CAREER SERVICES INTERNSHIP
COE-425: 0 CREDIT INTERNSHIP PROGRAM DETAILS

The internship experience offers students a valuable opportunity to learn through a combination of observing and practicing the competencies they’ve been developing in the classroom.

Our expectation is that each of our interns is working with a professional in the field for a minimum of 8-10 hours per week for about 14 weeks (these numbers will be different during the summer session), performing whatever tasks you deem appropriate both to meeting our learning objectives and assisting your operations. The minimum hours required over the duration of a semester is 112 hours for registered internships.

STUDENT LEARNING OUTCOMES

While the student is not earning academic credit in the COE 425 program, this internship does fall under the programming of Gordon College and therefore is documented on a student’s transcript.

We have outlined the learning outcomes the student is working toward. The particulars will differ depending on your specific industry and organization, but our expectation is that, while performing the tasks you assign, the student will also be experiencing and working toward these:

- Observing the day-to-day operations of professionals.
- Developing a network of professional connections.
- Applying communication skills and concepts learned in previous courses.
- Developing a portfolio of work, if applicable.
- Gaining experience in professional processes including job search, balancing tasks, interpersonal and group communication, presenting ideas and products appropriately and effectively, understanding and following legal and professional codes, and making ethical decisions.
- Developing sophisticated understandings of and preferences for different industries, individual jobs, professional missions, and working environments.
- Developing fluency in particular areas — software, technology, technique, etc.

ONSITE WORKPLACE SUPERVISOR ROLE

The role of an onsite supervisor is to provide a context within which this learning happens, and to model the profession while guiding the student in doing the work assigned. We trust the internship work arrangement will prove to be mutually beneficial for both your organization and the student.

We appreciate that the onsite supervisor will provide appropriate supervision and support for the student to achieve and evaluate his or her learning objectives through the following:

- Communicate the student’s strengths and weaknesses throughout the internship experience.
- Keep the student, Career Services advisor and/or the Faculty advisor informed of any work-related problems, issues, and concerns.
- Complete an Employer Evaluation Form at the conclusion of the work period.

CAREER SERVICES ADVISOR ROLE:

The Career Services Advisor is the main point of contact at the college for the student intern.

- Review the registration form, learning plan, and verify the role and duties with the organization.
- Conduct a mid-semester assessment with the employer to evaluate the performance of the student and the integrity of the role and workplace.
- Review the final reflection paper to determine if the internship has been successfully completed.
- Assist the student with further career exploration based on the internship experience.
- Provide coaching to the student for how to represent the internship in resumes and with future employers.

FACULTY ADVISOR ROLE:

- Verify that the internship role is relevant to the student’s major or minor
- Be available to the student in person or electronically to assess and encourage learning that is relevant to the major or minor.
- Discuss and debrief the learning outcomes with the student as it relates to their specific discipline and how they contribute to further study in the field.

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STUDENT REGISTRATION AND POLICIES

Students are required to register their internship prior to commencing their internship assignment. As part of the registration process, it is the student’s responsibility, in conjunction with Career Services and with the guidelines of the internship position description, to develop learning objectives and identify means of assessment. The student must also identify a faculty advisor. This learning plan requires the approval of the onsite supervisor, a faculty advisor and the career service advisor. Deadline: A student must submit a completed and approved Registration Form with Learning Plan prior to the start of the internship and no later than the fifth day of the semester or June 1st for summer (petition for late registration may be available if the internship still meets the 112 hour requirement). The Registrar’s Office enrolls the student who will be billed the $50 administrative fee through the Student Financial Services Office.

The student registration form can be found at: http://www.gordon.edu/careerservices/services