, San Francisco, CA 94110, USA

Industry

Internet & Software

x ▼

Employer Phone Number

Employer Email Address

6. Enter the job details for your Experience

Job

* Job

Product Intern



If you do not see your job please type your own

Department

Product

Date

2019-06-01



> 2019-08-31



Job Type

Internship



Employment Type

Full-Time



Salary

\$ 20

Pay Period

☒ hourly

☐ monthly

☐ yearly

Offer Date

2019-04-04



Offer Accepted

☒ yes

☐ no

☐ undecided

7. Enter the Approvers for your Experience. Approvers for Internships include a C3 Career Specialist, the Faculty Advisor for your Internship, and a representative from your Internship site. For this section, you should enter the C3 staff member your major is connected with.

Approvers

Supervisor

* Email Address

ben@jhandshake.com

An approver with this email address does not exist. Please fill out the following fields to create one.

* Name

Ben

C

Title

Head of Product

Phone Number

(555) 555-5555

8. Answer the specific questions included in the survey associated with this experience.

9. Select **Request Experience** in the bottom right corner of the page to complete the Experience request process. You will then see that your Experience has been successfully created and is pending approval from your Career Center.



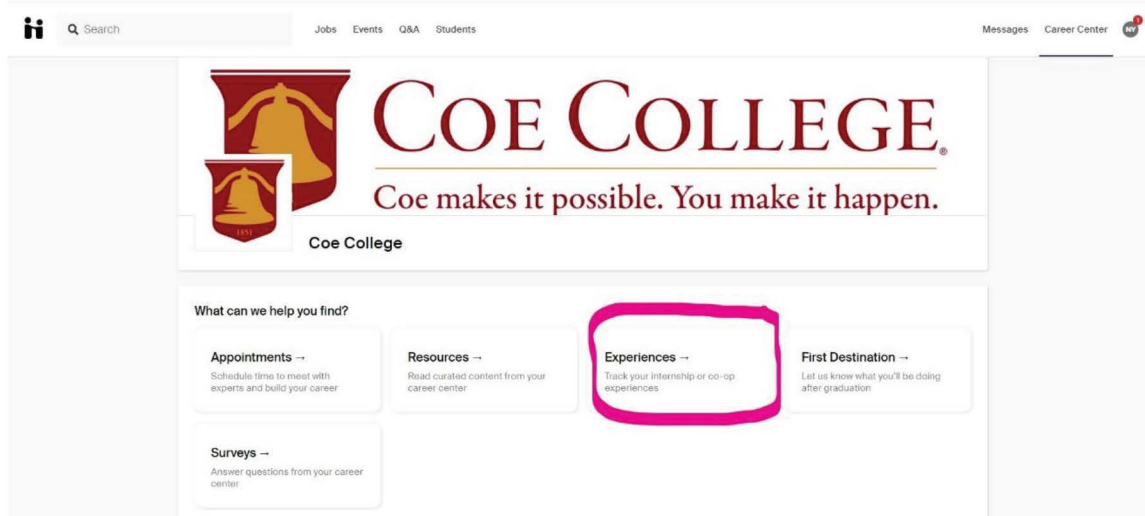
Request Experience

Creating Goals/Objectives

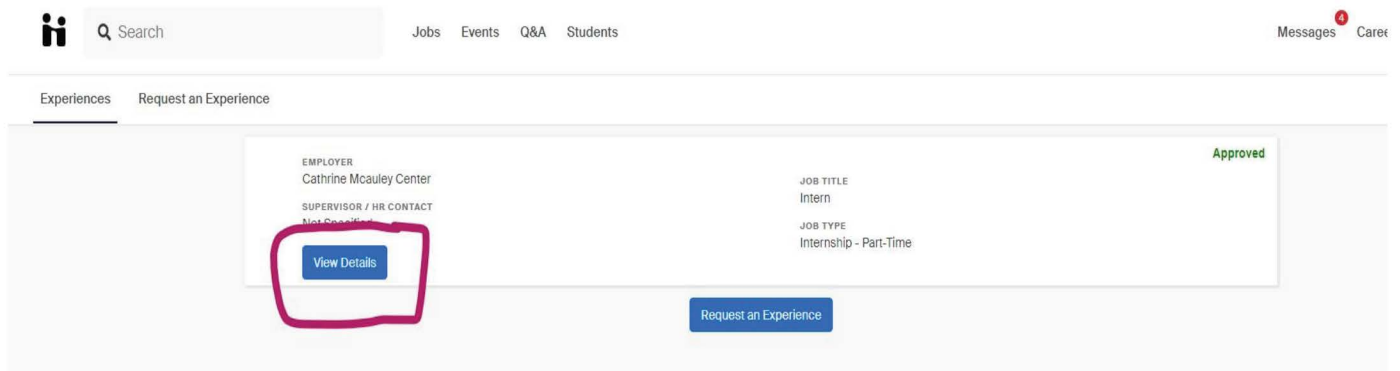
After creating the experience, you will need to enter goals/objectives related to your Internship. All Internships being completed for credit or to fulfill the Academic Practicum Requirement **MUST** have goals/objectives included. If you need assistance with your goals and objectives, please review the sample goals provided as an attachment within Handshake or speak with your faculty advisor and/or a C3 Career Specialist.

NOTE: Your Learning Objectives should be entered immediately after requesting/creating the experience. This ensures that your Faculty Advisor and Internship Host Site Representative can review your goals while approving the experience. You can edit/update your objectives at a later date by selecting the Experiences option under the Career Center drop down menu, selecting your Internship and then clicking, view details.

