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Experiential Learning and Career Management

Millersville University's
CAREER CONNECTION

Internship Handbook for Students

A Guide to Credit-Bearing Internships at Millersville University

Experiential Learning and Career Management

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DEFINITIONS AND GETTING STARTED

What is a Credit-Bearing, Academic Internship at Millersville University? Experiential Learning and Career Management's Credit-Bearing Academic Internship Program is one approach of high impact practice which supports the University's mission of providing diverse, dynamic, and meaningful experiences to inspire learners to grow both intellectually and personally; while enabling them to contribute positively to local and global communities. Millersville University recognizes that credit-bearing internship experiences are a valuable part of education, allowing students to engage in a professional experience at an organization while developing new skills and learning about a field or industry that complements classroom learning. The opportunity to apply theory to practice is treated like any other academic course where students can earn credit toward graduation.

Definition of an Internship

Student work and observation experiences go by several different names, including internships, co-ops, practicums, externships and part-time jobs. Sometimes it is hard to tell what an experience should be called—definitions can vary among schools and employers. Following are some general definitions provided by the National Association of Colleges and Employers (NACE).

Internships: An academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. At Millersville, students may earn a minimum of three academic credits. This work/learning arrangement is supervised by a faculty member and by a designated employee of an organization. The internship is in the student's major field of study, usually the length or equivalent of an academic term, may be part-time or full-time, paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection contained within learning agendas or objectives.

Cooperative Education: Cooperative education provides students with multiple periods of work in which the work is related to the student's major or career goal. The typical program plan is for a student to alternate terms of full-time classroom study with terms of full-time, discipline-related employment. Since program participation involves multiple work terms, the typical participant will work three or four work terms, thus gaining a year or more of career-related work experience before graduation. Virtually all co-op positions are paid, and the vast majority involves some form of academic credit.

Practicums: A practicum is generally a one-time work or service experience done by a student as part of an academic class. Some practicums offer pay, but many do not. Almost all are done for academic credit.

Externships/Job Shadowing: An externship or job shadowing experience allows a student to spend between a day and several weeks observing a professional on the job. Such experiences are unpaid; however, some colleges and universities pick up travel and/or living expenses. Externships and job shadowing experiences are generally not done for academic credit.

To ensure that an experience is educational and thus eligible to be considered a legitimate internship by the NACE definition, Millersville University, along with NACE, recommend the following criteria be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.

3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

During the 2018-2019 academic year, over 350 Millersville University students completed credit-bearing internships. Internships have become an essential piece of the educational experience for college students. By participating in a credit-bearing internship, students explore their interests as they begin to build that bridge between college and a career, clarifying their desired professional goals while further developing their professional and interpersonal skills for the competitive workplace. Additionally, internships assist the employer by providing the freedom for existing staff to pursue new or more creative projects. Interns may also bring new solutions from the classroom to solve old problems.

CAREER READINESS

for the New College Graduate

A DEFINITION AND COMPETENCIES



Career-Competencies: Career readiness of college graduates is of critical importance in higher education, in the labor market, and in the public arena. Yet, up until now, “career readiness” has been undefined, making it difficult for leaders in higher education, work force development, and public policy to work together effectively to ensure the career readiness of today’s graduates.

Definition: Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

The National Association of Colleges and Employers (NACE) has developed a definition for career readiness and identified eight competencies associate with career readiness. In accordance with its mission to lead the community focused on the employment of the new college graduate, the National Association of Colleges and Employers (NACE), through a task force comprised of representatives from both the higher education and corporate sides have listed these areas of career readiness for the new college graduate:

COMPETENCIES:

Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral/Written Communications: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Leadership: Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage their emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from their mistakes.

Career Management: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

NACE's career readiness definition and list of competencies provide the foundation for those of us focused on ensuring the new college graduates have the skills necessary to enter and become part of a strong, productive work force.

Not only does Experiential Learning and Career Management incorporate these eight competencies into the internship evaluations, we also integrate them into our workshops, programming and resume building activities to prepare students for successful entry into the work force.

Who is NACE? Established in 1956, the National Association of Colleges and Employers (NACE) is the leading source of information on the employment of the college educated. <http://www.nacweb.org/>

Basic Facts on Credit-Bearing Internships at Millersville University

- Students are *not* placed in internships. Students are encouraged to work with Experiential Learning & Career Management staff to search for internships. Students may seek internship opportunities on their own, using their network of friends, family, faculty members or online resources.
- Hundreds of positions are available on Career Connection, our internship database – so do not hesitate to utilize our services.
- **If you find an internship on your own, it may NOT be in an in-home business or virtual; ELCM must be notified if it is *out-of-state* internship and ELCM & International Programs and Services must be notified if it is an *international* internship.**
- Internships usually earn 3 credits, which *may* count as major electives. A maximum of 12 internship credits may be earned. Consult with your department for specific requirements.
- Students are required to register and pay for the internship course just as they would for any other class for credit. Although, this process is handled through an internship registration session conducted by Experiential Learning & Career Management staff.
- Students in all majors are eligible (please seek advice from your academic advisor)
- Participation in an internship occurs over a period of 12 - 15 weeks; for a minimum of 10 to 30 hours per week; for a total of 120 to 225 hours (or 450 for CSCI) per semester (hour requirements vary per major)
- Internships are flexible to meet the needs of students and employers.
- Graduation may be deferred in order to do an internship, but you cannot participate in an internship through the university AFTER graduation. If you are planning to graduate in May but would like to do a summer internship, it may be worthwhile to defer.

Eligibility Requirements

Internship experiences are available to all Millersville University students who have:

- ✓ A minimum 2.0 major GPA and overall GPA, some departments require a 2.5
- ✓ Successfully earned 24 credits
- ✓ Transfer students must have successfully earned 12 credits at Millersville
- ✓ Second degree, undergraduate students must have completed 12 credits at Millersville.
- ✓ Declared a major and/or minor
- ✓ Signed approval from academic department's Faculty Internship Coordinator
- ✓ Signed the agreement to complete the requirements and pay for the credits

DEADLINES!

