

SAGE COLLEGE OF ALBANY

THE INTERNSHIP PROCESS

WHAT IS AN INTERNSHIP?

Internships are work experiences (either paid or unpaid). All SCA students are encouraged to participate in 1-2 internships to enhance and build upon their classroom preparation, gain hands-on pre-professional experience in their field of study, broaden knowledge base, and to network with professionals in the field.

In general, students are allowed to receive 3-15 internship credits depending on experience. Each academic department has specific internship pre-requisites and requirements. Typically, a three credit internship, in work hours, is equivalent to (suggested):

Bachelor level: 45 workplace/contact hours per credit (i.e., 135 hours required for 3 credits/term)

Associate level: 26 workplace/contact hours per credit (i.e., 78 hours required for 3 credits/term)

WHAT ARE THE RESPONSIBILITIES OF THE STUDENT, FACULTY ADVISOR, FACULTY SPONSOR & CAREER SPECIALIST?

Student – Ultimately it is the responsibility of the Student to find an approved internship placement in a timely manner. Students participating in internships are required to have permission of their Faculty Advisor. Students must have completed at least 45 college credits with an overall cumulative grade point average of 2.0 and a major grade point average of 2.2 or higher. Students must also have completed at Sage at least 6 credits in the discipline awarding the internship credit with a grade of “C” or better. Note: please check individual internship course descriptions in the College Catalog for additional information.

Faculty Sponsor – The Faculty Sponsor (i.e., internship instructor) will guide the student during their internship experience, assign academic requirements and assess and grade the student for academic credit. The Faculty Sponsor must be a full-time SCA faculty member of the department in which the internship is offered

Faculty Advisor – Faculty member of the department in which the student is enrolled. Faculty member

Field-Site Supervisor (Employer) – The Field-Site Supervisor must clearly be qualified by professional experience, job status, professional credentials, etc. to supervise and evaluate the student during the internship.

Career Specialist - Career Specialists at Sage College of Albany assist students in all aspects of career planning and preparation. Career Specialists will assist Students with: writing resumes and cover letters, preparing portfolios, job search and interview techniques; researching experiential learning opportunities including internships and community service experiences, and in preparing for – and learning about – the world of work in general.

THE INTERNSHIP PROCESS

1. Student meets and discusses with Faculty Advisor regarding his/her internship eligibility and internship options. Student needs Faculty Advisor's approval **before** beginning the internship search process.

Timeline: At the beginning of the semester – **prior** to the semester in which the internship will be completed. (For example, if the student wishes to complete an internship during the spring semester he/she should meet with a career specialist at the beginning of the fall semester).

2. Student identifies a “Faculty Sponsor” (i.e., Instructor & course) for the internship experience. The faculty sponsor must be a full-time faculty member of the department in which the internship is offered. The faculty sponsor assesses and grades the internship experience.

Timeline: At the beginning of the semester – **prior** to the semester in which the internship will be completed. (For example, if the student wishes to complete an internship during the spring semester he/she should meet with a career specialist at the beginning of the fall semester).

3. Student meets with a Career Specialist to explore internship opportunities and to begin preparation (resume, cover letters) needed for the internship application process.

Timeline: At the beginning of the semester prior to the semester in which the internship will be completed.

4. Student completes final draft of resume and sample cover letter with assistance from the Career Specialist.

Timeline: At the beginning of the semester prior to the semester in which the internship will be completed.

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5. Student utilizes Career Planning Center resources and website to actively research for internship. Student prepares a list of desired sites (5 to 7 recommended).

Timeline: At least two months prior to the internship experience.

6. Student completes applications by published deadlines or as soon as possible with assistance from Career Specialist and Faculty Advisor.

Timeline: At least two months prior to the internship experience

7. Student meets with Career Specialist to practice interviewing techniques (including conducting mock interviews).

Timeline: Prior to first interview

8. Based on offers received, Student with assistance of the Faculty Sponsor selects an internship site.

Timeline: 1-2 days upon offer from employer

9. Student notifies Faculty Sponsor of final decision – provides contact information: name, title, address, and phone number of the Field Site supervisor. (Student also notifies Career Planning Center of final decision).

Timeline: Upon acceptance of position

10. Student discusses with Field Site Supervisor: position responsibilities, start date, schedule, dress code, and related expectations.

Timeline: Upon acceptance of position

11. Student discusses with Faculty Sponsor: academic expectations, i.e., journal, research and or writing assignments.

Timeline: Acceptance of position

12. Student completes the “internship registration form” for a credit-bearing internship, and obtains the required signatures of: Faculty Advisor, Faculty Sponsor, internship Field-Site Supervisor. Once the student has these signatures, student signs form and drops it off to Dean’s office, Kahl Campus Center, #201. The completed internship registration form may also act as a “learning contract.”

Timeline: Per the registration deadlines in the College Catalog

13. Field-Site Supervisor, and Faculty Sponsor provide appropriate professional instruction, guidance and mentoring to the student.

Timeline: Ongoing

14. Student, Field-Site Supervisor and Faculty Sponsor ensure that the internship experience closely matches the agreed upon activities and learning objectives. Any major departures from the approved learning contract must be reviewed by the faculty sponsor.

Timeline: Ongoing

15. Student is responsible for contacting the Faculty Sponsor with issues, problems, or concerns relating to the internship for coaching and counseling on how to handle the specific situation in a professional and effective manner.

Timeline: On going, as needed

16. Student submits required course materials including timesheets to the faculty sponsor.

Timeline: Set by the Faculty Sponsor

17. Student provides Field Site Supervisor with the “field-site supervisor evaluation form” to be submitted to the Career Planning Center.

Timeline: Within the last two weeks of internship experience

18. Student completes a “student evaluation form” regarding the internship experience and submits it to the Career Planning Center.

Timeline: Upon completion of the internship

19. Faculty Sponsor evaluates and grades the student’s internship experience.

Timeline: Upon completion of the internship