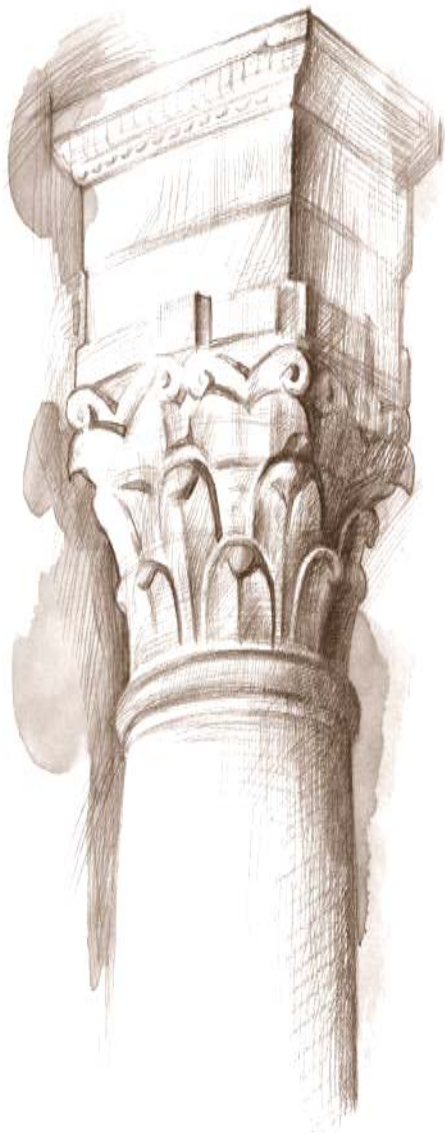


WAGNER COLLEGE

BE PART OF THE CITY



INTERNSHIP PROGRAM

INFORMATION & APPLICATION

--FOR ACADEMIC CREDIT--

CENTER FOR ACADEMIC AND CAREER DEVELOPMENT -CACD

One Campus Road
Staten Island, NY 10301

Phone (718) 390-3181

fax (718) 420-4012
www.wagner.edu/cacd

email- cacd@wagner.edu

REVISED FALL, 2009

GUIDELINES FOR THE

INTERNSHIP PROGRAM

-FOR ACADEMIC CREDIT-

The purpose of the Internship Program at Wagner College is to allow students to have a “learn by doing” work experience, supervised by faculty and professionals in the field.

Internships are usually related to the students’ major and generally reserved for students who are in good academic standing.

The student has the responsibility to devote a minimum of 105 hours for 1 unit or 210 hours for 2 units. The work is to be performed on a regular weekly basis during the fall, spring, or summer semesters. The student will maintain a log describing day-to-day activities and the times and hours worked. A final paper in which the student evaluates the work experience will be submitted to their faculty advisor.

The student’s performance will be discussed with the Internship Supervisor at the host organization, and the on-site supervisor will submit a written evaluation of the student’s performance to the faculty advisor. The faculty sponsor will determine a pass/fail or assign a grade.

PARTICIPANT RESPONSIBILITIES

...FOR ACADEMIC CREDIT...

RESPONSIBILITIES OF THE HOST ORGANIZATION SUPERVISOR

1. To orient students to the organization.
2. To supervise students through weekly conferences for the purpose of assisting them in their learning experience.
3. To appraise students of their performance, complete and return a semester's evaluation of each student's performance.
4. To advise the faculty supervisor of any student whose performance or attendance is unsatisfactory.

RESPONSIBILITIES OF THE STUDENTS

1. To maintain good attendance at internships and to notify their supervisors of absences. Students will be permitted to have all college and organization holidays.
2. To set learning goals acceptable to their organization and the college.
3. To show progress in learning appropriate specialized work skills.
4. To participate regularly in discussion with the faculty sponsor.
5. To develop a log and a written record of their experience.

RESPONSIBILITIES OF THE FACULTY SPONSOR

1. To assist students in selecting appropriate internships.
2. To meet regularly with students to discuss their experiences.
3. To consult with host organization supervisors once a semester or more often if a problem arises in a student's performance.
4. To submit the student's grade at the conclusion of the semester considering hours worked, completion of academic requirements and evaluation by the host supervisor.