Deadlines to register credit-bearing internships for the fall and spring semesters are the drop/add deadlines. Those dates tend to be a WEEK into the semester. The deadline for summer internship registration is June 1st. You should begin the internship process at least 6 months before the semester in which you wish to complete the internship. Some employers have internship deadlines early – such as November for upcoming summer internships so you may even consider starting your search a year out. With that said, we are here to work with you, and we can be flexible so keep Experiential Learning and Career Management in the loop with your internship search progress. Please note you must pay for tuition for a credit-bearing internship (See step 7 of the process). For this to occur, students must attend an ELCM registration session as this is how the internship is registered and added to the students' academic course schedule.

7 STEPS IN THE INTERNSHIP PROCESS

How Does a Student Find a Credit-Bearing, Academic Internship?

The process of securing an internship opportunity and completing all the necessary paperwork to register for the credit may take several weeks. Also, employers search for interns at least eight months in advance. Do not wait until the last minute.

Before applying to internships, you will need to prepare your application materials. Some employers just request your resume to be sent. Others may request cover letters, writing samples, portfolios or transcripts. You may customize and tailor your materials to each position and upload them to Career Connection. Connect with Experiential Learning and Career Management to get the process started and have your resume and cover letter polished for the postings.

Step 1: Complete the Request for Internship.

Print the request for internship form. It provides an overview of the credit-bearing internship process, what tools and resources are available to undergraduate students seeking internships and what some of the general requirements are when you secure an internship for credit. Note: If you already found an internship on your own, and would like to earn credits, you are still required to complete the request for internship form. Make sure your [department internship coordinator](#) approves the company where you will intern and the internship job description. **Please note the internship may not be in an in-home business or virtual; Experiential Learning and Career Management (ELCM) must be notified if it is an out-of-state internship and ELCM & International Programs and Services must be notified if it is an international internship.** [International Programs and Services](#) has information sessions each semester that you must attend to gather all the necessary information and paperwork for an international internship.

Step 2: Receive Departmental Approval.

Complete the Request for Internship form and have your department's [Faculty Internship Coordinator](#) sign it. Remember, your department's internship coordinator needs to approve the internship job description if you found it on your own. Have a conversation with your coordinator about how it fits into your academic program. Print your degree audit showing you have the required major & overall G.P.As. Return the form to ELCM in Bedford House. You will receive more information, including how to use our internship database, Career Connection. Once you have completed Steps 1-2, please turn in ALL forms and continue to step 3.

If you found an internship on your own, the employer must email the following information to careers@millersville.edu employer name, address, phone number web site; supervisor name, email and their phone number, internship title and description, hours interning and if it is paid and how much. **The internship site must be at a brick and mortar location (internship cannot be conducted out of an in-home business or virtually).** Then follow step 7 to complete the credit-bearing internship process if you found an internship on your own and accepted the position and your department approved it.

Step 3: Update Profile in [Career Connection](#) and Upload Your Resume.

It's quick, easy and free! It only takes a few minutes; follow the prompts to update profile for Career Connection. Refer to the ELCM Resume Writing Guide to create your internship résumé which follows national standards for proper formatting. Once your profile is updated and you uploaded your resume to Career Connection, you may begin Step 4.

Step 4: Finding a Credit-Bearing Internship.

Using targeted search tools in Career Connection, select search internship under applicant type or search by major. Select internships by “starring” jobs which will be saved under “hot list” so you can apply to them later. You may apply directly to those internships through Career Connection. Other resources you may use are employment search tools such as Indeed.com or GlassDoor.com or search for internships directly through employer web sites. Look for their careers or employment tabs or links. Want some guidance and advice navigating your internship search, schedule an appointment with an ELCM staff member. Our employers’ rate very highly among our students: 93% of our student interns from this past semester would recommend their employer to other students.

Step 5: Interviews.

Employers contact YOU directly to schedule an interview. They may do a phone and/or face-to-face interview.

Step 6: Follow-Up with Employers.

You are strongly encouraged to follow up with employers to inquire about the status of your résumé. Email employers through Career Connection within a couple weeks of applying to the internships.

Step 7: Accept the Position.

Once you accepted the position, use Career Connection to report your internship assignment. *If you found the internship on your own please provide company name and address, the internship job description, name of your internship site supervisor along with their contact information, hours interning, if it is paid and how much. It must be approved by your department internship coordinator before it's registered for credit. All students must complete the face-to-face registration session to earn credits for the experience, even if you found the internship on your own.* Contact ELCM to sign up for a 30-minute registration session.

Step 7 is an important step, as this is how you register for internship credits. Please understand you must pay tuition for the credit-bearing internship as you would for any other credit-bearing course (including summer internships).

Millersville University considers the internship a course like any other. Therefore, you are required to pay tuition for enrolled credits. At the university level, significant resources are devoted to credit-bearing internships. ELCM, the department internship coordinators, faculty supervisors and other University personnel are involved in student credit-bearing internships from beginning to end. ELCM and the department internship coordinators advise students, evaluate internships, develop internship opportunities and information, review internship agreements, check pre-requisites and register students for the course. In addition, ELCM and the coordinators maintain contact with students and supervisors through e-mail, telephone, written reports and evaluations. When the semester ends, ELCM and the coordinators review all materials submitted by students and supervisors, conduct meetings as needed and assign grades. Each semester, students confirm their credit-bearing internship was an essential part of their education. You may read what other students have told us by visiting the student testimonials page:

<https://www.millersville.edu/elcm/internships/intern-success-stories.php>

Already completed a credit-bearing internship and want to continue it for credit for another semester? You MUST provide ELCM & your departmental internship coordinator an updated job description showing increased responsibilities and/or different duties. Then, sign up for a 30-minute registration session in the Bedford House so you receive academic credit for the second internship experience.

ADDITIONAL NOTES

During the fall and spring semesters, you may register for a “Placeholder” course to hold a spot for your credit-bearing internship. This helps you register for the proper amount of credits needed for your fall/spring semester. For example, if you are taking 12 credits in the fall, including the internship, you would register for your three courses and you would register for “COOP 300” as the fourth course. ELCM has a special CRN for that fall internship, a placeholder course, to create your “12 credit”, full-time schedule. Ask for the CRN from an ELCM staff member when you confirm you are registering an internship for credit. When you attend an internship registration session that will be when you indicate to have the placeholder course dropped in place of the internship course. You do not need a placeholder course for a summer internship.

Your academic department may have additional requirements, assignments, etc. Be sure to check with your faculty supervisor, or the faculty internship coordinator for your department.

If during your internship experience you would like another person (i.e. Mom and Dad) to have access to information regarding your internship process you must sign the Authorization to Request Information form. We cannot release your information to **anyone** unless we have your signature on the form. Once you sign the form, we can only release your information to the person(s) that you have specified on that form.

Identifying Internship Opportunities (Steps 3 and 4 of the internship process)

We’re here to help provide resources for you to find the internship that’s right for you.

- You should review the internship postings before you create your documents. This will help you determine if you have the skill set and are a qualified applicant and a potential match for the positions. Customize your resume and cover letter to include parts of the internship posting. You can upload more than one document to Career Connection.
- We highly recommend using Career Connection, ELCM’s web-based database with literally thousands of internship jobs. The employers on Career Connection have been pre-screened and have an established relationship with the university.
- Once you submitted your request for internship form and have received access to Career Connection, you will be able to search internships by applicant type or search by major.
- Online research can be helpful, particularly if you’re looking for internships outside of the Lancaster/Harrisburg area. Check out prospective employers’ online, get information about what they do and any positions available. Most employers have a careers tab/link that will list internship opportunities.
- Use the Employment resources such as Vault.com, Indeed.com or Glassdoor for students to seek internships, too.

If you have already found your internship: *Congratulations!* Several students know where they want to work and seek out an internship with that employer on their own. Or, they are currently employed with an organization in which they can convert to an internship. If you fit that profile, then you have already jumped ahead in the process. Do not stop now, though. In order to get credit for your work, there are still a few steps to be completed. **You will still need to:**

- Complete the Request for Internship form.
- Have the form signed and returned to ELCM – located in the Bedford House.
- The employer must email the following information to careers@millersville.edu employer name, address, phone number web site; supervisor name, email and their phone number, internship title and description, hours interning and if it is paid and how much. The description needs to be approved by your department for academic viability.
- Sign up for and attend a registration session to register the internship for academic credits.
- Pay tuition for the credit-bearing internship as you would for any other credit-bearing course (including summer internships).

Important Components of Millersville University's Credit-Bearing Internship Program

Students in MU's Credit-Bearing Internship Program are earning academic credits for their internship experience. Per academic policy, this means students must complete some minimum requirements in order to earn those credits:

- All academic internships are completed for a minimum of 3 credits. *Requesting more credits for the internship?* Students must discuss and receive written approval from the internship coordinator.
- Students must work a minimum of 10 to 30 hours per week; for 12 to 15 weeks; for a minimum of 120 to 225 hours (or 450 for CSCI) per semester (hour requirements vary per departments) to earn academic credits for the experience.
- Students must pay tuition for the academic internship (including summer internships).
- Students must earn a favorable work evaluation from the employer.
- Have a minimum of five (5) communications/interactions with the faculty internship supervisor establishing learning objectives, goal setting, providing progress reports and evaluating the experience.
- Write an outcomes paper which is a reflection of the internship experience.
- Complete an evaluation/assessment of the academic internship experience.
- Complete any additional departmental assignments.

Students' work cycles usually coincide with Millersville's semesters; Fall - End of August to Mid-December; Spring - Mid-January to first week of May and Summer - Mid-May to Late-August

There may be flexibility in the beginning and end dates of an internship for credits. But students may only receive credit when enrolled for the internship course at the same time they are performing the internship. ***Retroactive credit cannot be awarded.*** Also, employers may request that students commit to back-to-back cycles or positions can be extended if there are increased responsibilities and it is agreeable to all parties. If you want to continue it for credit for another semester, you **MUST** provide ELCM and your departmental internship coordinator an updated job description showing increased responsibilities and/or different duties. Next, you need to sign up for a 30-minute registration session for that upcoming semester.

ROLE AND RESPONSIBILITIES

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

Experiential Learning and Career Management:

- 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 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 internship records and analyze data.

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's 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.
- Provide academic mentorship and guidance for the student.
- Complete mid-term on-site visitation responsibilities, including a review of the student's work performance and consultation with the student and their immediate employer supervisor. It 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. Maintain and strengthen relationship with employer through these site visits.
- 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 student with the internship registration and other liaisons with campus offices.

Student:

- It is never too early to start your internship search. Experiential Learning and Career Management recommends starting your 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 request for internship form. This is the first step in securing an internship for credit.
- Read and understand program expectations as outlined in the credit-bearing internship handbook and through materials on Experiential Learning and Career Management'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 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.
- Along with registration for the internship course, the student must pay tuition and fees associated with the internship course 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. "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 a 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, too.
- Complete the student evaluation.
- Contact Experiential Learning and Career Management and the faculty internship supervisor immediately should any problems arise.

Employer:

- Provide Experiential Learning and Career Management with a current detailed job description of work tasks and projects to be performed prior to any student assignment.
- Organization is responsible for abiding by policies set by the U.S. Department of Labor regarding 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 (meeting is at the internship site and 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.

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 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.

EXPERIENTIAL LEARNING & CAREER MANAGEMENT'S INTERNSHIP AGREEMENT

These checklists can help you keep track of your internship requirements and deadlines during the semester, so you'll have your academic requirements successfully completed by the end of the term.

- Attend Registration session – make sure you **hand your registration paper to a person** in your academic department
- Pay tuition for the internship osa@millersville.edu 717-871-5101
- Satisfactorily complete the internship projects and tasks assigned
- Earn a favorable **employer evaluation** from your employer-internship supervisor (completed towards the end of the term) **Date:** _____
- Complete the **student evaluation** towards the end of the semester **Date:** _____
- Complete a minimum of 10 to 30 hours per week; for 12 to 15 weeks for a minimum of 120 to 225 hours (225 for some MDST majors or 450 hours for CSCI majors) per semester. Consider using Microsoft Excel to track your hours as your faculty supervisor or employer supervisor may want to your hours log. [Hours vary per major – check ELCM's web site under Internships; Quick Links; "[Internship Coordinators & Min. Hours Required by Dept Lists](#)"] **HRS:** _____
- Meet/communicate with your faculty internship supervisor at least, if not more than, five (5) times with one of these meetings being the employer site visit (as long as site is within 100 miles of MU). **These "meetings" are initiated by you – it is your responsibility to contact your faculty supervisor to ask them how they want to have these meetings.** They can be face-to-face, over the phone, or by email but YOU need to ask your faculty internship supervisor what method of communications they want to use. *These "meetings" are to establish your learning objectives, provide goal setting, guidance, supervision, and progress reports*
 - 1st mtg/planning: _____
 - 2nd mtg/review goals: _____
 - 3rd mtg/progress report: _____
 - 4th mtg/site visits: _____
 - 5th mtg/evaluations: _____

