INTERNSHIP PACKET TABLE OF CONTENTS

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Suggestions for a successful internship experience:

- Begin the placement search before or during pre-registration for the following semester in which the internship will be undertaken. **Students who wait until the first day of classes to begin a placement search will find their options limited.**

- **Make use of the resources** (files, notebooks, books, periodicals) available in the Career Development Center on the main level of King Hall (108). Internship options may also be found on GuilfordNet.

- **Visit the Career Development Center to fine-tune your resume and cover letter for the internship** (you always want to give the site your resume and a cover letter, even if they do not ask for those).

- **Be clear about your goals for the internship experience.** Credit is not given for working, but for utilizing the alternative learning environment to attain specified educational goals.

- **Use your Faculty Sponsor for support, as a mentor and to bridge between your on-site work and academics.** Encourage your Faculty Sponsor to visit you at your internship site. Discuss good times for them to visit you and let them know that you would enjoy having them see your work. Faculty Sponsor site visits often improve the experience.

- **Discuss problems or concerns with your Faculty Sponsor or the Assistant Director for Internships.** Having a site problem is not considered a sign of failure. Rather, identifying and discussing it allows difficult situations to be used as opportunities for learning. If you are having difficulties with your internship, including task assignments that are not providing substantive work for hands-on experience, tell either the Faculty Sponsor or the Assistant Director for Internships.

- **Be conscientious and responsible during on-site work.** Community agencies and businesses are giving us the valuable gift of their time. Students, faculty and CDC staff have a joint responsibility to nurture our internship site relationships and help everyone involved have a positive experience.

- **Reading and writing linked to the internship experience is strongly encouraged** and will result in a more profound learning experience.

**If you have questions or concerns,** contact the Assistant Director for Internships at 316-2312 or sladea@guilford.edu.
Internship Requirements

*Internship* refers to a semester-long activity in which students undertake a position in an on or off-campus public or private organization for academic credit. Each activity should involve “the integration of the accomplishment of a task with conscious educational growth.” (NC Internship Board)

**Please read this entire packet before completing internship paperwork**

- Each internship must be supervised by both an on-campus Faculty Sponsor and an off-campus Site Supervisor. Student interns are required to meet with on-campus Faculty Sponsors on a regularly scheduled basis during the semester. The timing of the faculty consultations should be included in the Internship Proposal.
- Students can receive 1-4 academic hours of credit based on the number of hours spent on-site as listed below. No more than 4 credits per semester are allowed (with the exception of The Washington Center Program or with special permission).
- A maximum of 12 credits obtained through internships is applicable to degree requirements. Work schedule details should be provided in the Internship Proposal.
- The grade awarded for the internship is the prerogative of the Faculty Sponsor, based on evaluations from the Site Supervisor, regular meetings with the student, final evaluations and any additional work required by the Faculty Sponsor.

1 credit hour = 36 hours of on-site experience  
2 credit hours = 72 hours of on-site experience  
3 credit hours = 108 hours of on-site experience  
4 credit hours = 144 hours of on-site experience

**Students will complete the following before the internship begins:**

- **Internship Registration form and Internship Proposal.** Required signatures from Faculty Sponsor, Site Supervisor, Faculty Adviser, and Assistant Director for Internships in Career Development (Assistant Director for Internships is the last to sign).
- **Non-Paid Internship Agreement Form & Assumption of Risk Form.** Deliver to Assistant Director for Internships with internship registration form and proposal (this form is only applicable if you are NOT getting paid for the internship work).

**There are two types of internships, 290 and 390:**

<table>
<thead>
<tr>
<th>290 Minimum Requirements</th>
<th>390 Minimum Requirements</th>
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<tbody>
<tr>
<td><strong>Sophomore standing</strong> (24+ credits earned)</td>
<td><strong>Sophomore standing</strong></td>
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<td><strong>Cumulative GPA of 2.5 or higher</strong></td>
<td><strong>Cumulative GPA of 2.5 or higher</strong></td>
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<td><strong>Internship Re-assessment</strong> (due before midterm): 3-6 page paper OR weekly journals up to that point</td>
<td><strong>Must have completed 4 courses in the department where internship is housed</strong></td>
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<td><strong>Final Paper &amp; Evaluation</strong> (due by 1st day of exams): 5-10 page paper due to Faculty Sponsor; Survey Monkey Intern Evaluation due</td>
<td><strong>Internship Re-assessment</strong> (due before midterm): 5 page paper</td>
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<td><strong>Thank you note to Site Supervisor:</strong> mailed by 1st day of exams with a copy sent to the Assistant Director for Internships</td>
<td><strong>Final Paper &amp; Evaluation</strong> (due by 1st day of exams): 15-20 page paper due to Faculty Sponsor; Survey Monkey Intern Evaluation due</td>
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<td><strong>Survey Monkey Site Supervisor Evaluation</strong> (due at least 3 weeks before the end of the semester): Student ensures that Site Supervisor completes the evaluation on Survey Monkey</td>
<td><strong>Thank you note to Site Supervisor:</strong> mailed by 1st day of exams with a copy sent to the Assistant Director for Internships</td>
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<td><strong>Survey Monkey Site Supervisor Evaluation</strong> (due at least 3 weeks before the end of the semester): Student ensures that Site Supervisor completes the evaluation on Survey Monkey</td>
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Instructions for completing internship registration form

