

Guidelines for Internships 2003 – 2004

Office of Career Services ■ Bridgewater College

In preparing for a productive and beneficial internship, there are several procedures outlined below that students need to follow:

Internship Eligibility:

- Must have completed a **minimum of 60** academic credit hours
- Quality grade point average of **at least a 2.5 and above is recommended** (less than 2.5 may be acceptable at some intern sites)
- Class credit must be listed as a 480 course (if academic credit is desired)

Phase 1: Preparing and Applying for an Internship Experience:

- Identify the type of internship experience you want, one that compliments your career and academic goals. You may discuss your ideas and explore potential options with faculty members and/or the Director of Career Services and Internships.
- **Meet with the Director of Career Services and Internships the semester before your internship experience is to begin (i.e., you should schedule an appointment during the fall semester if you are planning to secure an internship experience during the upcoming interterm or spring semester) to review program requirements, forms and procedures.** During this meeting you will receive an internship application form, which **must** be completed and returned to the Office of Career Services **prior to starting your internship experience.** Internship applications can also be downloaded from the Career Services web site; www.bridgewater.edu/departments/career, click on Internships icon and then on Internship application form.
- Meet with a faculty member who will serve as your cooperating professor during the internship. This faculty member must be a member of the academic discipline from which you are requesting academic credit. Discuss appropriate goals and experiences sought from the internship.
- Once potential internship sites have been identified through your contacts, faculty members, and/or the Office of Career Services, contact the potential employer to investigate the possibility of completing an internship with his/her organization.
- Meet with the site supervisor / employer at the internship site to develop a "proposal" of what you will be doing during the internship experience; the proposal would include overall goals, daily duties / responsibilities, special projects, etc. Have your site supervisor sign the internship application once the proposal is agreed upon.
- With the proposal developed, return to your cooperating professor for approval for academic credit. The cooperating professor should sign the internship application to verify agreement with the proposed internship experience.
- Internship applications **must** be completed and returned to the Office of Career Services prior to the start of your internship experience. The Office of Career Services will not accept incomplete applications – applications must have the signatures of the site supervisor and the cooperating professor before processing of service hours can begin.
- Registered interns will be required to attend a training session reviewing the requirements and goals of the internship program, as well as appropriate workplace and behavior issues. Training sessions will be scheduled at the beginning of each semester / term in the Office of Career Services.

Phase 2: Internship 480 Course Requirements:

- Students must complete a minimum of 120 hours of service at the internship site during the semester or term of the experience.
- Students must submit weekly journal logs to the Office of Career Services, that detail the hours worked and duties performed during each week. Forms can be picked up at the Office of Career Services or downloaded from www.bridgewater.edu/departments/career, click on Internships icon and then click on Journal form to download.
- Students must submit a final paper to the Office of Career Services (details provided during training session) upon completion of the internship experience. Papers are due the last class day of each semester/term.
- The site supervisor will complete a mid-term and final evaluation of student performance and outcomes during the internship experience. The Office of Career Services will provide cooperating professors with copies of evaluations for assistance in assigning an S (satisfactory) or U (unsatisfactory) grade.
- Students are requested to submit a final evaluation of the internship experience upon completion of their experience.

Additional Notes:

- No more than 2 internships may be pursued at any one agency
- A maximum of 9 unit credits in Internship 480 may be applied toward graduation
- The Director of Career Services and Internships will be creating and implementing a contact plan for interns and internship sites which will include 3 contacts each and one on-site visit.
- For additional information or questions, please contact Annette D. Williams, Director of Career Services and Internships at (540) 828-5369 or awilliam@bridgewater.edu.