



CENTER FOR PROFESSIONAL EXCELLENCE
ELMHURST COLLEGE



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INTERNSHIP PROGRAM REQUIREMENTS

Thank you for participating in the Elmhurst College Internship program. The following information is an overview of the program requirements. Please keep for your reference. Also attached, are the Internship Site Information Form and Standards for a Credited Internship. Please complete both of these forms and return to your intern electronically.

Philosophy and Purpose of the Elmhurst College Internship Program

Internships provide an opportunity to explore occupational fields related to majors and career goals. The program is set up to guide students through intentional learning objectives, skill assessments, and performance evaluations. The experience should complement and enhance classroom learning while creating links between the college and world of work. We recognize that government agencies, social service organizations, and companies invest in an important community resource: the student. We ask that through this internship, you will assist with your intern's personal growth, career, skill, and leadership development and cross-cultural awareness.

Partners in the Internship – Definition of Roles and Responsibilities

Students:

- Complete Initial Self-assessment of skills.
- Complete Goals/Learning Objectives form based upon self-assessment.
- Discuss Goals/ Learning Objectives with supervisor.
- Attend professional development meetings.
- Submit regular feedback to the college about their experience.
- Schedule a meeting with Site Supervisor to discuss Final Supervisor Assessment.
- Write Final Reflection Paper.
- Compile and verify internship hours worked.
- Comply with employer requirements and recommendations.
- Notify Career Education office should concerns arise.

Employers:

- Complete and sign Employer Site Packet, return packet electronically to intern.
 - Internship Site Information form
 - Standards for a Credited Internship
- Orient the student to the work site and establish a work schedule.
- Review student Goals/Learning Objectives with intern. Discuss/strategize how internship will enable intern to reach goals. Complete & sign Goals/Learning Objectives form.
- Internship Coordinator will contact via email for a Mid-term review.
- Complete Site Supervisor Final Assessment of intern (Holly Coffin will e-mail assessment).
- Discuss Final Assessment with intern.
- Verify internship hours worked and sign Time Sheet.
- Communicate with the Career Education office should concerns arise.
- Internship Coordinator will schedule site visit to discuss the internship.

Elmhurst College students participate in internships during the Fall, January, Spring and Summer semesters. The Fall and Spring terms are 14 weeks (minimum of 7 hrs/wk), the January term is 4 weeks (minimum of 35 hrs/wk) and the Summer term is 8 weeks (minimum 13 hrs/wk).



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Internship Site Information Form

Date _____

Organization/Company Name: _____

Site Supervisor Name: _____

Site Supervisor Title: _____

Street Address: _____

City, State, ZIP: _____

Phone number: _____

E-mail Address: _____

Website Address: _____

Intern Name: _____

Internship position / Title: _____

Description:

Requirements:

Internship Site Schedule:

Start Date: _____ Completion Date: _____

On-site Schedule: Day(s): _____ Time: _____ to _____

Day(s): _____ Time: _____ to _____

Day(s): _____ Time: _____ to _____

Is this position:

Unpaid Paid \$ _____ per _____

Stipend \$ _____ per term



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Standards for a Credited Internship

Quality of Work

The work provided:

- should incorporate the interns academic background and be at an appropriate level of responsibility and accountability
- should develop and enhance career-related skills and ability
- should provide the intern exposure to the entire organization
- is expected to be substantive and varied, not clerical or “Gopher Duties” (no more than 25% administrative duties or cold calling) and the tasks should be relevant to the organization’s business objectives
- The intern should be provided with a comfortable work station.

Communication with the Intern

The intern:

- will set goals and objectives to be discussed and agreed upon with the supervisor
- must meet regularly with the site supervisor to discuss goals, objectives, problems or concerns
- will meet with the site supervisor and discuss final assessments

Communication with the Elmhurst College Internship Coordinator/Faculty Monitor

The site supervisor:

- should allow a mid-term assessment phone conversation
- will be asked to complete a final assessment of the intern
- should allow the opportunity for a site visit by the faculty monitor or Internship Coordinator if requested
- should notify the school immediately regarding any problems with the intern

Additional Criteria

Elmhurst College will not approve the internship if:

- the employment opportunity involves on-campus solicitations or sales
- the student is required to purchase or rent a sales kit or presentation materials
- the internship is 100% commission-based

After reading this entire document, please sign* this as a working agreement. Make a copy for your records.

Company / Organization

Site Supervisor

Date

Please return via e- mail to your intern.