The credit you receive is not for working per se, but for utilizing the alternative learning environment. The internship registration form serves as a learning contract that you should complete after securing your site and meeting with your faculty sponsor.

Top Half of the Registration Form
This section provides basic information about you and your site, make sure that everything is properly filled in before you bring it to the Assistant Director for Internships in the Career Development Center (King 108).

- Fill in the prefix for the department granting credit. Your Faculty Sponsor must be a member of that department.
- Please make sure that you fill in the Internship Title in the 33-character abbreviated description section; this is used on your transcript. Avoid using “internship” in your 33 character title as this is already implied. Creatively and accurately describe your internship when giving your title.
- For every credit you receive, you must complete 36 hours at your internship site.

The Internship Proposal (about 1 page in length)
You must develop your Internship Proposal in consultation with BOTH your Site Supervisor and your Faculty Sponsor. The proposal should include the following:

- A general description of the project, your learning objectives, a description of check-points and your evaluation agreement.
- Specify whether credit is in your major or minor. For further clarification of the proposal write up, see the Internship Registration Form.
- Your Faculty Sponsor must sign BOTH the Internship Registration Form and the Proposal write-up.

Signatures
After you have completed the Proposal and Registration Form, you will need to obtain the following signatures:
1. Faculty Adviser
2. Faculty Sponsor (this could be your adviser)
3. Site Supervisor
4. Assistant Director for Internships. The last signature you will need must be obtained from the Assistant Director for Internships who is located in King 108 in the Career Development Center (CDC). Your proposal must be reviewed, signed, and will be filed with the Registrar.

Registration
A copy of your Internship Registration Form and your Internship Proposal is delivered to the Registrar’s office by the appropriate credit deadline (they can be submitted in advance). Check the academic calendar for specific deadlines by semester: http://www.guilford.edu/academics/calendar.html
Internship Registration Form

G#: _____________________________ GPA: __________ (Office Use Only)

Name: ____________________________________________ ____________________________

   Last               First               MI

College Major: ____________________________ Minor: ____________________________ Guilford Email: ____________________________

Local Mailing Address: ____________________________________________ Cell/Local Phone: ____________________________

Semester:  Fall 20___ January Term 20___ Spring 20___ Summer 20___ □ Summer work/Fall credit?

Academic Department:______________________________ Registration: (check one) □ 290 □ 390

Internship Title: ____________________________________________ # of credits: □ Traditional or credit/no credit

(Used on Transcript) 33 character title counting spaces and/or abbreviations. 1 credit hour = 36 hours of on-site experience

Grading Style: ______ 2 credit hours = 72 hours of on-site experience

3 credit hours = 108 hours of on-site experience 4 credit hours = 144 hours of on-site experience

Is this a Paid or Non-paid Internship: □ Paid □ Non-paid

Site Supervisor’s Contact Information:

Site Supervisor’s Name: ____________________________________ Supervisor’s Title: ____________________________

Organization/Site Name: ________________________________________________________________

Site Address: ____________________________________________ City: ____________________________ State: ______ Zip: ____________________________

Site Supervisor’s Phone: ____________________________ Supervisor’s Email (required) ____________________________

Internship Proposal:

Develop your Internship Proposal in consultation with BOTH your Site Supervisor and Faculty Sponsor. Make sure to include all five of the following components in your proposal. Attach a typed copy of your proposal to this form.