1. From your main profile page on Handshake, select Experiences from the Career Center drop down menu.

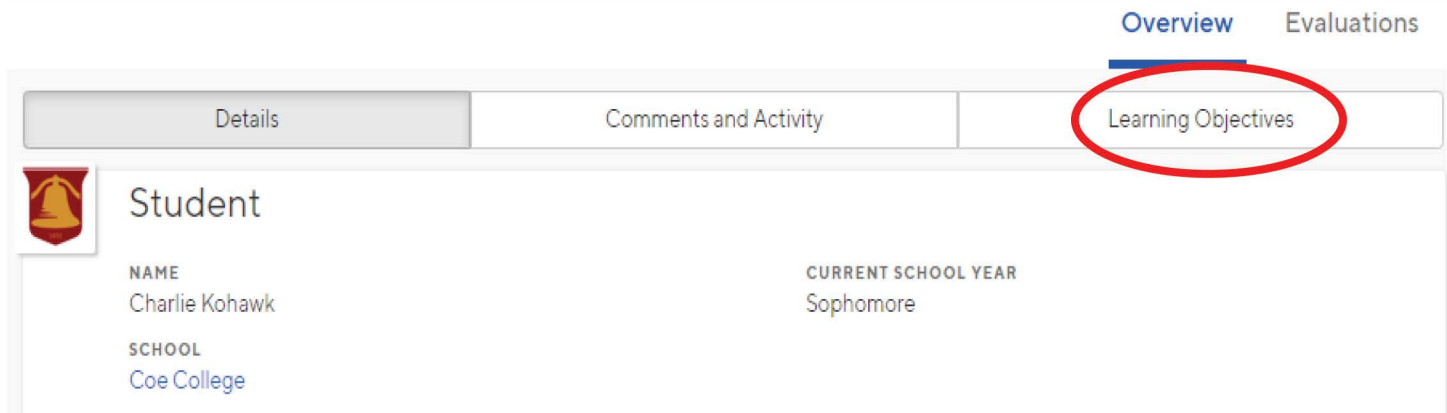


2. The basic information of your Internship will appear and you will select View Details.

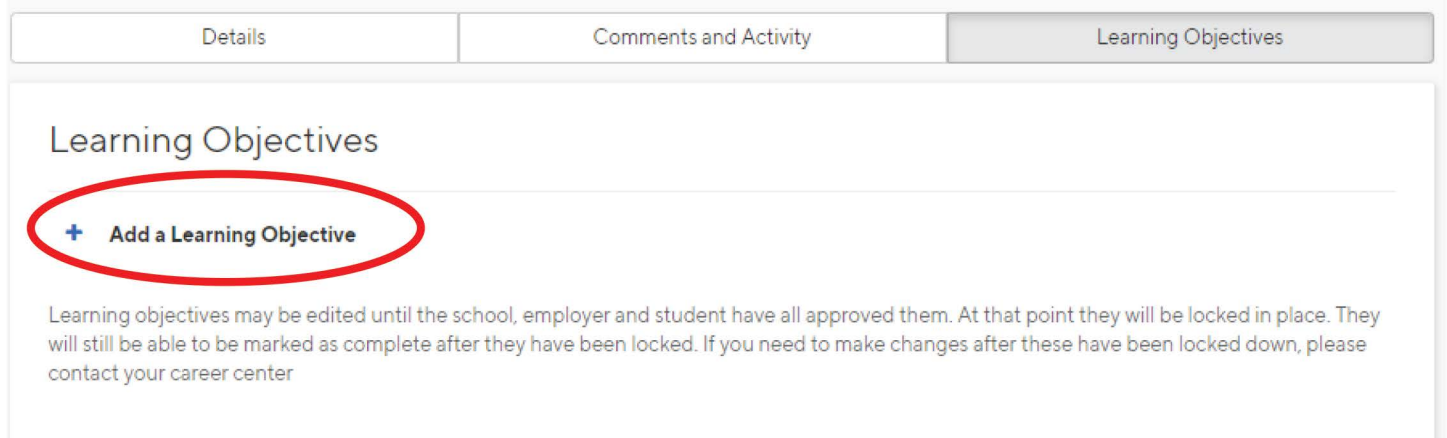


3. The full details of your Internship will appear on the next screen and you will see information on the job, the employer, approvers and the status of their approval, and your survey responses.

4. At the top of this screen, select the Learning Objectives tab in order to enter your goals/objectives.



5. Select Add a Learning Objective and enter your first goal and how you plan to achieve this goal.



6. Once learning goals/objectives have been entered, each will need to be approved by the Employer, the Student, and the School. **As the student, you can self-approve your goals once entered.**

Details	Comments and Activity	Learning Objectives									
<h3>Learning Objectives</h3> <ul style="list-style-type: none"><input type="checkbox"/> Improve professional network by creating a LinkedIn profile and connecting with staff and other interns, conduct informational interviews with senior management, and ask for recommendations on potential connections.<input type="checkbox"/> Develop communication skills by seeking input from others on my communication style, review emails from mentors on how they communicate via email, and attend networking events to improve face-to-face communication skills<input type="checkbox"/> Improve understanding of marketing concepts by attending departmental meetings, conducting research, and asking for informational interviews with Marketing Director. <p>+ Add a Learning Objective</p> <p>Learning objectives may be edited until the school, employer