Faculty Guide
For–Credit Internships

Updated 3/7/13
Introduction

An internship is an educational experience in an environment providing field application of a student's theoretical classroom learning. Internships are arranged for students who wish to undertake a study involving both academic and applied experience and agree to receive a credit commensurate with the scope of the project.

Employers view student internship participation as a very valuable and necessary qualification for getting hired for full-time jobs following graduation. Likewise, graduate admissions representatives claim internship experiences to be an important credential for admission into graduate school programs.

The purpose of this Faculty Internship Guide is to provide faculty members with general information about the internship program at Gettysburg College and to assist faculty in their roles as academic supervisors of student interns. The faculty supervisor’s role, which is central to an academically sound internship program, is described in the following pages.

If you have any questions, please do not hesitate to contact the Center for Career Development at (717) 337-6616.

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The Center for Career Development and the Faculty Sponsors work closely together to assist students in arranging for internship opportunities. Below is a list of the responsibilities for Faculty Sponsors and the Center for Career Development.

**FACULTY SPONSOR**

1. The faculty sponsor will refer all initial student inquiries about finding an internship to the Center for Career Development.
2. The faculty sponsor will meet with the student to review the guidelines of their department for academic credit internships.
3. The faculty sponsor will determine how the academic component of a proposed internship relates to the student’s anticipated on-site work.
4. The faculty sponsor will determine if they feel the practical learning experiences of the internship, done in conjunction with academic requirements, warrant receiving credit. They will instruct the student as to what evidence they require in order to evaluate whether their expectations have been met (e.g. annotated bibliographies, journals, oral reports, research assignments, laboratory reports, performances, art works, etc.)
5. The faculty sponsors will determine if they want to make a site visit(s).
6. The faculty sponsor will also determine the amount and type of contact with them that will be required of the student during the internship, and what the student will need to do in order to receive a grade at the end of the internship.
7. The faculty sponsor will be responsible for completing and approving the academic requirements portion of the on-line Learning Contract through the Faculty Center in PeopleSoft which details the criteria for which the student can receive academic credit.
8. The faculty sponsor will be responsible for submitting a grade for the student to the Registrar’s Office at the end of the semester. If the student is participating in a summer internship, s/he will receive credit in the fall semester.

**CENTER FOR CAREER DEVELOPMENT**

1. The Center for Career Development (CCD) will handle the administrative responsibilities of the academic internship program, will maintain resource materials for students, and will assist students in the initial steps of finding an appropriate internship site for credit.
2. The CCD will work on a regular basis to increase the number of internship site resources for students.
3. The CCD will provide a standardized on-line Learning Contract through the Student Center in PeopleSoft, and will provide the students and faculty with resource guides on how to use the system.
4. The CCD will coordinate provision of a College liability statement for an organization, if requested.
5. The CCD will make site visits, if requested.
6. The CCD will notify the faculty sponsor or appropriate Dean of any reported problem during an internship.
7. The CCD will email a standardized evaluation survey to each student’s supervisor and will send a copy of the response to the faculty sponsor and the student at the end of the student’s internship.
8. The CCD will transmit all appropriate information to the Registrar’s Office for course registration.
9. The CCD will maintain a record of all students, sites, and faculty sponsors who participate in the program each year.
APPROVING A LEARNING CONTRACT THROUGH THE FACULTY CENTER

After discussion with the student and review of the student’s learning contract, please complete the academic requirements portion of the on-line Learning Contract through the Faculty Center in PeopleSoft. A guide to approving a learning contract through the Faculty Center is provided here for your convenience.

Faculty Center Guide
Approving a Learning Contract
For-Credit Internship

You will receive an email message indicating that a student has selected you as their faculty sponsor for a credit bearing internship. The message will indicate the name of the organization where the student is doing the internship and what semester the internship will be completed. It is the student’s responsibility to meet with you directly to obtain your approval and to discuss what he/she needs to do in order to obtain credit for the internship. Once you have met with the student and agreed to serve as a sponsor, please follow the steps below to complete the faculty portion of the learning contract.

In order to approve a student’s for-credit internship, you must first log in to the Faculty Center in PeopleSoft. If you have questions after reviewing the following instructions/screen shots, please contact Manny Ruiz or Sandy Buhrman at the Center for Career Development (717-337-6616, mruiz@gittysburg.edu or sbuhrman@gittysburg.edu).