YOUR FACULTY MEMBER MUST REVIEW AND SIGN YOUR INTERNSHIP PROPOSAL

1. General Description of Project: This should be a brief description of the responsibilities you will have at the internship site.
2. Learning Objectives: What goals do you want to accomplish during your internship? What skills do you want to develop? How does this internship relate to your major/field of interest? How are you going to use this experience in relation to possible post-graduate plans (career objectives, future academic goals, etc.)?
3. Check points: Who is your Faculty Sponsor and when are you planning to meet with that person? Interns are required to meet with their faculty sponsor on a regular basis. How will your internship hours be broken up each week and do you have a schedule in place?
4. Evaluation Agreement: How is your Faculty Sponsor going to evaluate you? Are you going to keep a journal? The minimum academic requirement for 290 is a 3-6 page paper at midterm or a weekly journal kept throughout the process AND a 5-10 page final paper. The minimum requirement for 390 is a 5-page paper at midterm AND a 15-20 page final paper. You will negotiate the topics and format of your papers, journals, and/or projects with your faculty sponsor.
5. Credit: Are you receiving 290 or 390 credit? Is it in your major, minor, or as an elective? How many hours?

SIGNED APPROVAL: ____________________________ Date: _______

Student ____________________________________________ Faculty Adviser

Faculty Sponsor (Also sign internship proposal) ____________________________ Faculty Sponsor (printed)

Site Supervisor ____________________________________________ Assistant Director for Internships (last signature)
This page intentionally left blank.
Non-paid Internship Agreement

*Only complete if you’re not getting paid for your internship*

______________________________ (hereinafter called “Site”) and

______________________________ (hereinafter called “Intern”), a student at Guilford College,
hereby agree to this non-paid internship agreement.

Intern agrees that his/her internship is of a voluntary nature from which s/he will benefit
educationally by receiving academic credit for the internship and that s/he shall not be considered an
employee of the Site and shall have no right to such typical employee benefits from the Site as
minimum wage, retirement pay, sick leave, paid vacation, workman’s compensation, or other such
compensation or benefits generally associated with the employer/employee relationship.

____________________________________
Site Supervisor

____________________________________
Intern

____________________________________
Date
Activity Participation, Assumption of Risk, Release of Liability, and Hold Harmless Agreement

PLEASE READ THE FOLLOWING CAREFULLY. IF YOU HAVE ANY QUESTIONS, HAVE THEM ANSWERED BEFORE SIGNING THIS DOCUMENT.

In consideration of my being permitted to participate in the following described activities:

Guilford College for credit internship

Guilford College does not control or in any way warrant the personal safety of participants or their property during internship period.

1. I, ________________________________ (PRINT NAME), in full recognition and appreciation of the dangers and risks inherent in such activities, do hereby waive, release, and forever discharge Guilford College, its members of the Board of Trustees, servants, officers, agents, and employees, former or current, (hereinafter “College”) from and against any and all liability, claims, demands, actions or causes of action, attorney’s fees, costs, judgments, or expenses for damages and losses to my personal property, or my personal injury, illness, allergic reactions, including permanent injury or death, which may result from my participation in the aforesaid activities, whether occurring inside, outside, on or off College property, for the duration of said activities and transportation.

2. I verify that my participation in the above described activities is voluntary. I understand and acknowledge that the aforesaid activities may be hazardous, that my participation is solely at my own risk, and that I assume full responsibility for any resulting injuries or damages. I further declare that I am physically fit and capable to participate in such activities.

3. I recognize that this Activity Participation, Assumption of Risk, Release of Liability, and Hold Harmless Agreement means I am giving up, among other things, rights to sue the College. I also understand that this Activity Participation, Assumption of Risk, Release of Liability, and Hold Harmless Agreement binds my heirs, executors, administrators and assigns, as well as myself.

4. I understand that the College does not provide life or health/medical insurance for me and that I have been advised that I should have my own health and/or medical insurance for my participation in the above activities.

5. I will abide by all applicable state laws, College requirements, including policies outlined in the Student Handbook, and my failure to do so may result in sanctions such as dismissal, expulsion, other academic and/or disciplinary sanction. I agree to comply with all instructions and directions during participation in the above activities. Furthermore, I understand that the College reserves the right to refuse my participation for any reason that, at the sole discretion of the College, renders me unfit to participate. I acknowledge the importance of following the safety requirements while engaged in the activities.

6. I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, or illness during my traveling and participation in the above activities.

7. I have read this entire Activity Participation, Assumption of Risk, Release of Liability, and Hold Harmless Agreement and warrant I am _______ years of age. I fully understand it and I agree to be legally bound by it.