- Complete the **outcomes paper/portfolio** at the end of the semester. ***If your faculty internship supervisor requires you to submit your work on a DIFFERENT date, that will be the deadline of your assignment(s).*** Email a copy of the paper to Experiential Learning and Career Management (careers@millersville.edu) and double check how your internship faculty supervisor wants to receive the paper-by email or in paper form. **Recommended: Keep a journal.** **Date:** _____
- Complete any additional departmental assignments (*if necessary*) _____
_____ **Date:** _____
- If the paper or any of the above requirements are not met, your faculty internship supervisor may not award a grade for the internship credits

Check Your Schedule or Degree Audit
Two weeks after you have turned in the registration form to your department, make sure the credits are listed on your schedule and degree audit. *If not, contact us in ELCM!*
careers@millersville.edu

- Is the internship listed as 300, 400 or 500?
- Is it listed for the correct number of credits?
- Does the total number of credits for the semester add up as desired?

 **Like us on Facebook** for useful tips such as networking, job seeking, or interviewing... You may find us at ... [MillersvilleELCM](#)

Visit our web page, too, for important resources and videos to make the best of your internship opportunity.
<http://www.millersville.edu/elcm/>

QUESTIONS?
Contact 717-871-7655! or email at careers@millersville.edu

THE EXPERIENTIAL LEARNING/INTERNSHIP OUTCOMES PAPER

Guidelines:

1. The internship outcomes paper is a reflection of the internship experience. Expected length 8-10 pages (double spaced) font Times New Romans no larger than 12. Maintain a journal or write about the experience in a weekly log. This will be very helpful as you write your paper.
2. Email/turn in a draft of your paper to your faculty internship supervisor a couple weeks before Experiential Learning and Career Management (ELCM) deadline to receive feedback. Make any necessary edits, have a second set of eyes look at it before emailing the paper to ELCM and submitting the final copy to your faculty supervisor.
3. Deadline: Week before finals week (14th week of the fall/spring semester) **UNLESS** your faculty supervisor determines a different deadline, you would follow their deadline. Please inform ELCM if deadline extended.
4. Academic credit and grade (Satisfactory/Unsatisfactory) will not be processed by your faculty internship supervisor until the paper and evaluations are submitted.
5. Complete the student evaluation online. This is the opportunity to provide constructive feedback on how to make the internship better. Be diplomatic. ELCM will email link for the evaluation mid-semester.

As with any paper you submit for credit, it is expected that you adhere to correct grammatical guidelines. The content should address the following questions. Do not list the questions within the paper.

Part 1: History and background of the company or organization (about 1-2 pages)

1. Provide a description of the employing department and where it fits in the organizational structure of the business or agency. Describe what you perceive as the culture of the organization: this includes work environment, company mission, expectations and goals. Is it a casual workplace - not just with dress code, but it may be limited with rules and regulations. Are the employees working in a team-based environment or is it more independent working? Comment on what you perceive as their strengths and weaknesses.

Part 2: Your Internship Experience (about 5 pages; the heart of your paper)

2. Describe in as much detail what the internship involves, how it is organized or supervised, and what the intern's role is within the organization. What were your responsibilities? Did your actual internship differ from the internship description you had prior to starting the internship? If so, how did it differ?
3. Describe your objectives and learning goals of the internship. Discuss if and how the objectives were achieved. Address your progression throughout the internship.
4. What prior skills did you use in the internship? List any new skills, knowledge or technology platforms acquired.
5. Describe the supervision provided. What kind of instruction, assistance and consultation did you receive? Did you have the opportunity to closely interact with co-workers? Were they helpful? Describe any opportunities such as networking or social/cultural events, which were available to you as a result of this experience.
6. Describe the most outstanding event or events that occurred during your internship. Were there any problems encountered and, if so, what strategies were used to solve them? What was your greatest accomplishment? How did you achieve it?
7. Provide examples of course work that relates to your internship. In what ways, if any, have your coursework prepared you for what was expected of you as an intern? Describe how the internship contributed to your education, list specific examples/situations. Was it academically relevant? Identify courses that you wish you had taken or plan to take as a result of this experience.

Part 3: Reflections on your internship experience (about 2 pages)

8. What insights have you gained regarding your field of study or profession? Identify and explain any personal or career decisions that you have made as a result of this experience. What impact did this experience have on your personal growth?

For Second, Third, Experiential Learning/Internship Experiences: Select a topic that is mutually agreed upon by the internship faculty supervisor and you. The topic should be an extension of your current learning experience.

Remember, if you already completed an academic internship for credit and want to continue it for credit for another semester, you **MUST** provide ELCM and your departmental internship coordinator an updated job description showing increased responsibilities and/or different duties. You **DO** need to attend a 30-minute registration session again, so you receive academic credit for the second internship experience. **Possible Additional Departmental assignments:** Writing a journal or blog; writing a mid-term report, a research paper and or completing a special project; poster presentation (SOCY) or departmental presentation (BIOL).

Code of Professional & Ethical Conduct for Millersville University Student Interns

General Statements: While interning at your site, you are representing not just yourself, but the university and your fellow students, both current and future. Whether you do well or not at your site may have implications far beyond your current situation.

