

# Internship Handbook

## Common Questions

- **What does an Internship look like?**

An effective internship will enable you to participate in a “hands on” capacity by working with professionals in your field. It will allow you to apply learned concepts and methods while under the direction of faculty and on-site supervisors. It will allow you to explore career options or to obtain career-related professional work experience before graduating.

- **When am I eligible for an internship?**

You may participate in the internship program at any point in your college career, though we recommend junior or senior standing. (*You must have completed at least one quarter (12 credits) as a matriculated student at SPU.*) The internship is designed to be an advanced experience that builds on course preparation. The **Center for Career & Calling offers a quarterly class– GS 3001** which is excellent preparation for finding an internship and preparing to do well at your site.

- **What are the criteria for an internship site?**

An internship setting and the activities you perform there must be related to your course of study. Your work must be overseen by an on-site supervisor who has enough expertise to provide guidance and feedback. She/he must provide ongoing formative evaluations and a formal final evaluation of your work as requested by your Faculty Sponsor. Finally, the site must provide *at least* 40 hours (for one credit) of experiential learning during the quarter (minimum 4 hours/week for 10 weeks). Here is the breakdown of other credit equivalents:

4	hours a week = 1 credit
8	hours a week = 2 credits
12	hours a week = 3 credits
16	hours a week = 4 credits
20	hours a week = 5 credits

- **What kinds of internships are available?**

There are literally dozens of different “kinds” of internships available. There are many listed on [Handshake](#) – but be sure you use the filters well and really dig through the site. There is a new resource [SPU Switchboard](#), which you can post on asking for an internship in a certain field or company. You never know who might see it and reach out! Even sites like [Internship.com](#) can be helpful. If you do not find one that fits your interests, or you are wanting help during the search process, the Center for Career and Calling will work with you to develop strategies and best practices for securing an internship, but ultimately the responsibility is yours.

- **Are internships competitive?**

You may or may not be competing with other students to obtain a position on any particular site. A Career Counselor at the Center for Career and Calling can assist you in putting together a resume and preparing you for a professional interview. You can schedule an appointment with them through your Handshake account.

- **How many credits may I earn in an internship?**

You may earn from 1-5 credits per quarter. Academic expectations and number of on-site hours vary with the number of credits taken; however, the minimum hours at any internship site are four hours per week. It is understood that special events often require longer hours and that works times may vary, but

you need to log your hours to make sure you are meeting expectations.

- **When do I need to register for my internship for credit?**

Registering for an internship follows the same add/drop timeline as any other course at SPU. You must register your internship in Handshake (see instructions below) prior to the university add/drop deadline: typically, the end of day on the 10<sup>th</sup> day of classes. Failure to register your internship in time will result in the student having to petition Student Academic Services in order to enroll and will hold up the approval process started by The Center for Career and Calling.

It is the student's responsibility to inform The Center for Career and Calling that their petition has been submitted and approved by Student Academic Services, in order for the standard approval process to begin should this step be needed.

- **Who is my Faculty Sponsor?**

Your faculty sponsor is a professor in your major area of study who is willing to approve your internship, decide the criteria for your evaluation (example: research or reflection paper) and give you a grade upon completion of the internship. Many students choose their faculty advisor to be their faculty sponsor, but any professor in your major area of study could be your faculty sponsor.

- **Who is my Site Supervisor?**

Your Site Supervisor is your Supervisor at your internship location.

For more **Frequently Asked Questions**, please [click here](#).

