

## **FACULTY MENTOR INTERNSHIP MANUAL**

### **What do we mean when we say “practicum?”**

A practicum is the application of classroom theory in the workplace environment – the more familiar word being internship. Internship provides reinforcement to competencies learned throughout a student’s academic progression, such as: analytical skills, research processes, problem-solving and interpersonal dynamics. Students have the opportunity for degree-related work experience to promote insight about contemporary issues in the workplace of their chosen career field. Thus, an internship can serve as a “job preview” and assist the student in career development based on personal observation instead of relying solely on varying media resources. The internship will help students by building resume content, practicing interview techniques, enhancing job search strategies, and developing professional networks.

An internship provides a unique experience that does not reflect the regular format of a classroom course. Instead, comprehensive written assignments and performance evaluations measure how a student has applied their talents, efforts, and other resources towards the internship. This provides feedback to the University on the quality and advantageous benefits students receive from the internship opportunity.

An internship can be completed in increments of 3, 6, 9, 12 or 15 credit hours. Forty work hours equals one credit hour toward the internship. Every student will have a Faculty Mentor to provide guidance through the internship process and to answer any questions or address student concerns.

### **Internship Objectives**

- ✓ To gain practical work experience that will improve a student’s marketability in the job hunt for permanent employment.
- ✓ To gain insight into the daily functioning of the workplace.
- ✓ To gain knowledge and understanding of interpersonal dynamics.
- ✓ Apply the skills and knowledge learned in the classroom.
- ✓ Exercise ethical responsibilities expected of company personnel.
- ✓ Personally evaluate these experiences.
- ✓ Expose the student to the processes involved in acquiring a position.

### **Faculty Mentor Benefits**

The internship course experience is a team effort by area internship sites, students, and Mountain State University to provide real-life, hands-on experiences for students while providing businesses with qualified, enthusiastic student interns.

- ✓ Feedback regarding effectiveness of instruction.
- ✓ Evaluation of work experience component by the student and internship site.
- ✓ Direct linkage to local business resources.

### **Faculty Mentor Commitments**

- Offer advice and suggestions on potential internship sites.
- Collaborate with students to determine the goals and objectives of their internship and include these results in the Course Proposal.
- Approve the internship site chosen by the student.
- Assure that the Course Proposal includes all assignments required for the experience.
- Establish Internship Term Paper requirements and grading criteria.
- Initiate contact with the student periodically to discuss progress and any other issues.
- Determine a course grade once all evaluations and course assignments have been received.
- Document student performance and providing an experiential summary for the student's portfolio, as necessary.
- Be available to assist with questions or problems and providing feedback to facilities in a timely manner.
- If there are any issues encountered during the internship experience, **immediately** contact the Internship and Internship Coordinator. The Coordinator, Faculty Mentor and Site Supervisor will work together to quickly resolve any questions or situations.
- **Collaborate with the Career Services Center to confirm a student has completed all the required paperwork before final grade assignment.**

### **Student Responsibilities for the Internship** (included in the Student Internship Manual)

1. Ask a full-time faculty member in your major field of study to serve as your Faculty Mentor for the internship or internship experience. If you wish to have other staff (such as an adjunct professor) as a Faculty Mentor, please contact Career Services.
2. Brainstorm with your Faculty Mentor about your internship and what goals and objectives you want to accomplish.
3. Locate a business or organization that would be a good internship site. Schedule a meeting with a manager or supervisor at the potential site to discuss duties and responsibilities that will relate to your major field of study.

4. Contact your Faculty Mentor to discuss the proposed site and job duties at the internship site.
5. Submit the **Internship Course Proposal** to the Faculty Mentor for review and approval. Obtain signatures from Senior Academic Officer, Site Supervisor and Career Services.
6. Submit the **Letter of Acceptance** to Career Services Center.
7. Once the internship has been approved, a **Registration Form** must be signed by Internship and Internship Coordinator. The student will submit this completed form to the Registration Office in the Benedum Center.
8. After completing the required number of hours, submit the **Internship Term Paper and Daily Journal and Hours Log** to the **Faculty Mentor**. The **Student Evaluation** must be sent to the Career Services and Internship Center. The Site Supervisor will conduct a **Final Performance Appraisal** of the student and will send the results directly to the Career Services & Internship Center. A copy of this Final Performance Appraisal will be sent to the **Faculty Mentor** to be factored into the internship grade.