______________________________  ________________________________
Signature of Participant          Signature of Parent or Guardian (if Participant is under 18 years old)

______________________________
G#

______________________________
Birth Date

______________________________
Witness

______________________________
Date
# Student Intern Hour Report

Name of Intern: ___________________________  Semester: ___________________________

Site Supervisor: ___________________________  Organization: ___________________________

Please use this form to record the number of hours per week you work at your internship site. Have this report signed weekly by your Site Supervisor. At the end of the internship, turn this form in to your Faculty Sponsor.

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<th>Week of:</th>
<th>Mon.</th>
<th>Tues.</th>
<th>Wed.</th>
<th>Thurs.</th>
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<th>Week Total</th>
<th>Approval (Site Supervisor)</th>
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Suggested Internship Journal Prompts

Week 1
1. Conduct an initial skills assessment: What skill areas are you confident in? What areas need improvement?
2. What are you feelings and perceptions going into this experience?
3. Going into the internship, what expectations do you have of yourself? Your Site Supervisor?
4. Review the organization’s mission and vision statements (if applicable). What are the ideals that you agree with? What do you disagree with or feel challenged by?

Week 2
1. What was your first impression of your supervisor? Co-workers? What actions led you to develop these impressions?
2. In regards to your internship site, explain how they are a “partner in your education”.
3. Obtain an organizational chart and review the structure of the organization. Describe your thoughts on how the organization is structured.

Week 3
1. Provide an example as to how you demonstrated poise, patience, or adaptability to an unusual or uncomfortable situation at your internship. What are you finding out about yourself that you weren’t aware of: personality traits, needs, strengths, weaknesses, values, etc.?
2. Talk to one long-time employee and one short-time employee about their experience with the field and the organization specifically. Describe the comparison between the two professional’s perspectives.

Week 4
1. What are you current feelings as they relate to your internship experience at your current location?
2. Have you learned about new jobs or careers while at your internship? If so, what are they and what are your thoughts about them?
3. If you could make any change to your internship placement, what would it be? Why?

Week 5
1. Review your journal entries thus far. Are you surprised at what you’ve written? What has changed? What insights have you gained?
2. Write a description of yourself in third person; take a step back and write about yourself as if you are an observer at work. What do you see? How do you come across? What would you change? What would you keep the same?

Week 6
1. Compare and contrast the benefits of having an internship versus not having an internship experience and just taking classes without an experiential component.
2. How does the work you are doing on-site support the organization’s goals? Support your own goals?

Week 7
1. You’re about halfway through your internship experience. Review your journal entries from the beginning. What difficulties, challenges, highs and lows do you notice from your learning experience?
2. Were your expectations set of yourself and the organization realistic?

Week 8
1. Describe a situation in which you have been able to take previous classroom experiences and apply lessons learned at your internship site.
2. Has this internship helped you in your career decisions or post Guilford plan? In what ways? Please explain.
**Week 9**
1. What has been your greatest lesson learned so far?
2. Take a moment to reflect and write about your growth in skills, confidence, expertise and comfort with your surroundings. Are you where you want to be in these areas?

**Week 10**
1. Conduct an informational interview with someone in the organization. Ask them about their path and how they got to where they are. Find out how their career path has progressed. Ask them about lessons learned in the profession.

**Week 11**
1. What has been the biggest lesson learned during your internship experience?
2. Are there areas of unfinished business that are beginning to set in? What do you need in order to achieve a sense of completion?

**Week 12**
1. What has your supervisor done to support and enable your work? After you’ve written on this, write a thank-you note that reflects the ways you appreciate your internship experience.

**Week 13**
1. Where are you now?
2. Think about what you have learned on-the-job. What areas of struggle or disappointment have you experienced? What areas of growth can you see in yourself? What was your role in these?

**Week 14**
1. What did you learn that made your internship worth academic credit?
2. Conduct a post skills assessment: How have your skills improved or enhanced based on the internship experience?
3. How does what you learned apply to your future?
4. What would you recommend to others preparing to do internships?

**Week 15**
1. What did you like best about this experience? What did you like least?
2. Do you feel it was worthwhile?
3. How will you use this experience in the future? How has your internship changed your college experience and your view of learning?
4. What was the most significant thing you learned about yourself?
5. What would you recommend to the organization you worked with?

**For minority group interns (ethnic, racial, sexual or other minorities):**
1. What does the organization say to include your minority group? What do they do?
2. How do/can you educate the organization on your minority perspective?
3. What experience of your own culture informs your experience on the job site?
4. Have you expanded your view of your own minority group? How?
5. As a person from a sexual minority, does the organization make it safe for you or others to be “out” at work? What do they do well? What needs improvement?