- You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment. In particular, we recommend that you seek specific instructions regarding the following:
 - Attire
 - Phone use
 - E-mail use
 - Internet use
 - Cell phone use
- Your performance while on assignment as an intern will be measured by your employer through a university-provided performance evaluation. You must receive a satisfactory (or better) performance rating for the period of your internship for the internship to be recognized by the university.
- You must keep both Experiential Learning and Career Management and your sponsoring employer apprised, at all times, of your current e-mail address, physical address and telephone number.
- You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excusals. You will be responsible to notify the employer immediately in case of absence or lateness.
- Any changes in your internship status (layoff, cutback in hours, change in site supervisor or dismissal) must be reported immediately to your internship faculty supervisor and Experiential Learning and Career Management.
- If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), contact Experiential Learning and Career Management immediately so that we may help you.
- Due to the nature of an Internship arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by your faculty supervisor in consultation with the cooperating site sponsor. A dishonorable dismissal will nullify the internship arrangement at the risk of academic penalty.
- You will follow all policies and procedures of the internship, as well as the university policies for on-campus classes. This includes completion of all academic assignments related to the internship as well as completion of the required number of hours and weeks at the internship site.

Specific Statements

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship site;
- Reporting for the internship on time;
- Using appropriate written and oral expression in all interactions with all personnel, managers, supervisors, employees, the public and clients;
- Participating in any orientation or testing required by the internship site;
- Observing all established safety and sanitation codes;
- Engaging in positive, good, legal behavior;
- Accepting responsibility and accountability for decisions and actions taken while at the internship site;
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person.

HARASSMENT POLICY AND PROCEDURES

MILLERSVILLE UNIVERSITY CREDIT-BEARING INTERNSHIP PROGRAM

Experiential Learning and Career Management is committed to engaging students in professional and safe working/learning environments. In accordance with University policy (please see the [University Student and Community Standards Handbook](#)), Experiential Learning & Career Management (ELCM) will not tolerate any form of harassment, intimidation or discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity, and gender expression. This applies to site supervisors and co-workers toward a student, as well as students toward their site supervisors and co-workers.

Allegation of Misconduct

Students are encouraged to inform themselves of the site sponsor's Sexual Harassment policy and to be guided by this policy. If a student believes that an incident of sexual harassment has occurred, ELCM requests students to report the incident as soon as possible by using the on-line report form which can be found at <https://www.millersville.edu/titleix/> or by contacting someone in ELCM directly. This will afford both the University and the internship site the opportunity to promptly intervene. Upon receiving a report from a student intern, ELCM staff member will immediately notify the Director of ELCM. The Director will notify the University Title IX Coordinator. The Director will facilitate appropriate interventions with the participating internship site and supervisor. All interactions during the process of intervention will be documented by ELCM staff and kept on file.

These interventions may include:

1. ELCM staff providing guidance and counseling to the intern on how to confront the harasser(s).
2. ELCM contacting the site supervisor and establishing a formal meeting to present the allegations the intern reported. This meeting may or may not include the student being present at the meeting. The student will determine the level of involvement that he/she wishes to have in the face to face component of the intervention(s).
3. Removing the intern from their internship site.
4. Removing the site and or perpetrator from the approved list of internship partnerships.

Behaviors that may constitute sexual harassment include (but are not limited to) the following:

- subtle pressure for sexual activity
- unnecessary brushes or touches
- offensive sexual graffiti
- disparaging remarks about one's gender, sex, or gender identity
- physical aggression such as pinching and patting
- sexual innuendos or persistent use of sexually suggestive language which another person finds offensive, demeaning, or otherwise inappropriate
- verbal sexual abuse disguised as humor
- obscene gestures
- sexist remarks about a person's clothing, body, or sexual activities
- conditioning an educational or employment decision or benefit on submission to sexual conduct.

HARASSMENT POLICY AND PROCEDURES

The Millersville University credit-bearing internship program is intended to provide the students with the opportunity to enhance their learning experiences in the career of their choice. The University is further committed to ensuring this is a safe and professional experience.

Ms. Melissa Wardwell
Director, Experiential Learning & Career Management/
Deputy Title IX Coordinator
Huntingdon House
Millersville, PA 17551
717-871-7655
Melissa.Wardwell@millersville.edu

Elizabeth Swantek
Millersville University Title IX Coordinator
Student Memorial Center, Room 107B
Millersville, PA 17551
717-871-4100
Elizabeth.Swantek@millersville.edu

Making the Most of Your Internship

- **Make a Good First Impression:** Show up on time, dress appropriately, and be personable. Learn the employer's employment policies, practices, procedures, both formal and informal, and follow them. Approach your work with a positive attitude. Consider your supervisor's and other staff members' time when seeking help on assignments.
- **Learn Everything You Can:** Acclimating to a company or organization and its operations is not always easy. As an intern, you will have access to information from which and people from whom you can learn. Take advantage of these opportunities: volunteer for projects; develop new relationships; and discover new ways to get work done.
- **Define Your Position:** After the first two weeks of your internship, meet with your faculty internship supervisor to outline both your supervisor's and your goals for the internship. Ask questions. Know your responsibilities. See if you can (or must) make a final presentation, keep a journal, and conduct informational interviews with employees. Make sure you know how you will be evaluated, and that your site supervisor is also clear on all these things.

Maximize your time on the job.

- **Take initiative** - Get the most out of your internship by tackling new challenges and learning opportunities. Volunteer for projects, attend meetings/seminars/conferences that are relevant, and ask for help if you are not getting enough guidance.
- **Know what you want or need** – Your lack of information, confusion, or boredom is probably not as apparent as you think. It is your responsibility to keep your site supervisor and faculty internship supervisor informed about your progress.
- **Be self-sufficient** – Don't ask questions about things you could find out yourself.
- **Network** – Arrange for informational interviews, interact socially with the rest of the staff when you can, and ask others about their jobs (how they got them, pros and cons, etc.)
- **Observe company or organization culture** – This can tell you a lot about the industry as a whole.
- **Learn about the business** – Know your company's/organization's history, standing in the market, goals, clients, and competitors.
- **Use your experience to get a job** – Stay in touch with your contacts, and keep a copy of any reports, articles, or presentations you worked on to create a portfolio or demonstrate your experience to the next potential employer.

After Your Internship is Completed

Don't look at your internship as an isolated part of your college experience. Use the experience to help plan your strategies in defining your interests, skills and abilities as you learn to make the effective career decisions. Make an appointment with Experiential Learning and Career Management if you need some advice or other help with this part of the process.

