



Internship Policy for International Students

Effective Fall 2013

The following policies are in place for International Students participating in an internship:

- International students seeking academic credit for their internship must register their experience via the student center. Any international student seeking academic credit has to identify a faculty sponsor and notify the Director of International Student Services.
- International students who major in Health Sciences and participate in a capstone must register their experience for academic-credit to be in alignment with the Department of Health Sciences expectations. Health Science Capstone international students must have attended a blood borne pathogen training and their immunization record must be on file in the Health Center. In addition they are required to meet with the Director of International Student Services.
- If you are being paid for an internship through an on-campus department or volunteering (unpaid), you do not have to create an internship learning contract for academic credit. However, we recommend you to register your internship through a Learning Contract – Not for Credit (***see page 4 of this packet for a guide to submitting a Not For Credit Learning Contract***). This will enable the Center for Career Development to have your information on file and confirm your information with any future employers and/or graduate schools.
- If you are participating in an internship with a Non-US affiliated company overseas you do not have to create a learning contract for academic-credit. Again, our office still recommends that you register the experience through a Learning Contract – Not for Credit (***see page 4 of this packet for a guide to submitting a Not For Credit Learning Contract***) for record keeping purposes.
- If you are participating in a paid internship experience (off-campus or with a US affiliated company overseas) you **must register your internship for academic credit** and meet with the Director of International Student Services to discuss use of CPT (curricular practical training). **See pages 2 and 3 of this packet for a guide to submitting a For Credit Learning Contract (International Students).**

International Students Student Center Guide

Submitting a For Credit Internship Learning Contract

IMPORTANT! In order to submit your contract, you MUST know the following information PRIOR to beginning (if any of these required fields are missing, the contract will not save and you will need to begin again):

1. Organization name, address (including city, state and zip), and phone number
2. Your site supervisor's name, job title and email address
3. Brief description of responsibilities
4. Dates of your internship (beginning and ending)
5. Amount of credit you expect to receive (quarter, half or full), total # of hours, # of work hours/day, and # of work days during the internship.
6. **Learning Goals:** To get the most of your internship experience, we HIGHLY recommend that you establish several (*minimum of one is required*) 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 (717-337-6616 or career@gettysburg.edu) and someone will be happy to assist you.
7. Faculty sponsor (**make sure you check the "completed learning contract" box on the academic tab before saving**)

To submit your contract, log in to the Student Center and go to **Self Service, Center for Career Development, and Internships – Student Access** (if logging in on a MAC, use a Mozilla Firefox browser instead of Internet Explorer). Select **Learning Contract – For Credit (International Students)**.

To begin, you will select "yes" at the bottom of the **Instructions tab** to register your internship and indicate your acceptance of the policies regarding a for-credit internship.



You can then proceed by clicking on the **Organization tab** which is where you will provide the information listed above in numbers 1-5. In addition, you will be asked to provide this information:

- What semester will you receive credit for this internship? (**IMPORTANT:** 1-Summer interns receive credit in the fall semester to avoid paying fees; 2-if a summer intern will be studying abroad following the internship, credit is awarded the next semester s/he will be in residence on campus.)
- Do you need to provide proof of liability insurance?
- Whether the internship is alumni or parent sponsored and if yes, the name of the alumni or parent sponsor.
- Whether you will apply or have applied for funding.

Click on Save at the bottom and then click on the **Pre-Requisites tab** (see above). After answering the questions on that tab, again **click on Save** at the bottom.

Click on the **Goals tab** to provide information on your **SMART** learning goals.



Again, **click on Save** at the bottom.

Proceed to the **Academic tab** when you have completed all the necessary information in each of the previous tabs. Select your faculty sponsor and **check the box to send the completed learning contract to your sponsor**. Again, **click on Save** at the bottom.

Email Notifications

- After you send your learning contract to your faculty sponsor, you will receive an email verifying receipt and providing information on your next step.
- When your faculty sponsor approves your learning contract, a message will be sent to your site supervisor asking for their expectations of you during the internship.
- When your site supervisor submits his/her expectations and approves your learning contract, you will receive an email directing you to accept the academic requirements and site expectations for your internship. You will go to the **Signatures tab** to complete this step.



- After you sign off on your learning contract, the Director of International Student Services will be notified. When s/he has approved your contract, you will receive an email regarding CPT requirements.
- Both you and the Registrar's Office will be notified that you have completed a for-credit internship learning contract and that you should be registered for the appropriate course (department, course number and faculty sponsor).

During your internship you will be required to reflect three times via Moodle. Towards the end of your internship, your site supervisor will be asked to evaluate your performance via email (you will receive a copy of your performance evaluation).

NOTE: If there are changes to your site supervisor's name and/or contact information or if your faculty sponsor changes, email intern@gettysburg.edu to notify Career Development of the change(s).

International Students Student Center Guide

Submitting a Not For Credit Internship Learning Contract

IMPORTANT! In order to submit your contract, you **MUST** know the following information **PRIOR** to beginning (if any of these required fields are missing, the contract will not save and you will need to begin again):

1. Organization name, address (including city, state and zip), and phone number
 2. Your site supervisor's name, job title and email address
 3. Brief description of responsibilities
 4. Dates of your internship (beginning and ending)
 5. Total # of hours, # of work hours/day, and # of work days during the internship.
 6. **Learning Goals:** To get the most of your internship experience, we **HIGHLY** recommend that you establish several (**minimum of one is required**) 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 (717-337-6616 or career@gettysburg.edu) and someone will be happy to assist you.
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To submit your contract, log in to the Student Center and go to **Self Service, Center for Career Development, and Internships – Student Access** (if logging in on a MAC, use a Mozilla Firefox browser instead of Internet Explorer). Select **Learning Contract – Not For Credit**.

To begin, you will select "yes" at the bottom of the **Instructions tab** to register your internship and indicate your acceptance of the policies regarding a for-credit internship.



You can then proceed by clicking on the **Organization tab** which is where you will provide the information listed above in numbers 1-5. In addition, you will be asked to provide this information:

- What semester (summer, fall or spring plus the year) will you be doing this internship?
- Do you need to provide proof of liability insurance?
- Whether the internship is alumni or parent sponsored and if yes, the name of the alumni or parent sponsor.
- Whether you will apply or have applied for funding.

Click on Save at the bottom and then click on the **Goals tab** to provide information on your **SMART** learning goals. Again **click on Save** at the bottom.



Once you have completed all the necessary information in each of the above-mentioned tabs, go to the **Signatures tab** and click on Yes if you are ready to send your contract to your Site Supervisor. A copy of your contract will also be sent to the Center for Career Development and you will receive an email notification verifying receipt. Your Site Supervisor will be asked to provide their expectations of you and to provide approval of the contract.

During your internship you will be required to reflect three times via Moodle. Towards the end of your internship, your site supervisor will be asked to evaluate your performance via email (you will receive a copy of your performance evaluation).

NOTE: If there are changes to your site supervisor's name and/or contact information, email intern@gettysburg.edu to notify Career Development of the change(s).