

## Five Steps to Success The Gettysburg College Internship Program



Center for Career Development  
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### **The Mission of the Center for Career Development**

*We are committed to educating students and alumni about the value of experience-based career development, the connections between learning in and out of the classroom, and the fundamental responsibility that individuals have for their career planning process. We view ourselves in partnership with students and alumni and strive to provide opportunities which foster independence, self-confidence, and reflective action.*

## Policies Regarding Academic Credit for Internship

**Internship:** This term designates an Individualized Study experience that takes place in business, governmental, or professional offices, research laboratories, hospitals, school, libraries, churches or social agencies. The work in which the student engages should be related to an intellectual discipline, must provide a significant learning experience, and must demand analytical examination. The Internship must be under the direct supervision of trained personnel and be advised by a Gettysburg College faculty member. These persons provide evaluation of the student's work at the conclusion of the course. Although an Internship can be undertaken during any term (with special arrangements) most Internships at Gettysburg College will occur during the summer months. (Faculty Legislation, November 14, 1975).

The Internship Program staff will assist students in finding an internship opportunity in which they can work part-time during the school year or full-time during the summer. Internships may be paid or unpaid. Internships for credit are guided by the following policies:

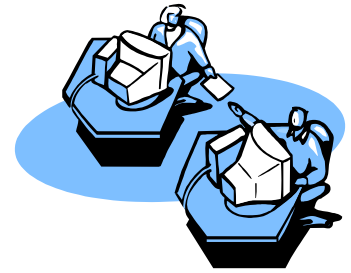
- In order to earn academic credit for an internship experience, a student must register with the Internship Office and submit an approved Learning Contract to that office.
- The Internship must be in place and the internship approved by the academic department or program before the experience begins, if the student is to receive credit.
- The Learning Contract must be signed by the student, the site supervisor, the faculty sponsor and the appropriate academic department chair or program coordinator.
- To receive a full unit of credit, a student must work a minimum of 160 hours in the internship placement. An academic department or program may establish a higher work expectation.
- As a minimum requirement the intern should submit a goal statement, maintain a daily journal, and complete a substantive analytical paper about the experience as it relates to the academic discipline in which the student is to receive credit. A project may be substituted for a paper, ie. sculpture/painting or co-author in a scientific journal.
- A student may receive credit for no more than three course units for internships within the 35-unit requirement for graduation.

Through the Center for Career Development, students at Gettysburg College have the opportunity to participate in an internship experience. Internships allow students to "test out" and gain experience in their chosen career field, and can sometimes lead to networking or employment opportunities after graduation.

Contained in this booklet is the basic information you need to know about the Gettysburg College Internship program. By contacting the Center for Career Development early in your college career, you can plan your academic schedule and manage your time so as to allow you to participate in the internship program. The Center houses information on hundreds of internship opportunities and students can access this information either in the Center library at 53 W. Stevens St., or by registering to gain access to eRecruiting, an online recruiting and job/internship listing program. eRecruiting allows students to access information 24 hours a day, seven days a week and is a convenient tool for students to use. Students can register for this program by coming to the Center.

Please read this booklet and feel free to call the Center at x6616, stop by to browse the materials, and make an appointment to talk to a career counselor about internship opportunities. By working together, the Center staff can help you step into a great internship experience!

*"I learned how to interact in an office environment. It gave me the opportunity to experience something new that I never experienced before. I am not sure if I will take that path in the future, but it was certainly an extremely valuable experience."*  
Emily Payne '04, intern in the Gettysburg College Sports Information Department