STEPS FOR STUDENTS REGISTERING FOR INTERNSHIPS TO ESTABLISH ACADEMIC CREDIT

ELIGIBILITY

1. Secure forms from the Center for Academic and Career Development (CACD) or log onto <http://www.wagner.edu/cacd/students/internships/forms> to download forms. The CACD will verify that you have the minimum **2.5 GPA required** to participate in this program.
2. Determine how many hours you will dedicate to the internship over the course of the semester basing your decision on:
 - a. Number of hours you can reasonably fit into your schedule
 - b. Number of units you will earn. (NOTE: Students must verify with their respective departments the maximum number of units they may earn.)

EQUIVALENCIES

1 unit = 105 hours/ 397 2 units = 210 hours/ 497

3. A student may earn no more than 2 internship units during their career at Wagner College.
4. You must have completed at least 4 units prior to registering for internship credit.

PREPARATION

1. Prepare a resume.
2. Discuss possible interests in terms of industry, organization(s), and location with your faculty sponsor and/or career advisor.
3. Select one or more possible opportunities using the resources of the CACD, and /or your department.
4. Make the initial approach to the internship site to inquire about selected internship(s), by phone, fax or e-mail.
5. Apply to the organization for the internship by submitting all materials requested, (e.g. resume, etc.)
6. Follow-up to arrange a visit to the site(s) to learn details of the internship.

REGISTRATION

1. Students **must** secure an internship **before** they will be permitted to register. Complete both sides of the **STUDENT INTERNSHIP APPLICATION FOR REGISTRATION** in the packet.
2. Submit the completed application certifying if it is to be graded with a letter **Grade /or Pass/fail** option, to the faculty sponsor. Secure signatures and approval from your faculty sponsor and Department Head. **Registration for your internship must be completed by the end of the drop/add period.**
3. The **INTERNSHIP AGREEMENT** **must** be completed and signed by student, faculty sponsor, **and** the organization's supervisor, and returned to the CACD **before** registration to receive the appropriate academic credit.

ACADEMIC REQUIREMENTS

1. Maintain a **DAILY LOG** indicating dates, hours of work and a brief statement of activity that day.
2. Prepare a **TERM PAPER**, reflecting, analyzing and critiquing the internship learning experience.
3. Submit the term paper and the log to the faculty sponsor.
4. The attached **EVALUATION FORM** will be presented by the student to the organization's supervisor, and returned to the faculty sponsor as a record of student's activity/performance.
5. The faculty sponsor will submit a grade to the Registrar's Office.
6. A full-time faculty member should supervise the internship for credit.

INTERNSHIP APPLICATION FOR REGISTRATION

- FOR ACADEMIC CREDIT -

This form is to be used for course numbers 397G, 397P, 497G and 497P. The completed form must be submitted to the Office of the Registrar during the registration period.

GPA REQUIREMENT: MINIMUM 2.5 CUMULATIVE GPA

DO NOT BEGIN YOUR INTERNSHIP UNTIL THIS FORM IS APPROVED

PART 1 – PLEASE PRINT (*to be filled out by student and faculty sponsor*)

Student _____ ID# _____

E-mail _____ Cell () _____

Local Address _____ Local Phone () _____

City/State/Zip _____

Home Address _____ Phone () _____

City/State/Zip _____

Major/Minor _____

Department _____ 397 G / P (1 unit) _____ 497 G / P (2 units) _____

Fall _____ Spring _____ Summer _____ 20 _____

CIRCLE ONE: Freshman Sophomore Junior Senior

CHECK OFF ONE: This internship will be: Letter-Graded (G) *Pass/Fail (P)

* (Consult the Undergraduate/Graduate Bulletin for details about the Pass/Fail Option)

- In order to earn 1 unit, or 2 units, a student must participate in an organization's activities for a minimum of 105, or 210 hours respectively.
- The internship must be supported by appropriate entries in a log describing his/her work experience.
- A term paper is required.
- The Faculty Sponsor will discuss the student's development with the host organization's intern supervisor.
- The evaluation included in this packet *must* be completed by the on-site supervisor.

Return completed form to
WAGNER COLLEGE
One Campus Road Staten Island, NY 10301
Registrar's Office
Cunard Hall

-Complete reverse side-

PART II (To be completed by the student)

Attach a typed, 2 page (double-spaced) essay, addressing the following:

- Company description in your own words (cite sources), mission, brief history.
- Why do you want to intern at this company?
- What are your learning goals?
- How has your prior coursework and/or co-curricular experience prepared you for this internship?