- **Follow-up:** Thank your supervisor and any other mentors in the company for hosting you. Make sure you check-in periodically with any supervisors with whom you had a positive relationship – they may be the ones serving as a reference when you apply to future jobs or internships.
- Inventory all your intern duties and job areas you were exposed to. Use this to update your resume.
- Build on your internship experience. If you liked it, start searching for your next opportunity in that field, keep networking, and inform your professors. If you didn't like the internship, make an appointment with an Experiential Learning and Career Management counselor to discuss some alternatives that might be better for you.
- Participate in Experiential Learning and Career Management programs and events. These activities will provide you with the opportunities to practice your presentation and communication skills, allowing you to reflect critically upon, analyze and share your experiences with others in the university community.

Experiential Learning and Career Management (ELCM) provides student-centered career programs, experiences and learning opportunities to assist students to achieve personal and professional goals.

The components that make up Experiential Learning & Career Management (ELCM) are Internships (Experiential Learning), Career Management, and Volunteer Central.

Experiential Learning is a philosophy that informs many approaches, in which educators purposefully engage with learners in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people's capacity to contribute to their communities (*Association for Experiential Education, paragraph 2*). Activities and programs such as internships, service learning, study abroad and research are part of experiential education. These different approaches of experiential learning share common elements. These common elements allow students the opportunities to apply classroom knowledge to real-world settings, benefiting from the experiences of others while integrating theory and practice to acquire an understanding of the world of work and civic engagement.

Career Management encourages our students to take advantage of career development from their freshman year through graduation. In addition to encouraging experiential education and community service, a thoughtful plan is available for building skills that range from career decision making through job search and interviewing. Programs specific to Schools and Departments are available as are Internship & Job Fairs and on-campus recruiting.

Volunteer Central is Millersville University's connection to community and academic partnerships for students, faculty, and staff. We facilitate civic engagement services including community service, service-learning and federal work study opportunities. Civic engagement is all about getting engaged with your community - right here in Millersville and Lancaster, or with a national or international program. We are here to help you connect with, build, and sustain meaningful service initiatives.

You may learn more about each of these services through our web site, www.millersville.edu/elcm or call us at 717-871-7655. We pride ourselves on outstanding customer service so feel free to contact us.

INTERNSHIP RESOURCE DOCUMENTS

INTERNSHIP COORDINATORS BY MAJOR/DEPARTMENT

Major/Department (8/19/19)	Coordinator	Building	Min. Hrs for Internship (12-15 wks)
Allied Health Technology - Sports Medicine	Dr. Dan Keefer	Byerly	120
Applied Engineering (ITEC course abbrev)	Dr. Mark Snyder	Osburn	150
Automation & Intelligent Robotics (ITEC course abbrev)	Dr. John Wright	Osburn	150
Art (ART; portfolio)	Professor Nancy Mata	Breidenstine	120
Biology (BIOL) students MUST ask a faculty member from their major field of study to be their internship supervisor. They should make the request via email so they have confirmation. We (ELCM & Dept need to know who will be the faculty supervisor/mentor)	Dr. Christopher Stieha & Dr. Heather Lehman	Caputo	120
Business Administration (BUAD)	Dr. Eric Blazer (ACCT, FIN, GBUS, INTB)	McComsey	120
Business Administration (BUAD)	Dr. Behnam Nakhai (MGMT, MKTG)	McComsey	120
Chemistry (CHEM)	Dr. Jeremiah K.N. Mbindyo	Caputo	120
Communication/Theatre (COMM or THEA) the "outcomes paper" deadline varies & doing 1 or 2 papers varies per faculty supervisor, too	Dr. Thomas Boyle	Hash	120
Computer Science (CSCI)	Dr. Blaise Liffick	Caputo	225 3 crs; 450 4 crs
Criminology, Sociology and Anthropology (SOCY or ANTH)	Dr. Mary Glazier	McComsey	140
Earth Sciences (ESCI) [includes Geology, Meteorology, Ocean Science]	Dr. Ajoy Kumar	Nichols	120
Economics (ECON)	Dr. Ken Smith	McComsey	225
Early, Middle and Exceptional Education (ERCH, ECSP/Aaron Acres interns)	Prof. Risa Paskoff	Stayer	225
Educational Foundations (EDFN)	Dr. Nakeiha Primus	Stayer	120
Emergency Management & Hygiene (EHM)	Dr. Sepi Yalda	Caputo	120
English (ENGL 300 except Writing Studies is ENGL 400)	Dr. Caleb Corkery	Chryst	120
Entrepreneurship (ENTR) Write a case study in a portfolio/ppt	Profs. Jeri Robinson & Nancy Mata	Breidenstine	225
Foreign Languages (FREN GERM SPAN)	Dr. Susanne Nimmrichter	McComsey	120
Geography (GEOG)	Dr. Kathleen Schreiber	McComsey	180
Government (GOVT) students MUST ask a faculty member from their major field of study to be their internship supervisor. They should make the request via email so they have confirmation. We (ELCM & Dept need to know who will be the faculty supervisor)	Dr. Charles Greenawalt	Fulton	180
History (HIST)	Dr. Ronald Frankum	McComsey	150
International Studies (INTL)	Dr. Kirsten Bookmiller	Fulton	225
Latino Studies MINOR (LATS)	Dr. Kim Mahaffy	McComsey	140
Manufacturing Engineering Technology (Applied Engineering-ITEC course abbrev)	Dr. Alex Johnson	Osburn	150
Mathematics (MATH)	Dr. James Fenwick	Wickersham	225
MDST students MUST ask a faculty member from their major field of study to be their internship supervisor. They should make the request via email so they have confirmation. We (ELCM & Dept need to know who will be the faculty supervisor)	NOTE - the course abbrev. Is based on the field of study. NOT MDST or MDED, etc.		Note - hours vary per MDST programs