and student have all approved them. At that point they will be locked in place. They will still be able to be marked as complete after they have been locked. If you need to make changes after these have been locked down, please contact your career center</p>											
<h3>Learning Objective Approvals</h3> <table><thead><tr><th>Employer</th><th>Student</th><th>School</th></tr></thead><tbody><tr><td>Pending</td><td>Pending</td><td>Pending</td></tr><tr><td></td><td><div>Approve</div></td><td></td></tr></tbody></table>			Employer	Student	School	Pending	Pending	Pending		<div>Approve</div>	
Employer	Student	School									
Pending	Pending	Pending									
	<div>Approve</div>										

Register for your Internship

If your Internship is for Practicum fulfillment or Class credit, just like other courses, you will need to register the Internship on the Registrar's Registration form found on my.coe.edu. Your Faculty Internship Advisor can assist you in determining which course you should register for. Again, since Internships cannot be added to your transcript retroactively, please make sure to speak with the Registrar if you have any questions to ensure your Internship is counted correctly.

Complete the coursework and Final Evaluations

As agreed upon with your Faculty Advisor, complete all academic requirements and submit as necessary. In addition to the coursework, the student must complete the Student Evaluation which can be found in the Experience section of your Handshake account. The site supervisor must complete an evaluation on the student's performance and submit it to the Faculty Advisor at the conclusion of the Internship. Evaluations should be automatically sent to you and your site supervisor 15 business days prior to the end of the term.