Internships experiences at Millersville University are considered to be academic courses. As such, there are specific requirements for all parties involved. As credit-bearing internships are reciprocal experiences, it is important that all parties understand the responsibilities involved.

**Roles and Responsibilities of Internship Faculty Supervisor:**
- Determine from the department coordinator the conditions of student assignment (internship location, duration, work function and responsibilities).
- Accumulate a minimum of five (5) communications with the student during their intern experience. Meetings with the student should occur on at least three (3) separate occasions, one of which must be an on-site visit preferably around midterm (site visit scheduled by student), if the student's experience occurs within a 100-mile radius of Millersville University.
- Complete mid-term on-site visitation responsibilities, including a rating/review of the student's work performance and consultation with the student and their immediate employer supervisor.
- Collect all student assignments and evaluations, and, based on this material and student contact, determine and report the student's grade at the end of the term.
- Whenever possible, initiate new or expanded contacts for the development of additional internship experiences.
- Whenever possible, assist the internship student with registration and other liaisons with campus offices.

**Roles and Responsibilities of Department Internship Coordinator:**
- Administer departmental internship program services to students.
- Collaborate with Experiential Learning and Career Management in matters pertaining to the internship program at Millersville University.
- Approve potential internship job sites in conjunction with Experiential Learning and Career Management.
- Establish departmental guidelines to direct daily operational procedures.
- Approve potential internship students who enter a candidate pool for a possible internship experience.
- Assign a faculty supervisor (pending the Dean's approval) to a student matched with an employer in accordance with departmental policy. Complete and expedite requisite paperwork (including regular load or overload assignment and determination of cost). The coordinator may maintain a departmental file on each student completing an internship assignment.
- Assist in the development and maintenance of a qualified student applicant pool through departmental communications to academic majors and faculty.
- Whenever possible, initiate new or expanded contacts for the development of additional internship experiences.

**Roles and Responsibilities of Experiential Learning & Career Management.** Facilitate management and activities of the credit-bearing internship program to provide consistency of operations such as:
- Promote and maintain relationships with students, employers and faculty.
- Provide eligibility forms for students to be signed by department internship coordinator.
- Make every attempt to provide positions for all eligible students who seek internships.
- Communicate and promote internship positions with students and faculty.
- Make positions accessible to students and faculty by means of an electronic database.
- Counsel students on appropriate experiences and establish they are prepared for the job search.
- Manage registration process of academic internship credits for students.
- Distribute employer and student evaluation forms.
- Provide accurate and up to date information about program policy in an easily accessible format.
- Maintain records and analyze data.
Roles and Responsibilities of Student:
- It is never too early to start the internship search. Experiential Learning and Career Management recommends starting the search for an internship at least six months before the semester in which you wish to complete the internship. Sometimes internship deadlines may dictate you starting your search a year out (prestigious internship such as interning with NOAA or Governmental Agencies such as Home Land Security, etc.)
- To begin your search, complete the internship agreement and orientation. These are the first two steps in securing an internship for credit.
- Read and understand program expectations as outlined in the credit-bearing internship handbook and orientation guidelines.
- Students of past internship assignments are expected to register for the appropriate internship course number if they accept an assignment from the same employer of a previous work assignment.
- Internship job slots are reserved for registered internship students only. Credit will not be given to students who return to an internship job without registering through Experiential Learning and Career Management and the Registrar's Office.
- Register for the upcoming semester's courses.
- Student (continued):
  - Register and pay tuition for the appropriate internship course (which is designated by the department subject abbreviation) and credits.
  - Internships are registered with the student's major/minor program abbreviation. For example: "BUAD" 300 is an entry-level internship assignment giving initial exposure to departmentally-approved job assignment. (3-6 s.h.)
  - "BUAD" 400 is the second internship assignment with increased or different work responsibility than the BUAD 300 level internship. Prereq: BUAD 300 or equivalent. (3-6 s.h.)
  - "BUAD" 500 is the third (or fourth) internship assignment with increased work responsibility over the BUAD 400 level. Prereq: BUAD 400 or equivalent. (3-6 s.h.) BUAD 500 may be repeated if the student chooses to do a fourth experience.
  - There are some unique experiences where the student may earn up to 12 credits such as an internship that also includes seminars or is part of a global education experience.
  - Along with registration for the internship course, the student must pay tuition and fees associated with the course credits.
  - Conduct oneself in a professional, ethical manner on the job site; adhere to employer's confidentiality policies. Conform to employer's work schedule, office routine, etc.
  - Complete contracted work period.
  - Satisfactorily complete all academic requirements as stated in the credit-bearing internship handbook and registration session, and as requested by the academic department. This includes meeting with the faculty internship supervisor at least five (5) times (one being a meeting at the internship site scheduled by student), providing the faculty internship supervisor with the outcomes paper/portfolio at the end of term and emailing a copy to Experiential Learning and Career Management as well.
  - Complete the student evaluation.
  - Contact Experiential Learning and Career Management immediately or the faculty internship supervisor should any problems arise.

Roles and Responsibilities of Employer:
- Provide ELCM with a current detailed job description of work tasks to be performed prior to any student assignment.
- Your organization is responsible for abiding by policies set by the U.S. Department of Labor with regard to internship compensation.
- Provide training, mentoring and supervision for the intern student.
- Provide a supervised learning experience that helps the student grow in his or her field.
- Encourage professionalism by assisting the intern student in developing communication, interpersonal, decision-making, and other skills.
- Provide opportunities for increased responsibility and new learning opportunities; keeping the intern student directed toward accomplishing his/her learning objectives.
- Assignments should be meaningful, challenging and directly related to the student's curriculum and career goals.
- Maintain an open channel of communication with regular meetings.
- Expose the student to professional surroundings.
- Have a genuine interest in the progressive development of student potential.
- Meet with the student's faculty supervisor during the semester (meeting at the internship site scheduled by student), if the student's experience occurs within a 100-mile radius of Millersville University.
- Prepare and return a final evaluation of student's performance approximately two weeks prior to the student's departure date (may also use employer-established standard evaluation methods).
  - Allow for student leave time to attend university-sponsored programs and academic, registration functions.