



WAGNER COLLEGE



INTERNSHIP PROGRAM

INFORMATION & APPLICATION

----FOR ACADEMIC CREDIT---

**CENTER FOR CAREER DEVELOPMENT & EXPERIENTIAL LEARNING
(CCDEL)**

Wagner Union

718-390-3181

fax 718-420-4012

ccdel@wagner.edu



WAGNER COLLEGE

GUIDELINES FOR THE **INTERNSHIP PROGRAM**

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 the Faculty Advisor.

The student’s performance will be discussed with the Internship Supervisor at the host organization, and the faculty supervisor will determine a pass/fail or assign a grade.

The on-site supervisor will then complete a written evaluation of the student’s performance and submit same to the faculty supervisor.

FOR FURTHER INFORMATION:

WAGNER COLLEGE
Center for Career Development
& Experiential Learning (CCDEL)
Wagner Union
One Campus Road
Staten Island, New York 10301

Phone (718) 390-3181
Fax (718) 420-4012
e-mail ccdel@wagner.edu



WAGNER COLLEGE

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 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.



WAGNER COLLEGE

STEPS FOR STUDENTS TO ESTABLISH ACADEMIC CREDIT

INTERNSHIPS 397/497 Graded/Pass/Fail

I. ELIGIBILITY

1. Secure forms and necessary signature from the Center for Career Development & Experiential Learning (CCDEL) to verify that you have the minimum ***GPA of 2.5 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.

II. 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 CCDEL, 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 (as needed).

III. REGISTRATION

1. 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. Return to Registrar's Office during the registration period.
3. Upon approval, you will receive notification that you have been registered for the course.

IV. ACADEMIC REQUIREMENTS

1. The **INTERNSHIP AGREEMENT** form ***must*** be completed and signed by student, faculty sponsor, & organization's supervisor, and returned to the CCDEL by mid-semester to receive the appropriate academic credit.
2. Maintain a **DAILY LOG** indicating dates, hours of work and a brief statement of activity that day.
3. Prepare a **TERM PAPER**, reflecting, analyzing and critiquing the internship learning experience.
4. Submit the term paper and the log to the faculty sponsor.
5. 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.
6. The faculty sponsor will submit a grade to the Registrar's Office.
7. A full-time faculty member should supervise the internship for credit.



WAGNER COLLEGE

Department of Business Administration

INTERNSHIP EXPECTATIONS FOR BU397 & BU497

In preparation for your internship, please keep in mind the following expectations:

- You are required to write a four-page paper about your expectations, experience, and summary of the entire exercise.
- A good part of your grade will be based upon your supervisors' evaluation of your effort.
- Remember you are an ambassador for Wagner---paving the way for future Wagner interns.
- The Dress code: Be as neat or neater than everyone else; dress above, not below, the environment. Be totally well groomed.
- Arrive early and stay late.
- Be very courteous.
- Seek out constructive criticism and take it as such.
- Communicate regularly with your supervisor.
- Contact me at any time regarding direction, concerns, questions or any other issues.
- Correspondence will be answered within 24 hours---guaranteed.
- All paperwork needs to be submitted *no later than* the last day of classes in the semester.

Dr. Donald Crooks
Director of Business Internships
Phone: 718-390-3429
Email: dcrooks@wagner.edu



WAGNER COLLEGE

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)

- 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)*

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

Student Signature _____ Date _____

Faculty Sponsor _____ Date _____

Department Head _____ Date _____

CCDEL 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 CCDEL
 Department Head



WAGNER COLLEGE

INTERNSHIP AGREEMENT

FOR ACADEMIC CREDIT

DATE _____

Academic Dept. _____

Faculty Sponsor _____

This agreement is undertaken by _____

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

1. A) **INTERNSHIP SITE/CITY-STATE** _____

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 _____

Id # _____ E-mail _____

Local Address _____

Local/Cell Phone () _____

Faculty Sponsor's Signature _____

Site Supervisor's Name (print) _____

Site Supervisor's Signature _____

Site Address/City/State/Zip _____

Site Phone () _____ Fax () _____

Return completed form to
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Staten Island, NY 10301
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WAGNER COLLEGE

C O N F I D E N T I A L

HOST ORGANIZATION--- SUPERVISOR'S
EVALUATION

-FOR ACADEMIC CREDIT-

INTERN _____ SEMESTER _____

ID # _____ E-MAIL ADDRESS _____

ACADEMIC DEPT. _____ FACULTY SPONSOR _____

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 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

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