*\* Effective with the 1999-2000 University Catalog, a student seeking more than one degree must complete a internship for each degree sought unless authorized by the appropriate Senior Academic Officer.\**

### **Internship Course Proposal**

The Internship Course Proposals describes, in narrative format, the guidelines, goals, duties and responsibilities of the student while working at the internship site. Identify learning and performance objectives in your major field of study. Explain the reasoning behind selecting this particular business. Describe the activities at the internship site that will enable you to achieve the goals and objectives in the proposal. **A new Internship Course Proposal must be submitted for each internship site.**

### **Letter of Acceptance**

The Letter of Acceptance (also called a Letter of Intent) from the prospective business internship site must be submitted to the Internship Center. This letter is written by the Site Supervisor on company stationery, accepting the student for the internship, and stating the job duties and goals for the student. Date, title position of Site Supervisor, and phone number must be included.

### **Daily Journal and Hours Log**

This is a record of the dates, hours, and description of work performed at the internship site and must be signed by the Site Supervisor. **Daily Journal and Hours Log sheets should be turned in directly to the faculty mentor.**

### **Final Performance Appraisal**

A performance appraisal measures the effectiveness and efficiency of an employee in their assigned job duties. In a permanent position, appraisals function to determine promotions, pay raises, and level of responsibility and authority. Also, it serves to assess the training and development needs of an employee to advance their career within the company/organization. In the internship experience, students will become aware of their job strengths and improve job weaknesses before entering the regular workforce. The Site Supervisor will send the student's Performance Appraisal to Career Services for logging. **Career Services will forward the original to the faculty mentor.**

### **Guidelines for Students Already Employed at a Site**

Student wishing to participate in a internship experience using a job in which they are already employed may do so under certain conditions:

- **The student must assume new duties and responsibilities related to their field of study in addition to the regular job at the Internship Site.**
- **Hours may not be back-logged.**

### **International Students**

It is mandatory for international students to contact International Student Services at 929-1551 and obtain approval of the Course Proposal before internship registration will be issued. Due to U.S. immigration and employment laws; an affiliation agreement between the internship worksite and Mountain State University must be filed with Career Services at least **6 months before starting the internship – this is the law, and no exceptions are made.**

### **Grading Scale**

Final grades will not be assigned unless all completed paperwork has been received. All assignments completed according to standards will receive a "pass". Assignments not meeting standards will receive "fail". Students who are completing their internship in increments will receive a grade of "Work In Progress" until they have finished all requirements.

### **Completion Dates and Extensions**

Students are given a full year (365 days) to complete the required work hours and submit all final assignments and forms to their Faculty Mentor and/or Career Services. The completion date for internship is based on the date the student signed their registration form, regardless of what semester he or she registered for. For example, two students who registered on May 30<sup>th</sup>, 2010, will have a completion date of May 30<sup>th</sup>, 2011, even though one registered for Summer I 2010 and the other registered for Fall 2010.

Extensions **are not granted by Career Services for any reason.** However, at the discretion of the faculty mentor, and under extreme circumstances, Faculty Mentors can give students **a period of two weeks** after their completion date to turn in required paperwork. Because this requires faculty to complete a grade change form in most cases, **this is solely at the discretion of the Faculty Mentor, and not Career Services staff.**

- ❖ **Failure to comply with steps or documentation requirements will result in the refusal/termination of the internship. Students whose internship is terminated will not be eligible for reimbursement for expenses or credit.**

Questions regarding the content contained in this manual may be directed to:

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