- After logging in, click on Self Service and Faculty Information

- When you reach the Faculty Information page you will then click on Internships -- Faculty access.

- When you reach the Faculty -- Internships Main page, click on the yellow Search button

- A list of all students you are sponsoring will appear.
- Locate the student whose internship requires review/approval and click on the yellow Find button.

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Faculty Center Guide
Approving a Learning Contract
For-Credit Internship (page 2)

- After finding the student’s internship information, click on the Organization tab where you will find specific details regarding the internship.

- After reviewing the information on the Organization tab, click on the Goals tab to review information the student may have provided about their internship.

- Please click on the Academic tab to fill in your requirements for the student (all required fields are marked by an asterisk). Once you have completed filling out this section, please indicate your approval (or disapproval) and provide any pertinent comments (i.e. discussed goals with student, assigned specific deadline for final paper, etc.). All required fields are marked by an asterisk.

You MUST click on Save at the bottom of the page.

This will generate an email to the student to notify them of your approval or disapproval. If approved, the student is then required to log into the system again to accept your requirements.

An email is also generated to the site supervisor providing details of the learning contract and asking for a brief paragraph regarding their expectations and/or requirements of the student during their internship.

Once the site supervisor provides that information and indicates their approval of the learning contract, the student will receive another email telling them to log into the system to review and indicate their agreement with the terms of the learning contract.

After the student indicates their agreement with the terms, the learning contract is considered complete and the Registrar’s Office will be notified of the student’s intent to obtain credit. The email message to the Registrar will include: department, course number, and faculty sponsor.

Before the end of the semester, the site supervisor will be asked to evaluate the student’s performance and you will receive a copy of that evaluation.

NOTE

When you open an individual student’s learning contract, you will see a total of seven tabs. Moving from left to right, there are four tabs that we would like to call to your attention (screen shots and examples from student learning contracts are shown on the following pages):

1. Organization -- review the student’s description of responsibilities for the internship;
2. Goals -- review the student’s goals for the internship;
3. Academic -- where you will provide the specific academic requirements of the student;
4. Signatures -- review the site supervisor’s expectations of the student and determine if the student has accepted the academic and site expectations; if the contract is for an international student, you will also be able to determine if the international student advisor has approved the internship.
Organization Tab - *For your information, on this tab you can review a brief description of responsibilities provided by the student.*

![Internship Site Information Form](image)

See examples below

**Example 1**
**Organization:** Merrill Lynch Global Wealth Management  
**Brief Description of Responsibilities:** To work with the management team on special projects involving financial advisors of Wellesley Complex. Also, to provide support/work with financial advisor team doing computer work, client database, mutual funds and annuities.

**Example 2**
**Organization:** Good Samaritan Hospital/Good Health Center  
**Brief Description of Responsibilities:** Working with staff in the Good Health Center at Good Samaritan Hospital; assisting with the phase II and III outpatient cardiac rehabilitation programs, reading and interpreting health risk assessments; shadowing our 50K mile checkup program, observing different health screenings (for example: 12 lead EKG’s, osteoporosis screenings, hearing and vision screenings).
Goals Tab - *For your information, on this tab you can review the internship learning goals provided by the student.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
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</table>

To get the most of your internship experience, we HIGHLY recommend that you establish several clear and focused learning goals in consultation with your site supervisor and faculty sponsor. Your learning goals should be SMART: Specific, Measurable, Achievable, Realistic, and Time-Bound.

If you require assistance on drafting your goals, please feel free to contact a staff member in the Center for Career Development and someone will be happy to assist you.

**Example 1**

**Student Internship Learning Goals:** To learn more in depth the career of financial advising and wealth management, while also gaining market knowledge on the investment side of things (*knowledge*). To improve working in teams and on the computer, while learning more about financial products such as annuities, mutual funds, stocks and bonds (*skills and knowledge*).