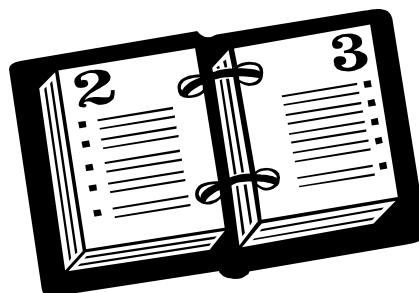


## Quick Facts About Internships:

- ❖ A Gettysburg College Internship can be done part-time during the fall or spring semester or full-time during the summer.
- ❖ A student can work in an internship in the local Gettysburg area, near his or her home, or abroad.
- ❖ An internship can be paid or unpaid.
- ❖ Some academic departments allow students to seek academic credit for their internship experience. Students should contact their department adviser about this. In order to gain academic credit, a student must work a minimum of 160 hours in the internship placement. All students seeking academic credit should review carefully the **college's policy on academic credit** (a copy is on the inside back cover of this booklet) and their respective academic department criteria and be sure they meet all requirements.
- ❖ If a student is not seeking academic credit, they may officially record their internship experience by completing a learning contract for a career-related internship. This form (called a College Approved Learning Contract), does not carry any academic credit, but does document that the student has worked in the internship. This is advantageous to pursue because the Center for Career Development then sends an evaluation form to the internship site supervisor that the student can later provide to future employers and graduate schools. Students who select this option are expected to participate in an Internship Showcase where they share their internship experience with other students, members of the Center for Career Development staff, College faculty and administrators. Students are invited to bring pictures, materials, stories or lessons learned from their internship experience.
- ❖ Students must register with the Center for Career Development, and complete a learning contract and an evaluation form in order for their internship to be officially documented. All forms are available in the Center at 53 W. Stevens St., x6616.

## Some important **registration deadlines** to keep in mind:

- ❖ **June 15** – all paperwork for summer internships must be turned in to the Center for Career Development by this date.
- ❖ **Drop/Add Deadline** – during the fall and spring semesters, the last day to register for an internship for academic credit is the drop/add date. Just as in the summer, all paperwork must be turned in to the Center for Career Development by this date and a course registration form must be handed in to the Registrar's Office by this deadline. Please contact the Registrar's Office at x6240 for the current semester deadline date.



Check out what the Vice President of **JMH Education Marketing**, New York City, said about two Gettysburg College interns (**Julie Sauer '05 & Melissa Argenti '04**) during the summer of 2004:

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*"The Qualities that we appreciated the most were their abilities to problem-solve, work independently and strategically think through issues. We have rarely worked with young people who have such well-developed writing skills- the ability to write clearly, concisely and with accurate grammar. Businesses need and appreciate these critical basics!"*

Jane Meyer, Vice President Client Services

## **Step 1. Getting Started.**

As you begin thinking about internships, the place to start is with the Center for Career Development. If you schedule an appointment at the Center, you will be registered with the office and receive E-mail information about workshops and updated internship information as it becomes available. You will also be given the opportunity to self-register in eRecruiting and be shown where materials are in the office. Forms you will need to finalize your internship are also available in the Center.

If you are considering seeking academic credit, you should also speak to your academic adviser to make sure you have the department's criteria for receiving credit for an internship.

At this point, give some thought to what kind of an internship experience you want to have. Counselors in the Center can help you with this. Consider your personal, academic and career goals. These are just a few things to consider as you begin your internship search.

- ❖ What kind of work do you want to do?
- ❖ What do you want to learn about yourself?
- ❖ What do you want to learn about a certain profession?

Another consideration is the amount of time you will work at an internship. Most students in summer internships work full-time. During the academic year, students generally work part-time. Remember that the more time you work at an organization, the better your experience will be as you will be able to more fully participate in the organization's activities. It's also helpful if you can arrange your schedule to work blocks of time, for example, a full morning or an afternoon, or one full day each week.

## **Step 2. Look for Internship Opportunities**

Once you have given consideration to what kind of an internship you want, begin to look for opportunities. There are binders and directories in the Center for Career Development, and eRecruiting is a program that also lists many of these same opportunities. You can access this on-line system anytime, at college or at home – anywhere you have a computer. A number of internet sites also list internships. Some of these can be found on the Center for Career Development website at: <http://www.gettysburg.edu/career>.

Consider these questions as you look at various organizations:

- ❖ What kind of work setting is best for me?
- ❖ Do I want to work with a particular situation or problem?
- ❖ Do I prefer working with a specific age group?

❖ Will I be able to accomplish my goals here?

Now is the time to begin formulating a list of companies and organizations you may wish to apply to for an internship. As you develop this list, consider the geographic location of the internship site and your own living arrangements. Can you afford to live in a large city for the summer or do you have transportation to a local internship if you are doing it during the academic year? Should you look for a site near your home to keep expenses down?

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*“I learned a lot, a nice environment/co-workers, with a structured program by human resources with weekly educational lunches. However, while I enjoyed it and thought it was rewarding, it made me realize Public Affairs is not where my interests lie. (what a great discovery!) “*

Tara Mondelli '04, intern at Wyeth, Madison, NJ

### **Step 3. Applying and Interviewing**

You need to write a resume and cover letter to send to companies in which you are interested. The staff in the Center can help you with this process. Workshops are offered several times throughout the year on cover letter and resume writing. Be sure to contact the Center and watch your E-mail for dates and times. Ideally you should have your materials ready to be mailed at least three months in advance of when you wish to intern. Some companies and organizations, however, have earlier deadlines. It is your responsibility to keep track of the deadlines for the companies that interest you.

