

# Internship Checklist

Internships require time to plan and coordinate. This checklist is to provide you with guidance from searching for an internship to registering your internship for academic credit.

## 1. Plan

Looking for an internship opportunity takes time. It is suggested that you start your internship search 3-6 months in advance. These steps will help you get started:

- Make an appointment on [Handshake](#) or attend drop-in hours to speak with a Career Coach
- Browse Handshake for on and off-campus internship/job opportunities.
- Talk with a faculty advisor or mentor
- Consider your needs, restrictions, and wants from this internship
- Schedule an informational interview with an alumni or working professional in your industry of interest.

## 2. Develop

Finding internships can be either through job postings or from your network. It is important to be prepared and present yourself professionally by:

- Have your resume and/or cover letter reviewed by a Career Coach
- Talk with Career Development about creating a LinkedIn account or having it reviewed
- Schedule a mock interview with the Career Development & Network Engagement Office

## 3. Register

Students can gain up to 12 credits, during their time at Hartwick, in increments of 0-4 credits per internship. For every credit given, a student must work 40 hours at the internship. Academic work is also assigned, at the discretion of the faculty supervisor. Students must register for credit before the internship.

- Review the [internship policy](#) & [deadlines](#)
- Talk with your faculty supervisor or course instructor about your internship details and ask for academic assignments & due dates
- Talk with your site supervisor about work responsibilities, start/end dates, work schedule, and internship job title
- Decide how many credits: 40 hours/ credit hour i.e.: 1=40, 2=80, etc.
- Complete the [internship registration form](#)

## 4. Reminders

Once your application is submitted, your form will be reviewed. Before your internship can be processed for registration, all requested electronic signatures must be received.

## **Questions For Registration Form**

### **Important Information:**

**The Faculty Supervisor** - For one-on-one supervision, Must be a full-time professor and anticipated to be on campus during the term of the internship and not on sabbatical. Credit is issued by the faculty supervisor's department.

**The Course Instructor** - For internships enrolled via a class. May be a faculty member of the program credit is being sought for, or may not be.

**The Site Supervisor** - is someone in a professional position (e.g. a volunteer coordinator, office manager, archivist, etc.) at the internship site who is able to make commitments on behalf of the organization and who will work closely with the student intern as well as college staff/faculty during the course of the internship, providing sound, professional judgment and mentoring in the skill areas assigned. The Site Supervisor provides on-site training, assigns job duties, and supervises the work of the student intern. The Site Supervisor must be present during the student's internship hours, or ensure that another staff person will be responsible for the student's supervision during the Site Supervisor's absence.

Reminders:

- These must be *separate* people, even if your internship is with a faculty member
- Site Supervisors may be non full-time faculty members and/or coaches, staff, etc. Faculty Supervisors must be full-time professors.

### **Student Information**

- Name
- Student ID #
- Contact Information
- Graduation Date (ie: Month 20XX)
- Major
- International Student Status/Is the Internship International or Domestic?
  - If yes to either, do you have the required paperwork, visas, passports, etc

Reminders:

- All international students and international internships will need approvals from the Office of Global Education.

### **Academic Information**

- Is the internship part of a class or through one-on-one supervision?
  - The name of the class and instructor, or the name of the faculty supervisor
  - Email address for the instructor or faculty supervisor
- Term applying for your internship. The end date will determine which term it applies to.
- How many credits being sought
- What program, major, or minor is the credit being applied to?
- If not registering for a class, all academic assignments provided by your faculty supervisor with due dates

### **Internship Information**

- Business/Organization Name and Address
- Site supervisor name and email address
- Internship Job Title (This will be listed on your transcript) 30 characters max

### **Work Experience**

- Start and End Date
- What is your weekly work schedule or total hours working?
- List clearly all of your work/project responsibilities outline (job description) provided by your on-site supervisor
- How does this internship help apply the skills and knowledge you have learned from your major and/or minor?
- How does this internship impact your career goals?
- Are there any required organization forms? I.e.: Contracts, certificates, etc.? If so, what are they?

### **Funding Support**

- Select from the following if you were awarded funding support from the college for your internship (Baker Simpson, Emerson, Real World Experience, Hanft)
- Are you interested in seeking funding from the Career Development Office?
  - If yes, you will be provided with the link to the [RWE Funding Application](#)

### **Learning Objectives & Criteria**

What would you like to learn from your internship experience? Based on your internship responsibilities, pick the top 3 skills/goals you hope to attain during this internship:

- **Career & Self-Development** - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.
- **Communication** - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- **Critical Thinking** - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information
- **Equity & Inclusion** - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism
- **Leadership** - Recognize and capitalize on personal and team strengths to achieve organizational goals
- **Professionalism** - Knowing work environments differ greatly, understand and demonstrating effective work habits, and acting in the interest of the larger community and workplace
- **Teamwork** - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
- **Technology** - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals