



WAGNER COLLEGE

# INTERNSHIP PROGRAM

INFORMATION & APPLICATION



*Non-Credit*

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WAGNER COLLEGE  
The Center for Academic and Career Development (CACD)  
One Campus Road  
Staten Island, NY 10301  
(718) 390-3181 fax (718) 420-4012  
[cacd@wagner.edu](mailto:cacd@wagner.edu)



# WAGNER COLLEGE

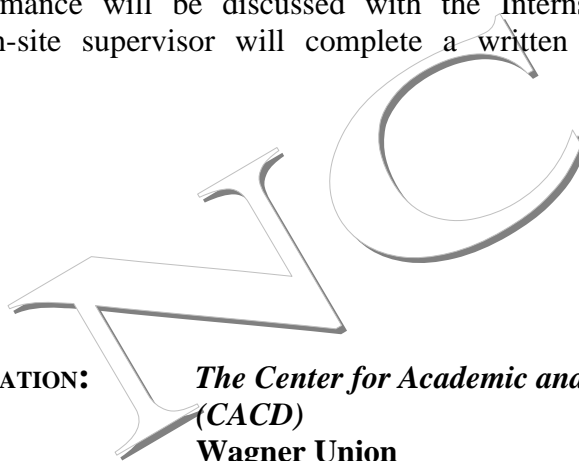
## GUIDELINES FOR THE INTERNSHIP PROGRAM

(NON-CREDIT)

**T**he purpose of the Internship Program at Wagner College is to allow students to engage in a “learn by doing” work experience, supervised by the College and professionals in the field. Internships are usually related to the students’ major and are generally reserved for students who are in good academic standing.

The student has the responsibility to devote a minimum of 105/210 hours. 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.

The student’s performance will be discussed with the Internship Supervisor at the host organization. The on-site supervisor will complete a written evaluation of the student’s performance.



**FOR FURTHER INFORMATION:**

*The Center for Academic and Career Development*  
**(CACD)**

**Wagner Union  
One Campus Road  
Staten Island, New York 10301**

**Phone 718- 390-3181  
Fax 718- 420-4012  
e-mail [cacd@wagner.edu](mailto:cacd@wagner.edu)**



# WAGNER COLLEGE

## **PARTICIPANT RESPONSIBILITIES**

(Non-Credit Internships)

### **RESPONSIBILITIES OF THE HOST ORGANIZATION SUPERVISOR**

1. To orient students to the organization
2. To supervise students through weekly conference for the purpose of assisting them in their learning experience.
3. To appraise students of their performance and complete a semester evaluation of each student's performance.
4. To advise the coordinator at the Center for Academic and Career Development (CACD) of any student whose performance or attendance is unsatisfactory.

### **RESPONSIBILITIES OF STUDENTS**

1. To set learning goals acceptable to their organization and the college.
2. To show progress in learning appropriate specialized work skills.
3. To participate regularly in discussion with your Center for Academic and Career Development (CACD) Coordinator.
4. To keep an hours log of their experience.

### **RESPONSIBILITIES OF THE CENTER FOR ACADEMIC AND CAREER DEVELOPMENT (CACD)**

1. To assist students in selecting appropriate internships.
2. To meet 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.



# WAGNER COLLEGE

## STEPS FOR STUDENTS TO ESTABLISH A NON-CREDIT INTERNSHIP

### INTERNSHIPS 397/497 N

#### I. ELIGIBILITY

1. Verify through the Center for Academic and Career Development (CACD) that you have the **minimum GPA of 2.5** required to participate in this program.
2. Secure a copy of your transcript from the Registrar Office.
3. Determine how many hours you will dedicate to the internship over the course of the semester basing your decision on the number of hours you can reasonably fit into your schedule.

#### EQUIVALENCIES

1 unit = 105 hours/ 397

2 units = 210 hours/ 497

#### II. PREPARATION

1. Prepare a resume.
2. Discuss possible interests in terms of industry, organization(s), and location with your Career Advisor.
3. Select one or more possible opportunities using the resources at The Center for Academic and Career Development (CACD) in Wagner Union.
4. Make initial approach to internship site to inquire about selected Internship(s), by phone, fax or e-mail.
5. Apply to the organization agency 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 (as needed).

#### III. REGISTRATION

1. Complete the Student Internship Application for Registration-Non-Credit.
2. Bring your completed form to the CACD in Union Building for GPA verification.
3. You must secure your internship and the signature of your internship supervisor **before** you will be permitted to register. The Internship Agreement in the packet **must** be completed and signed before a grade will be assigned.
4. Registration for your internship **must** be completed by the end of the **drop/add period**.
5. There is a **\$50 administrative fee** to be paid at the Business Office.
6. Display your paid receipt to the registrar and register for the internship.

#### IV. ACADEMIC REQUIREMENTS

1. Maintain a daily log indicating dates, hours of work and a brief statement of activity that day.
2. Return the signed log to the CACD after the internship has been completed.
3. An evaluation form should be presented by the student to the Organizations Supervisor, and returned to the CACD as a record of student's activity/performance.

#### THE 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

## INTERNSHIP APPLICATION FOR REGISTRATION NON- CREDIT

*This form is to be used for course numbers 397N, and 497N.*

**DO NOT BEGIN YOUR INTERNSHIP UNTIL THIS FORM IS APPROVED**

**PART 1** – (to be completed by student & the Center for Academic & Career Development (CACD))

Student \_\_\_\_\_ ID # \_\_\_\_\_

Email \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Local Address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Address \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Major/Minor \_\_\_\_\_

Department \_\_\_\_\_ 397 N \_\_\_\_\_ 497 N \_\_\_\_\_

Hours of Fieldwork \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ 20 \_\_\_\_\_

**CIRCLE ONE:**            Freshman            Sophomore            Junior            Senior

A student must participate in an organization's activities for 105/210 hours to be considered an internship. The intern must provide a log of hours worked and duties performed.

The Center for Academic and Career Development (CACD) will discuss the student's development with the host organization's intern supervisor. A brief written evaluation and verification of attendance by the on-site supervisor is requested.

*Complete reverse side*

**PART II** (To be completed by the student)

*Explain how the internship will enhance your academic goals and/or future*

**PART III** CENTER FOR ACADEMIC AND CAREER DEVELOPMENT (CACD)

GPA Verification GPA \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
CACD Signature

**PART IV** BUSINESS OFFICE

Fee for Non-Credit Internship Registration \$ 50

Date Fee Paid \_\_\_\_\_

\_\_\_\_\_  
Business Office Signature

**PART V** REGISTRAR

Cumulative Grade Point Average: Overall \_\_\_\_\_

Discipline of Internship (major) \_\_\_\_\_ (minor) \_\_\_\_\_

Number of Courses Completed in major/minor \_\_\_\_\_

Projected graduation date: \_\_\_\_\_

Registrar Office Verification \_\_\_\_\_ Date \_\_\_\_\_

Request: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Registrar Signature

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MAJOR \_\_\_\_\_



## WAGNER COLLEGE

# INTERNSHIP AGREEMENT (NON-CREDIT)

Date \_\_\_\_\_

This agreement is undertaken by (INTERN) \_\_\_\_\_  
during the \_\_\_\_\_, 20\_\_ semester. ID# \_\_\_\_\_

1. a) INTERNSHIP SITE \_\_\_\_\_  
SITE ADDRESS \_\_\_\_\_  
b) A BRIEF JOB DESCRIPTION OF THE INTERNSHIP: \_\_\_\_\_  
\_\_\_\_\_
2. The student will devote a minimum of 105 hours to be considered an internship. 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.
  - b) Secure an evaluation by the supervisor at the host organization.
4. The Center for Academic and Career Development (CACD) will assess the log and evaluation and provide a pass/fall grade to the registrar.

Student Name (print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Local Address \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ e-mail \_\_\_\_\_

CACD Signature \_\_\_\_\_

Internship Supervisor's Signature \_\_\_\_\_

Supervisor's Name (print) \_\_\_\_\_

Site address \_\_\_\_\_

Site Phone ( ) \_\_\_\_\_ Site Fax ( ) \_\_\_\_\_

*Return completed form to*

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WAGNER COLLEGE

ID# \_\_\_\_\_

**C O N F I D E N T I A L**  
*INTERNSHIP SUPERVISOR'S*  
**EVALUATION - N O N - C R E D I T**

INTERN \_\_\_\_\_ SEMESTER \_\_\_\_\_

INTERN E- MAIL ADDRESS \_\_\_\_\_

ACADEMIC DEPT \_\_\_\_\_ FACULTY SUPERVISOR \_\_\_\_\_

HOST ORGANIZATION \_\_\_\_\_

ORGANIZATION 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 W/O SUPERVISION					

17. WHAT ARE THE INTERN'S GREATEST STRENGTHS?  
\_\_\_\_\_  
\_\_\_\_\_

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

*Please return this form to*  
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