



Millersville University

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 Faculty Supervisor:

- Determine the conditions of student assignment such as internship location, duration, work function and responsibilities from the student's internship registration form or from your department internship coordinator.
- Accumulate a minimum of five (5) communications with the student during their intern's experience. Meetings with the student should occur on at least three (3) separate occasions, one of which is expected to include the student's site supervisor. (scheduled by student).
- Provide academic mentorship and guidance for the student.
- Complete meeting with employer supervisor to review responsibilities, including a review of the student's work performance. This is an informal meeting designed to focus on the student's tasks and projects and things learned; skills gained or enhanced during the internship experience. Mentor the student to explain during the meeting with the employer supervisor for the student to review processes and activities (possible end products) demonstrating what they learned and accomplished. Maintain and strengthen relationship with employer through this communication.
- Review 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 student with the internship registration and other liaisons with campus offices.
- Advise The Career Center of any changes in the internship (change in supervisor, job responsibilities, termination of intern) or if any issues evolve during the internship.

Roles and Responsibilities of Department Internship Coordinator:

- Administer departmental internship program services to students.
- Collaborate with The Career Center in matters pertaining to the internship program at Millersville University.
- Approve potential internship job sites in conjunction with The Career Center.
- Establish departmental guidelines to direct daily operational procedures.
- Approve potential internship students who enter a candidate pool for a possible internship experience.

Roles and Responsibilities of Department Internship Coordinator (continued):

- Assign a faculty supervisor (pending the Dean's approval) to a student matched with an employer in accordance with departmental and university policies. 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 a 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 The Career Center:

- Facilitate management and activities of the credit-bearing internship program to provide consistency of operations.
- Promote and maintain relationships with students, employers and faculty.
- Provide information, materials and appropriate forms to students to be reviewed and signed about the internship program and the process.
- Communicate and promote internship positions with students and faculty.
- Make positions accessible to students and faculty by means of Handshake.
- 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 internship records and analyze data.

Roles and Responsibilities of Student:

- It is never too early to start your internship search. The Career Center recommends starting your search for an internship at least four 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 Homeland Security, etc.)
- To begin your search, complete Step 1: Major/Minor Department Approval of Internship in Handshake. This is the first step in registering an internship for credit.
- Read and understand program expectations as outlined in the credit-bearing internship handbook and through materials on The Career Center's departmental web page.
- 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 positions first priority are for students seeking academic credits. Credit will not be given to students who return to an internship job without registering through The Career Center, Handshake and the Registrar's Office.
- Register for the upcoming semester's courses.
- Along with registering for the internship course, the student must pay tuition and fees associated with the internship course credits.

Roles and Responsibilities of Student (continued):

- 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. "BUAD" 400 is the second internship assignment with increased or different work responsibility than the BUAD 300 level internship. "BUAD" 500 is the third (or fourth) internship assignment with increased work responsibility over the BUAD 400 level. 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.
- 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, provided during an orientation session, and as requested by the academic department. This includes meeting with the faculty internship supervisor at least five (5) times (one including the student's site supervisor, submitting the outcomes paper through Handshake for The Career Center and your faculty supervisor to review).
- Complete the student evaluation.
- Contact The Career Center and the faculty internship supervisor immediately should any problems arise or there are any changes regarding your internship (change in supervisor, change in responsibilities or termination of internship).

Roles and Responsibilities of Employer:

- Provide The Career Center with a current detailed job description of tasks and projects to be performed prior to any student assignment.
- Advise The Career Center immediately of any changes in the internship (change in supervisor, termination of intern) or if any issues evolve during the internship.
- 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
- Provide a supervised learning experience that helps the student grow in their field.
- Encourage professionalism by assisting the intern in developing communication, interpersonal, decision-making, and other skills
- Provide opportunities for increased responsibility and new learning opportunities; keeping the intern directed toward accomplishing their 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 (scheduled by the student).
- Complete final evaluation of student's performance towards the last third of the internship in Handshake.
- Allow for student leave time to attend university-sponsored programs and academic, registration functions.