

INTERNSHIP ORIENTATION

The presentation 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. Millersville University Experiential Learning and Career Management

Bedford House

717-871-7655 intern@millersville.edu

www.millersville.edu/elcm/internships/index.php



**GET READY.
GET SET.
GET CONNECTED.**

Career Services • Internships • Volunteer Central

Experiential Learning and Career Management

Millersville University's
CAREER CONNECTION

FACTS:



Just the facts!

- 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.
- The purpose of a credit-bearing internship is to acquire new knowledge, learn how to perform new tasks, undergo personal growth and make strides in one's professional development.
- Credit-bearing Internships earn a minimum of 3 credits, which may be counted as electives within your major or minor. A maximum of 12 internship credits may be earned.
- Thousands of positions are available on Career Connection, ELCM's internship database.
- Credit-bearing internships enhance your resume by showing employers that you not only have the knowledge and skills, you also know HOW to apply them in a professional setting.
- Credit-bearing internships are an excellent source of meeting professional people in your field and making connections that may pay off in the future. Those connections create the potential for regular employment after the internship ends.

Eligibility:

Credit-bearing 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 ([request for credit-bearing internship form](#))
- Signed the agreement to complete the requirements and pay for the credits (request for credit-bearing internship form)



Time Frame



- Credit-bearing internships can be completed in the fall, spring and summer terms.
 - Participation in a credit-bearing internship generally occurs over a period of 12 to 15 weeks. It is not recommended to complete a credit-bearing internship for less time even if you are working full-time for 4 weeks and would complete 120 hours. It is challenging to establish professional contacts within the organization and network with others in the industry, receiving adequate on-the-job training and experience in the industry firsthand and garner a sense of the organizational structure and inter-workings of a business within a month's worth of work. Therefore the winter session internships are approved on a case by case basis.
- Interns 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 now vary per departments*) to earn academic credits for the experience
- Internships are flexible to meet the needs of students and employers.
- Internship assignments must be completed during the semester in which the internship has been registered. ***Retroactive credit cannot be awarded.***

Outcomes Paper



What is an outcomes paper?

- An outcome paper is a reflection paper about your internship experience.
- Required for all credit-bearing internship students.
- Due Date: Outcomes paper is due the week before FINALS.
- Email one copy to ELCM and one copy to your faculty internship supervisor.

LEARNING OBJECTIVES

- Put theory into practice by making connections between your classroom learning and the workplace. Learning objectives developed should answer the question, “What will I be able to do as a result of this internship experience?”
- Please be specific and concise to provide an understanding of your needs and the career you are pursuing. Sound objectives will increase the likelihood that the internship experience will be beneficial and successful.
- Your internship faculty supervisor and employer can help you find ways to accomplish your objectives during the course of the internship.
- Note: Some departments have additional/alternate requirements. Talk to your faculty internship supervisor about your department’s expectations.

Where may I do a credit-bearing internship?



- We have internships with many Lancaster-area organizations, and ELCM can assist you with connecting with any companies/organizations that interest you.
- We have internships in the Harrisburg area, particularly with the state government.
- If you want to participate in an internship in other Pennsylvania locations, we can provide you with tools and resources for looking for internship opportunities.
- If you want to do an internship **out-of-state**, you must let ELCM know because MU must be authorized to send interns to states other than Pennsylvania. Call us and let us know what state(s) are thinking about interning at: 717-871-7655
- If you find an internship on your own through family and friends, it must be approved by your department. Email a copy of the job description, the name of the site supervisor and her/his contact information (email & phone) to ELCM for approval (intern@millersville.edu).
- **PER UNIVERSITY POLICY, MILLERSVILLE UNIVERSITY DOES NOT PERMIT INTERNSHIPS IN A HOME-BASED BUSINESS. NO EXCEPTIONS!**

International Internships!

Millersville has international internship opportunities available in:

- England: London Metropolitan University (part time internship in conjunction with semester courses through study abroad program)
- South Africa: Volunteer Adventure Corps (full time internships in almost any major!)
- In addition to international internships abroad, MU has many study abroad opportunities that can enhance your professional resume. Locations include but are not limited to:

Australia

Spain

Chile

United Kingdom

China

France

Northern Ireland

Germany

Scotland

Japan

- Please visit the Global Education in Cumberland House to start planning your international experience as you need to be approved by Global Education & Partnerships before you register it for credits!

Email: globaleducation@millersville.edu

Website: <http://www.millersville.edu/globaled/>



(Aaron Jaffe Brussels, Sp16)

How do I get started?

Step #1

- Make sure you are eligible to participate in a credit-bearing internship (slide 3)
- If yes, complete the orientation agreement
- Print out the orientation agreement and “Request for a Credit-Bearing Internship” form from the ELCM website – currently located in the quick links on the Internships page OR pick up a copy from ELCM Staff in the Bedford House (save your printing for classwork).
- Then follow this PowerPoint to answer the questions in the orientation agreement form.