This essay will assist your faculty sponsor in your preparation for and your performance in the internship.

Student Signature _____ Date _____

Faculty Sponsor _____ Date _____

Department Head _____ Date _____

Center for Academic and Career Development (CACD) Verification
_____ Date _____

GPA _____

THIS FORM IS TO BE FORWARDED TO THE REGISTRAR FOR APPROPRIATE ACTION

PART III (to be completed by Registrar)

Number of Units in previous internships _____

Number of Units completed toward the undergraduate degree: _____

Projected graduation date: _____

Registrar Office Verification _____ Date _____

Request: Approved _____ Disapproved _____

Date _____

Registrar

Copies to: Student
 The CACD
 Department Head

WAGNER COLLEGE

BE PART OF THE CITY

INTERNSHIP AGREEMENT

-FOR ACADEMIC CREDIT-

DATE _____

Academic Dept. _____

Faculty Sponsor _____

This agreement is undertaken by (Intern) _____

during the _____, 20____ semester, for _____ unit(s). ID # _____

1. A) INTERNSHIP SITE _____

SITE ADDRESS _____

B) BRIEF JOB DESCRIPTION OF THE INTERNSHIP: _____

2. The student will devote a minimum of 105 hours/1 unit or 210 hours/ 2 units.
The work is to be performed on a regular basis during the fall, spring, or summer sessions.

3. In addition to meeting the conditions of the internship, prescribed by the host organization, the student agrees to the following requirements:

- a) Keep a journal/log with entries to document the detailed day-to-day activities on the job, the date, the times, and number of hours worked and initialed by the site supervisor.
- b) Submit a final paper or project related to the internship experience.
- c) Provide an evaluation form for the site supervisor to complete and submit to faculty sponsor.

4. The full-time faculty sponsor agrees to discuss the student intern's performance with the Site Supervisor of the host organization during the semester, and to schedule additional conferences as necessary.

5. The full-time faculty sponsor will determine the grade.

Student's Signature _____

E-mail _____

Local Address _____

Cell Phone () _____

Faculty Sponsor's Signature _____

Site Supervisor's Name (print) _____

Site Supervisor's Signature _____

Site Phone () _____ Fax () _____

Return completed form to

CENTER FOR ACADEMIC AND CAREER DEVELOPMENT- CACD

One Campus Road Staten Island, NY 10301

(718) 390-3181 fax (718) 420-4012 cacd@wagner.edu

WAGNER COLLEGE

BE PART OF THE CITY

CONFIDENTIAL

HOST ORGANIZATION--- SUPERVISOR'S

EVALUATION

-FOR ACADEMIC CREDIT-

NAME _____ SEMESTER _____

ID # _____ E-MAIL ADDRESS _____

ACADEMIC DEPT. _____ MAJOR/DEPARTMENT _____

INTERNSHIP SITE _____

SITE ADDRESS _____

SUPERVISOR'S NAME _____ TITLE _____

		EXCELLENT	GOOD	AVERAGE	POOR	N/A
1.	QUALITY OF WORK					
2.	QUANTITY OF WORK					
3.	DEPENDABILITY					
4.	MOTIVATION					
5.	ANALYTICAL/CRITICAL THINKING SKILLS					
6.	WRITING SKILLS					
7.	RESEARCH					
8.	ORGANIZATIONAL ABILITY					
9.	CREATIVITY					
10.	ATTITUDE TOWARD WORK					
11.	ATTITUDE TOWARD CO-WORKERS					
12.	ATTITUDE TOWARD SUPERVISOR (S)					
13.	OPENNESS TO CRITICISM/SUGGESTION					
14.	ABILITY TO LEARN NEW TASKS					
15.	MATURITY					
16.	ABILITY TO WORK WITHOUT SUPERVISION					

17. WHAT ARE THE INTERN'S GREATEST STRENGTHS?

18. IN WHAT AREAS DO YOU SEE NEED FOR IMPROVEMENT?

Please return this form to
WAGNER COLLEGE ONE CAMPUS ROAD STATEN ISLAND, NY 10301

****ATTENTION: _____ (FACULTY SPONSOR)
ACADEMIC DEPARTMENT: _____