## How to Secure an Internship

1. Discuss the appropriateness of doing an internship with your academic advisor. As noted above, there are many resources available.
2. Here are the specific instructions for Handshake and registration:
3. Contact potential sites to apply for an internship position. If this is a “new” internship for SPU (we haven't had anyone serve this company/church/etc before) – there needs to be a job description delivered before you are approved. Please check with your Faculty Sponsor on this – and don't assume that your summer job will be adequate for an internship – it might be, but you must check and there are more requirements than simply showing up.
4. Once you have secured an internship, be sure that your supervisor knows your requirements THEN....
  - Go to SPU Handshake:
  - Login to your SPU Handshake account.
  - Click on “Career Center” at the top of the page.
  - Click on “Experiences” in the drop-down
  - Click on “**Request an Experience**” – choose “general experience” if you are completing an internship in any area other than Business, ECS, or Psychology. If you are completing an internship in any of these areas, choose the corresponding form.
  - Select the correct **Term** – the Term is the Academic Quarter you are completing the course requirement, not necessarily the quarter you completed the majority of your internship in.

However, these two quarters may be the same. For all internship experiences except Business, some part of the internship MUST take place during the quarter for which you earn credit.

- Complete and submit the form.
    - i. Please double check you have listed your Site Supervisor and Faculty Supervisor in the correct locations. Failure to do so could cause delay in the approval process.
  - Once you have submitted the form, a staff member at the Center for Career and Calling will initiate the approval process. Approvals take place sequentially - first your faculty sponsor, then your site supervisor and finally SAS will approve and register you for credit.
  - You can view your internship and the progress of your approvals by clicking on “Experiences” at the top of the page.
5. Please note it is your responsibility to communicate with your Faculty Supervisor and Site Supervisor to ensure they are approving the internship. The Center for Career and Calling **is not** responsible for approving your internship. Approval e-mails are sent automatically and will come from Handshake. If your supervisor is not receiving the approval e-mail, please make sure they are checking their SPAM folders. The approval links are active for 7 days from the time sent.
6. Determine your credit hours based on the amount of work you are doing on site:
- |    |                          |
|----|--------------------------|
| 4  | hours a week = 1 credit  |
| 8  | hours a week = 2 credits |
| 12 | hours a week = 3 credits |
| 16 | hours a week = 4 credits |
| 20 | hours a week = 5 credits |

## Completing Your Internship Objectives

Learning Activities:(What reading, writing, seminar attendance and other activities, either on or outside the job, did you and your faculty sponsor decide that you would do to meet your learning objectives?)

### 1. Learning Objectives

What specific skills, knowledge and experience did you and your faculty sponsor determine as goals for this internship? Here you will list what you hope to take away from this internship—the skills you hope to acquire and the knowledge base you hope to build during your experience. Consult your on-site supervisor as well as your Faculty Sponsor to establish these. Specifically, list your overall goals such as “obtaining a basic understanding of the role of a general assignment reporter,” or “understanding the duties of a communication strategists in a non-profit organization.”

### 2. Learning Activities

Here you will list the SPECIFIC tasks you will engage in order to meet your general learning objectives. Consult with your on-site supervisor to establish these. One of these activities must be regular check-ins with your supervisor. In addition to tasks assigned by your supervisor, you will keep a weekly log of your activities and do observations that will enrich your on-site work experience.

### 3. Evaluation

Meet the following to complete your internship:

- All website requirements (posts, informational interviews, work examples).
- A completed final evaluation by your Site Supervisor if your Faculty Sponsor requires it. If required by your Faculty Sponsor, they should provide instructions on how to administer. The Center for Career and Calling no longer sends out evaluations on behalf of the students.

# Supervision

Your Faculty Supervisor is responsible for the overall internship program, the learning contract, as well as the comprehensive evaluation of each intern's performance. Meeting times with your Faculty Supervisor, including frequency, should be decided on at the start of the internship experience. This will provide you opportunity to compare notes on your experience. If you are doing an internship out of town, we recommend arranging meetings virtually. The goal is to ensure that interns have rich and rewarding learning experiences.