INTERNSHIP RESOURCE DOCUMENTS

INTERNSHIP COORDINATORS BY MAJOR/DEPARTMENT

Major/Department (8/19/19)	Coordinator	Building	Min. Hrs for Internship (12-15 wks)
Multidisciplinary Studies- student directed (course abbrev. IS usually related to description of internship and/or internship site)	Dr. Nakeiha Primus	Stayer	225
Multidisciplinary Studies, Applied Disability Studies (EDFN)	Dr. Thomas Neuville, Educational Foundations; Dr. Karen Rice, Social Work	Stayer	120
Multidisciplinary Studies, Atlantic World Studies (HIST))	Dr. Timothy Trussel, History; Dr. Clarence Maxwell, History	McComsey	150
Multidisciplinary Studies Digital Journalism (course abbrev. IS w/dept of internship site, ART, COMM, ENGL)	Advisors: Dr. Caleb Corkery, English; Dr. Robert Spicer, Communication and Theatre	Hash, Chryst, Hash, Breidenstine	120
Multidisciplinary Studies, Educational Studies (EDFN)	Dr. Nakeiha Primus, Educational Foundations	Stayer	225
Multidisciplinary Studies, Entertainment Technology (course abbrev. IS w/dept of internship site ITEC or THEA)	Advisors: Dr. Barry David, Applied Engineering, Safety & Technology; and Dr. Victor Capece, Communication & Theatre	Osburn, Hash	225
Multidisciplinary Studies, Environmental Health and Safety (EHS) and Emergency Mgmt (EHEM)	Advisors: Dr. Tereza Nank, Earth Sciences and Dr. Duane Hagegans, Earth Sciences	Carroll House	
Multidisciplinary Studies, Science Writing (ENGL 400)	Dr. Caleb Corkery, English	Chryst	120
Multidisciplinary Studies, Sport Business (WSSD 400)	Dr. Daniel Keefer, Wellness and Sport Sciences	Luek	120 3 crs; 160 4 crs
Multidisciplinary Studies, Sport Journalism (course abbrev. IS w/dept of internship site ENGL, WSSD)	Advisors: Dr. Daniel Keefer, Wellness and Sport Sciences; and Dr. Caleb Corkery, English)	Luek, Chryst	120
Music Business Management OR Music Industry, Music Management or Music Production (MUSI 400)	Dr. Barry Atticks	Winter Center	450 5 crs
OSEH (OSEH; daily log)	Dr. Jack Ogutu	Osburn	225
Philosophy (PHIL)	Dr. Charles Ward	McComsey	140
Physics (PHYS)	Dr. Tariq Gilani	Caputo	225
Psychology (PSYC)	Dr. Elizabeth Thyrum	Byerly	180 3 crs; 240 4 crs; 300 5 crs; 360 6 crs
Social Justice MINOR	Dr. Karen Rice or Dr. Thomas Neuville	Stayer	225
Social Work (SOWK)	Dr. Bertha DeJesus	Stayer	225
Wellness (WSSD)	Dr. Julie Lombardi	Luek	120
Women's Studies (WSTU)	Dr. Nivedita Bagchi	Fulton	225

INTERNSHIP RESOURCE DOCUMENTS

EXPERIENTIAL LEARNING AND CAREER MANAGEMENT (ELCM) REQUEST FOR INTERNSHIP

Last Name
First Name
M.I.
Student I.D. #

Address (Street, City, State, Zip)
Cell Phone (Include Area Code)

Millersville University email address: _____

US Citizen: Yes No

Permanent Visa: Yes No

Access to Car: Yes No

Please check appropriate selection and term below:

<input type="checkbox"/> Looking for an Internship:	<input type="checkbox"/> Interviewed & hired as an Intern:
<input type="checkbox"/> Fall	<input type="checkbox"/> Fall
<input type="checkbox"/> Spring	<input type="checkbox"/> Spring
<input type="checkbox"/> Summer (all three sessions)	<input type="checkbox"/> Summer (all three sessions)

International Internship? (You must contact International Programs & Services at 717-871-7506 for information required to participate in an international credit-bearing internship.)

If hired as an intern, please provide the following from Career Connection: Employer name, contact name and internship title.

OR found Internship on your own? It must be approved by your department internship coordinator and ELCM and may not be with an in-home business. You must have the employer email ELCM at careers@millersville.edu their employer information (company name, supervisor name, email and phone number for the internship, the job title and description, if the position is available, and your name for the corresponding term for the internship).

INTERNSHIP RESOURCE DOCUMENTS

Employer & Internship Job Title: _____

University/Colleges Attended	Overall GPA	Major GPA	Minor GPA	Credits Earned	Anticipated Graduation Date	Major (& Conc)/Minor
1. Millersville University						
2.						

Do you receive financial aid? Yes No **If YES, contact the Financial Aid Office to see if this will impact your financial aid.**

As an enrolled student at Millersville University, I agree to the following stipulations regarding academic, credit-bearing internships. (PLEASE READ CAREFULLY BEFORE SIGNING)

1. I hereby **authorize release of information** relating to me for the purpose of securing a credit-bearing internship work assignment. In order to revoke this authorization, I must do so in writing.
2. I am aware that my request for a credit-bearing internship **does not guarantee me an internship assignment**; therefore, I will follow all regular class registration and payment procedures in the event that I do not secure an internship position.
3. I UNDERSTAND THAT IT IS MY RESPONSIBILITY to consult with my academic advisor prior to securing an internship to determine how it may satisfy my major or the overall 120 credits needed for graduation.
4. It is my responsibility to locate internship opportunities and obtain an internship assignment, just as I would find any professional career assignment.
5. It is my responsibility to file all required paperwork as required by the university and my department in order to schedule the appropriate credit for my internship. I will adhere to all posted deadlines.
6. Approval of the internship for academic credit is contingent on the approval of the Department Internship Coordinator and Experiential Learning and Career Management.
7. I understand that I must have a **minimum 24 credits earned at MU (or 12 credits earned at MU as a transfer student)** unless there are higher departmental requirements to participate in an internship. If my MU earned credit hours are below the minimum at time of application, my application will be held until the current term's grades are computed and I have achieved the required credits.