If a company to which you have applied is interested in speaking to you, you will be contacted for an interview. Depending on the size and structure of the company, you may meet with a representative from the Human Resources office, manager, or volunteer coordinator. The Center for Career Development offers workshops on Effective Interviewing. Some basic interview questions which you can expect to be asked are on the Center's webpage at: <http://www.gettysburg.edu/career>.

Research the company before you go for the interview so you can ask questions about the company. A good way to do this is by going to the company website. Familiarize yourself with where you are going for the interview. Ask for directions if you need them. Be sure to have the correct name of the person with whom you are going to meet. Ask for the interviewer's business card before you leave the office and follow-up your interview with a thank you note to the interviewer.



### **Step 4. The Learning Contract**

Once you are offered and have accepted an internship position, you need to complete a learning contract. This document states basic information such as the name of your supervisor, address of the organization, hours you will work, etc. Students also list their goals; the internship supervisor lists his or her expectations and, if the internship is for academic credit, the faculty sponsor lists the department requirements. All three individuals then sign the contract and it is kept on file in the Center for Career Development.

If a student is doing a career-related internship and not receiving academic credit, a learning contract called a College Approved Learning Contract, is completed. This is also kept on file in the Center and officially documents that the student worked in the internship.

Learning contracts must be filed in the Center before students begin their internships. This is particularly important for students seeking academic credit for their internships. This requirement is included in the college policy on academic credit.

Be sure to have the correct name and complete address and telephone number of the company where you are going to intern. This is important so the Center for Career Development can mail evaluation forms to your site supervisor.

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***“I learned how to interact with the public, how to present information to groups of varying age levels (and interest levels). This experience reinforced my belief that this is a career option that I am interested in pursuing after graduation.”***

Steven Fuller '04, intern at Lowell National Historic Park, Lowell, MA

## **Step 5. Evaluation and Reflection**

Once a student has completed an internship, both the student and the internship site supervisor are required to complete evaluation forms. The feedback from the supervisor about the student’s work performance is very important and can help the student in future work experiences. It can help you identify your strengths and suggest skills that you might want to develop further. Evaluation forms are mailed from the Center for Career Development to both the supervisor and student interns.

The student’s own evaluation of his or her experience can be a major part of the learning that takes place in an internship. Your reflections and performance review will also assist you planning steps to help you achieve your goals. By doing a self-assessment you can evaluate your own performance and compare your impressions of that performance with those of your supervisor.

Students who work at an internship not-for-credit are expected to participate in an Internship Showcase where they share their internship experience with other students, members of the Center for Career Development staff, College faculty and administrators. Students are invited to bring pictures, materials, stories or lessons learned from their internship experience.

Your internship provides you with the opportunity to examine careers and work expectations. By identifying what is important to you in a work situation, you can judge how appropriate this particular setting may be for a future career. Some things to consider are:

- ❖ Independence – Working with supervision or direction, deciding how to use your own time.
- ❖ Helping others – Working directly with people to improve their health, education or emotional stability.
- ❖ Status – Being respected and being looked up to by other people.
- ❖ Creativity – New ideas, programs, organizational structures, designs.
- ❖ Work Environment – Working in a location that is pleasing to you.
- ❖ Achievement – The feeling of accomplishment when a job is done well.

## Check Sheet for Internships

Complete this checklist as you go through the process of finding an internship:

- \_\_\_\_\_ Met with a counselor in the Center for Career Development to discuss the internship program.
- \_\_\_\_\_ Developed my learning goals.
- \_\_\_\_\_ Self-registered on eRecruiting and reviewed internship opportunities.
- \_\_\_\_\_ Mailed resume and cover letter.
- \_\_\_\_\_ Attended organization interview and sent thank you note afterwards.
- \_\_\_\_\_ Made a commitment to the organization.
- \_\_\_\_\_ Arranged my work schedule with the company.
- \_\_\_\_\_ Met with my faculty adviser about academic credit (for students who are seeking credit).
- \_\_\_\_\_ Completed the Learning Contract and had all parties complete and sign their sections.
- \_\_\_\_\_ Returned the Learning Contract to the Center for Career Development. **(Deadline for summer internship paperwork is June 15; for semester internships the deadline is the end of the drop/add period).**
- \_\_\_\_\_ Completed and returned the course registration form to the Registrar's Office (for students seeking academic credit).
- \_\_\_\_\_ Completed my evaluation form and returned it to the Center for Career Development.
- \_\_\_\_\_ Participated in the Internship Showcase. This is open to all students, but it is required for students who do an internship not-for-credit.