Information for Potential Internship Supervisors

As a potential Aquinas Internship On-site Supervisor you are probably wondering what this commitment will mean to you in terms of time.

The process is actually rather simple and not too time consuming.

1. You will be asked to sign a Confirmation of Placement form which outlines your basic responsibilities and confirms your acceptance of the student as an intern for a specific number of hours a week. One of the agreements you will be making with Aquinas College is to contact us if there are any concerns or problems with an intern. Complications happen very rarely, but we want to be involved as soon as possible to alleviate problems as they arise.

2. You will also be asked to complete a Proposed Internship Description form. This is basically a detailed list of the intern’s tasks and responsibilities. You will need to approximate the percentage of time that will be spent on each of these activities.

3. Probably the most significant amount of your time will be spent training and orienting the intern to your organization. This will take the same amount of time it takes you to orient a new employee to your organization. In return, the intern should be able to make significant contributions to your workplace.

4. The second most significant amount of your time will be spent on giving the intern ongoing feedback and supervision. As time goes on, this should take less of your time. At the beginning of the internship, the intern should give you an On-site Supervisor’s Packet. This packet will give you ideas on how to make the internship work well for both you and the intern.

5. The On-site Supervisor’s Packet will give you a detailed account of the following procedure. In brief, after the intern has registered for the internship, the Aquinas College Representative will call you to set up an on-site evaluation. The on-site evaluation should take place 7-9 weeks into the internship. A few days before this scheduled meeting, you will need to set aside 30 minutes to fill out a performance evaluation on the intern. This performance evaluation will be found in the Supervisor’s Packet. Please do not go over this evaluation with the intern before the on-site evaluation. The actual on-site evaluation shouldn’t take you more than 45 minutes to an hour.

6. At the end of the internship you may update the evaluation and add any additional comments.

If you have any further questions, please call the Aquinas Career Services office and ask to speak with the Coordinator of the Internship Program, 616.632.2905.

We really appreciate you taking the time to consider being involved in the Internship Program. If you would like to investigate setting up ongoing internship opportunities, please call and speak with the Internship Coordinator.

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BASIC INTERNSHIP FACTS

Internship Definition
A one semester, paid or unpaid, new learning experience that is related to academic major/minor or career goals, which include career development through academic assignments and reflection.

Internship Philosophy
Internships provide students the opportunity to apply academic learning in a professional setting.

How Credit Hours Are Determined For Internships
There are two criteria that determine the number of credit hours given for an internship. The first criterion is the quality of the learning experience. This is somewhat subjective in nature and a variety of issues are investigated to determine the quality of the learning experience. These areas are:

- Must be 20% or less clerical in nature
- Skills and responsibilities reflect college level work (i.e. more than a high school diploma is needed)
- Challenges student to develop new skills
- The learning is new in relation to the individual’s development
- Is acknowledged by the organization as a learning experience
- Requires professional skills related to an entry level position in the field

The second criterion is the number of hours spent at the internship site.

- For 10 -15 hours/week for 15 weeks in a career-related position, you may receive a maximum of 3 credits (minimum of 150 hours on the job).
- For 20 hours/week for 15 weeks in a career-related position, you may receive a maximum of 6 credits (minimum of 300 hours on the job).
- For 30 hours/week for 15 weeks in a career-related position, you may receive a maximum of 9 credits (minimum of 450 hours on the job).
- For 35+ hours/week for 15 weeks in a career-related position, you may receive a maximum of 12 credits (minimum of 525 hours on the job).

NOTE: In order to obtain the maximum of 12 credits for one internship, a student must do an internship in an organization he/she has never before been affiliated with (exception if the organization is Aquinas College), in a NEW position (with responsibilities the student has never had before), and must put in a minimum of 35 hours per week.

Academic Work Required of the Student for Internship (FE397 or major/minor 397)

- Two half-day classes: One class at the beginning of the internship or semester and one near the end of the semester or end of the internship.
- Submit a four week report
- Complete 5 written essays about the internship and an Internship Evaluation
- Participate in on-site evaluation (or conference call)
- Conduct a mentor interview and/or a classroom presentation ***
- Submit a final report and/or employability portfolio***

*** These assignments will be added depending on number of credits desired