8. I understand that I must have a **minimum 2.0 overall GPA and 2.0 major GPA** unless there are higher departmental requirements to participate in an internship. If my GPA is below the minimum at time of application, my application will be held until the current term's grades are computed and I have achieved the required GPA. If my GPA falls below the minimum due to performance the semester preceding the internship, the internship will be withdrawn.
9. Because academic internships are designed for students in their declared major, minor or areas of concentration, I will meet all department prerequisites prior to the internship semester including the credit and GPA standards.
10. I understand credit-bearing Internships **earn a minimum of 3 credits**, which *may be* counted as electives within my major or minor. A maximum of 12 internship credits may be earned (i.e. maximum of four, 3-credit internships. If I want to earn more than 3 credits for an internship assignment, I need to discuss it with my [internship coordinator](#) as it is at the discretion of the department to approve and written approval must be sent to ELCM).
11. I will obtain all the required documentation that may be required by my department and/or site to participate in an internship. This may include criminal background check, professional liability insurance, first aid certification, etc.
12. I understand that my acceptance in the internship assignment may be contingent on my ability to meet site selection criteria such as interview, pre-employment testing, background check, and substance screening.
13. I understand by utilizing the services of Experiential Learning & Career Management (ELCM) to obtain a credit-bearing internship that I am agreeing to pay for the tuition and all associated fees. Millersville University considers the internship a course like any other. Therefore, I am required to pay tuition for enrolled credits.
14. I will submit all reports and communicate with my faculty internship supervisor according to the prearranged schedule as outlined by the credit-bearing internship program which is listed in the internship handbook. I will inform my faculty internship supervisor and Experiential Learning and Career Management of any changes to my internship job description and work schedule. Additionally, I will report any significant problems that I may encounter at the internship site.
15. I understand the internship [hours](#) will take place during the academic semester or summer term; over the course of **12 to 15 weeks**. Any hours that I complete outside the regularly scheduled academic term must be pre-approved during the application process (see items 5 & 6 above).
16. I will keep Experiential Learning & Career Management and my faculty internship supervisor informed of changes in my contact information (name, address, phone).
17. I also hereby understand and will adhere to the policies and procedures of Experiential Learning and Career Management Credit-Bearing Internship Program as they appear in the Student Internship Handbook, and hereby request approval from my department to begin the credit-bearing internship search process.

INTERNSHIP RESOURCE DOCUMENTS

Student's Signature

Date

(Print your degree audit for review by the department internship coordinator to verify your major and overall GPAs.)

GPA Verified:

Faculty Internship Coordinator (Don't know who this is? Check [Online](#) for the list of coordinators)

Date

GPA Verified:

Faculty Internship Coordinator signature for second major or minor if seeking an internship

Date

for any one of your declared major(s) or minor(s). Get signature now so you have it when internship is secured.

Please return to Experiential Learning and Career Management, Bedford House with required signatures.

ELCM OFFICE USE ONLY: GPA Verified checked-in CC added qualifier (s w) Placeholder/Banner

Effective: October 1997

**Academic Program: Undergraduate Studies
CREDIT-BEARING INTERNSHIP PROGRAM**

Approved: October 1997
Reviewed: June 4, 2007
Deans' Council, Faculty Senate
Revised: September 23, 2015
Deans' Council, Faculty Senate

Internships are learning experiences that take place in a professional work setting rather than in a classroom. Credit-bearing internships are the result of partnerships between the University and employers in business, industry, government and community-based organizations. Students may participate in a credit-bearing internship locally, nationally or internationally.

A credit-bearing internship experience becomes part of the total learning experience, giving the student's academic program a sense of reality and relevance. As a result of the credit-bearing internship program, students in any major can receive professional experience, earn income and apply learned theories. Internships also provides the opportunity for students to gain greater insight into their chosen career, allowing them to explore different professional environments and organizational cultures, providing them with the environment to learn how to interact with diverse personalities, and assisting them with strengthening or redirecting their career choices.

Sophomores and juniors are highly encouraged to take the first steps to find out more about credit-bearing internships by completing a [online orientation](#) to the [College Experiential Learning and Career Management](#). In order to register an internship for academic credit, students complete paperwork with ELCM and obtain approval from the appropriate departmental faculty and school dean. Students must complete this registration process by the end of the drop/add period.

At the discretion of the department, a minimum of three (3) credits up to a maximum of 12 credits (no more than maximum of four (4) internship experiences) may be counted in the major/minor or as electives toward normal graduation requirements. Additional credits will be counted over and above the normal graduation requirements. As with any course, there are academic requirements as well as appropriate tuition for each experience.

The Credit-Bearing Internship Program is optional for most Millersville University majors. Students must, however, meet the following minimum criteria for participation:

1. Be enrolled in a degree program at Millersville University (MU); declared a major and/or minor.
2. Transfer and second degree students must successfully complete 12 credits at MU.
3. New first-time, undergraduate students must successfully complete at least 24 credits at MU.
4. A minimum CGPA and major/minor GPA of at least 2.0 is required (departments may stipulate higher CGPA/major/minor GPA requirements).
5. Departments may have additional credit or course prerequisites.
6. Have approval from the appropriate academic department to participate.
7. All credit-bearing internship assignments must be approved by the appropriate College/School dean.

Program Requirements:

Students in Millersville University Credit-Bearing Internship Program earn academic credits for the internship experience. This means that the student must complete some minimum requirements in order to earn those credits:

1. Academic internships are generally completed for a minimum of 3 credits on campus or off campus.
2. Participation in a credit-bearing internship generally occurs over a period of 12 to 15 weeks during the fall, spring or summer terms for a minimum of 120 hours, or generally 40 hours per credit, unless otherwise approved by the department and College/School dean. Individual departments may require more hours for the internship experience. The focus is on learning and educational objectives, not the number of hours accrued at the employer site.
3. Internship credits will not be awarded retroactively for internship hours performed at an earlier time, meaning a student cannot complete an internship in summer and register it for internship credit for the following fall semester.
4. Students must pay tuition (including summer internships).
5. Students must earn a favorable evaluation from the employer.
6. Students must initiate and have a minimum of five (5) communications/meetings with the faculty internship supervisor establishing learning objectives, goal setting, providing progress reports and evaluating the experience. One of these communications/meetings should be a site visit as long as the company or organization is within 100 miles radius of Millersville University.
7. Departments and supervisors may require students to successfully complete and pass formative and summative assessments.
8. Complete any additional departmental assignments.
9. Complete an evaluation/assessment of the academic internship experience.
10. Graduation may be deferred in order to do an academic internship, but students cannot participate in a credit-bearing internship after graduation.

INTERNSHIP RESOURCE DOCUMENTS

Student Responsibilities:

- **I have signed this document indicating my understanding of the eligibility and academic requirements of the credit-bearing internship program.**

Name (sign & date): _____