## Internship Policies

1. Grades will be based upon performance and successful completion of the learning contract. The Faculty Sponsor has sole power in assigning grades.
2. It is expected that you will follow the rules and regulations of the organization and will report to the internship site at agreed upon times and dates. Failure to adhere to agency policy could result in the loss of the internship placement.
3. You are expected to maintain the *community* expectations and *behavioral standards* of SPU while working at an internship site. These are delineated in the Seattle Pacific University Student Handbook.
4. If for any reason you believe you are receiving inadequate, unethical or non-professional treatment from your organization, you are expected to report it immediately to your SPU faculty or counselor at the Center for Career and Calling.

## Safety Precautions

Seattle Pacific University is not responsible for the conditions at various sites, and students may not hold SPU liable for events occurring at, or as a result of, an internship site. However, SPU never suggests, nor requires, that students engage in risky or dangerous situations in order to participate in an internship. If students are asked by sites to perform duties which seem risky or inappropriate, they may choose not to complete those requirements, but your Faculty Sponsor or a counselor at the Center for Career and Calling must be notified. Examples of activities which might be construed as risky or inappropriate include:

- Students are **not** required to select sites that are in high-crime neighborhoods. The selection of an internship site is entirely at the discretion of the student. As an intern, you may want to consider safety issues given the locale and the times of day during which you participate.
- Students are **not** required to transport co-workers or other interns in their cars.
- Students are **not** to be on-site without the presence of staff members.
- Students are **not** required to socialize with co-workers or supervisors and must keep in mind the behavioral standards for SPU.

## Harassment Reporting

Sexual harassment may include a range of subtle or overt behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and

innuendo; verbal abuse of a sexual nature; unwelcome commentary about an individual's body, commentary about an individual's sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; displaying, communicating, or distributing sexually suggestive objects, pictures, or messages in the workplace; and other physical, verbal, non-verbal or visual conduct of a sexual nature.

For specifics of students in intern positions see: <http://www.mointernnetwork.org/student/>

*Note that texting or contact outside of work hours is often inappropriate no matter what the content.*

- *Your faculty supervisor strongly recommends that you take seriously the above precautions, and do not engage in the risky activities referenced in the above list. However, this list is not exhaustive of the types of situations which may feel unsafe to you as an intern. As an intern, you may also decide that some other activities feel unsafe, and you are welcome to decline from that activity. If your site supervisor is concerned about your unwillingness to participate in certain activities, please let your faculty supervisor know. If you become aware that you are in an unsafe situation at your site, you are expected to report this to your faculty supervisor as soon as possible.*

## Understanding Your Role as an Intern

During your internship experience you need to be thinking about your role in the workplace. These are just things to get you contemplating your time. Where do you think you fit? Are there some places that you play one role, but others you play a different role?

1. **Initiator**
  - Takes initiative in seeking learning opportunities and productive tasks in a novel context. Identifies, seeks, finds and secures help and consultation as needed.
2. **Problem Solver and Decision Maker**
  - Functions and makes decisions in an open system, defining and solving problems as they arise in the course of carrying out assignments.
3. **Cultural Analyst and Strategist**
  - Sufficiently understands and effectively functions in the cultural context of the internship placement.
4. **Interactor**
  - Relates effectively with faculty sponsor, co-workers, supervisor, and is able to maintain regular communication with them during the internship process. Is able to maintain appropriate social skills amidst potentially challenging interpersonal contexts.
5. **Network Developer**
  - Develops personal information sources instead of relying only on those provided by an instructor.
6. **Ethical Choice Maker**
  - Grapples with the ethical implications of one's work, behaving ethically, and seeking consultation appropriately when ethical conflicts arise.
7. **Professional**
  - Sees self as a professional-in-training, not simply a person doing volunteer work.
8. **Value Clarifier**
  - Makes value judgments in arriving at workable solutions or decisions that would not be expected in classroom work.
9. **Communicator**

- Is able to communicate effectively through the spoken and written word. Through listening and reading nonverbal communication is fully present in interpersonal interactions.

**10. Recipient**

- Is able to receive and utilize feedback openly and constructively.