



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 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. If the internship is being conducted 100% remotely, we strongly encourage a virtual/remote site visit with the internship site supervisor, ideally scheduled by the student but the faculty supervisor may initiate.
- Provide academic mentorship and guidance for the student.
- Complete mid-term on-site (or virtual) 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. Mentor the student to explain in the site visit the student's processes and activities (possible end products) demonstrating what they learned and accomplished. 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.

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.

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 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.

Roles and Responsibilities of 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 Homeland 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 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 Experiential Learning and Career Management 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 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.

Roles and Responsibilities of Employer:

- Provide Experiential Learning and Career Management with a current detailed job description of 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 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 (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 towards the last third of the internship experience (may also use employer-established standard evaluation methods).
- Allow for student leave time to attend university-sponsored programs and academic, registration functions.