**Example 2**

**Student Internship Learning Goals:** Learn and assist with the orientation and progress of the patients in the cardiac rehabilitation program (*knowledge*); assist with the “50K mile checkup” program, increasing the community’s awareness and health (*knowledge*); learn about healthcare administration (*knowledge*).
Academic Tab – *For your information, this is where you will need to indicate the academic requirements in order for the student to receive credit for the internship.*

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<table>
<thead>
<tr>
<th>Instructions</th>
<th>Organization</th>
<th>Bio/Demo</th>
<th>Pre-Requisites</th>
<th>Goals</th>
<th>Academic</th>
<th>Signatures</th>
</tr>
</thead>
</table>

TO BE COMPLETED BY FACULTY SPONSOR

**Academic Requirements**

1. Are there established departmental requirements?  
   - Yes  
   - No
2. Daily Journal  
   - Yes  
   - No
3. Analytical paper connecting internship experience to academic discipline  
   - Yes  
   - No  
   - or
   - Project - describe:
4. Other Requirements - describe
5. Attachments (readings, etc.)

*Department granting credit* ___________  
*Course Number* 475 (S-U Grading Option)

Faculty Sponsor Approval

- Approved  
- Not Approved

Click here for descriptions of available internship course numbers.

**EXAMPLE 1**

1. Departmental requirements? Yes
2. Daily Journal - No
3. Analytical paper connecting internship experience to academic discipline - Yes; or
4. Project – describe: 20–30 page research paper (APA format) due by last day of class Fall 2010; topic to be approved by [faculty sponsor] by 2nd week of fall semester; annotated bibliography by mid-term Fall 2010.
5. Other requirements – No
6. Attachments – None
   
Department granting credit: Management  
Course Number: 475 (S–U Grading Option)

**EXAMPLE 2**

1. Departmental requirements? No
2. Daily Journal – Yes
3. Analytical paper connecting internship experience to academic discipline – No; or
4. Project – describe: Develop a presentation or system to help connect with the patients of the Good Health Center
5. Other requirements – No
6. Attachments – None
   
Department granting credit: Health Science  
Course number: 478 (A–F Grading Option)
Signatures Tab – *For your information, on this tab you can review the site supervisor’s expectations of the student during the internship.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOR OFFICE USE ONLY</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Supervisor’s Expectations</strong></td>
<td>See examples below</td>
</tr>
<tr>
<td><strong>Site Supervisor</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>○ Approved ○ Not Approved</td>
</tr>
</tbody>
</table>

**Student Signature**
To be completed AFTER receipt of faculty & site approval.

* I accept the Academic Requirements and Site Expectations.  
  ○ Yes ○ No

Would you like to receive a certificate of completion?  ○ Yes ○ No

**Signatures:**

*International Student Advisor:*  *******  Faneey, Christopher William

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**Example 1**

*Supervisor’s Expectations:* To work with the management team on special projects involving financial advisors of Wellesley Complex. Also, to provide support/work with financial advisor team doing computer work, client database, mutual funds and annuities.

**Example 2**

*Supervisor’s Expectations:* Professional appearance and promptness.
Appendix
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, schools, 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).

Center for Career Development 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 Center for Career Development and submit an approved Learning Contract to that office.
- The Internship must be in place and 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 faculty sponsor, the site supervisor, the international student advisor (if appropriate), and the student.
- 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, i.e. sculpture/painting or co-author in a scientific journal.
- A student may receive credit for no more than three course units for internships.

Jd: sb (1/13/11)
ACADEMIC CREDIT GUIDELINES

In order to receive academic credit, the internship proposal must be processed through the Internship Office and approved by the Director of that office. The course shall be numbered according to the type of experience and whether or not it may be counted in the major.

470-479 Individualized Study – Internship

470  Counts towards minimum requirements in a major or minor, graded A-F
471  Counts towards minimum requirements in a major or minor, graded S/U
472  Does not count in minimum requirements for a major or minor, graded A-F
473  Does not count in minimum requirements for a major or minor, graded S/U
474* Summer Internship does not count for minimum requirements for a major or minor without written permission filed in the Registrar’s Office, graded A-F
475* Summer Internship does not count for minimum requirements for a major or minor without written permission filed in the Registrar’s Office, graded S/U
476  Individualized Study: Health Sciences Capstone Internship, graded A-F
477  Half credit internship, graded S/U
478  Health Sciences Summer Capstone Course, graded A-F

*  Summer Internship credit added to the Fall Semester schedule and included in the normal enrollment limit.

Mentored Research Internship

290  Quarter credit internship, graded S/U

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