What next?

Step # 2

- Fill out the “Request for a Credit-Bearing Internship” form
 - Fill in your personal information
 - Take it to your department and have your department’s faculty internship coordinator sign the form. The ELCM website has a current list of internship coordinators – currently located in the quick links on the Internships page.
- Return the “Request for a Credit-Bearing Internship” and orientation agreement form to ELCM. You will then receive more information about how to use the Career Connection database to begin your search for internship opportunities.
- NOTE: If you accepted an internship not listed in Career Connection, please bring a copy of the job description, along with the name of your supervisor and her/his email and phone number to ELCM with the request for a Credit-Bearing Internship form. *Make sure your internship coordinator reviewed the internship job and approved your participation.* You are not required to complete Steps 4-6.

Create a Résumé

Step # 3

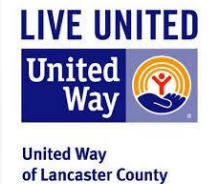
If you haven't found an internship for credit; Complete your Career Connection profile & Create a résumé:

- Follow the instructions provided at the end of the student internship handbook to create a profile for Career Connection
- Create your résumé . Refer to the ELCM Resume Writing Guide ([available online](#)) for crafting your internship résumé which follows national standards for proper formatting
- Once your profile is created and your résumé is uploaded, you may begin Step 4 (finding a credit-bearing internship)

Finding a credit-bearing internship

Step # 4

- Using targeted search tools, select about 10 possible jobs from Career Connection
- Call ELCM at 717-871-7655 to schedule an appointment with an internship counselor in ELCM to review the positions
- ELCM will send your résumé to the employers. Our employers rate very highly with our students: 93% of our student interns from this past semester would recommend their employer to other students



Interviews

Step # 5

- **Interviews**
 - Employers will call you directly to set up an interview.
 - They may conduct a phone and/or face-to-face interview.



Follow up with Employers

Step # 6

- You are strongly encouraged to follow up with employers to inquire about the status of your résumé.
- Contact ELCM to obtain a list of contacts for your follow up calls.

Accepting the position



Step # 7

- Once you accepted the position, call ELCM (717-871-7655) to sign up for a 30-minute registration session and provide the job ID number found in Career Connection. *If you found the internship on your own, please provide the job description, name of your internship site & supervisor along with their contact information. 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.*
- *Step 7 is an important step, as this is how you register the internship for academic credits. Please note you must pay tuition for the credit-bearing internship as you would for any other credit-bearing course (including summer internships)*
- *What am I paying for?* Practical, applied experience is a marvelous teacher. Through an internship, you learn by doing. A credit-bearing internship enhances your classroom education and prepares you to step into the professional world. 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 comes to a close, 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: <http://www.millersville.edu/elcm/internships/student-profiles-home.php>

Already completed a credit-bearing internship and want to continue it for credit for another semester??

- You MUST provide ELCM and your department 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 in the Bedford House so you receive academic credit for the second internship experience.
- ***Yes ~ You must complete Step 7 again – It is an important step, as this is how you register your internship for credits. Please note you must pay tuition for the credit-bearing internship as you would for any other credit-bearing course (including summer internships)***



Dress for Success – What to wear to the interview

Men

- Solid color (navy, gray, etc.) suit, or navy pinstripe suit

-OR-

- Dark-colored sports jacket and tan (or complementary) dress slacks
- Conservative-style tie
- Black, navy or gray socks
- Black or dark brown shoes
- Belt

Women

- Black, gray or navy suit (pants or skirt)

-OR-

- Two piece conservative style dress

-OR-

- Contrasting jacket and skirt/slacks
- Black, navy or tan closed- toe shoes
- Keep jewelry to a minimum

Never wear...

- Jeans
- Athletic wear

Suggestive clothing such as:

- Low-cut shirts
 - Tight-fitting blouses
 - Short skirts
-
- Body piercings (except earrings for women)
 - Sneakers



Requirements for receiving credits for the internship

Attend a mandatory registration session at ELCM. This session will last approximately 30 minutes.

- 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 requirement now vary per departments)
- Students must pay tuition for the credit-bearing internship as you would for any other credit-bearing course (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

Note: Students working with ELCM are **required** to register the internship for academic credits. ***If you are looking to complete an internship for experience only, you may search independently.***

Get started now!!!

Please continue to the *Request for a Credit-Bearing Internship form and ELCM Credit-Bearing Internship Orientation Agreement* from the ELCM website – currently located in the quick links on the Internships page.

- Print the document and answer the questions (answers in this presentation)
- Fill in the information on the request form
- Have your departmental internship coordinator sign the request form (not necessarily the chair-see ELCM web site for list of coordinators)
- **Return the completed agreement and request form to Experiential Learning and Career Management (ELCM) – Bedford House**

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