

# FISHER COLLEGE INTERNSHIP GUIDE: STUDENTS



**Office of Career Services**

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[www.fisher.edu/academics/academic-resources/career-services](http://www.fisher.edu/academics/academic-resources/career-services)

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# STUDENTS

## Student Internship Overview

Fisher College believes in the importance of an experiential education. All DAY bachelor degree candidates are required to complete an internship for a minimum of 3 credits (120 hours) that pertains to their major.

### GLOSSARY OF TERMS

The following terms will be used throughout this guide and you will hear them throughout your academic career at Fisher College.

**IS210 & IS220:** Students must pass one of these courses before you register for the required internship. These courses will prepare you for the internship experience and future employment.

**CAREER SERVICES:** the office that supports students in helping to find an internship. Staff from this office also serve as support for all other Career Advising areas as needed and requested

**COORDINATOR of INTERNSHIP PROGRAMS:** the person in the Office of Career Services that collects internship information. This person cannot approve internships. They are a resource assisting to connect students with internship opportunities and oversee the administrative piece of the major specific internship programs.

**INTERNSHIP COURSE:** the course students enroll in WHILE they are completing their internship hours.

**FACULTY INTERNSHIP INSTRUCTOR:** the instructor for the internship course who approves the experience and meets with students during the internship for support. Students will submit time sheets and academic assignments to this person for a final grade in the class.

**HANDSHAKE EXPERIENCE REQUEST:** the online request form that identifies important information about the internship and requires 2 electronic approvals. This form must be completed in order for students to receive credit.

**INTERNSHIP LEARNING AGREEMENT:** A paper version of the Experience Request. This document requires 3 physical signatures. This or the online Handshake Experience request form must be completed in order for students to receive credit.

**PROGRAM DIRECTOR:** the faculty member that manages the major academic program. Sometimes this person is also the faculty internship instructor for their program's internship course.

**SITE SUPERVISOR:** the person sponsoring the internship at the organization where a student will be working. This person provides guidance on site and also signs off on internship hours and completes a final evaluation

### PRE-REQUISITES FOR INTERNSHIP COURSES

Before enrolling in the appropriate internship course, bachelor degree candidates must:

1. Complete and pass **IS210: Preparation for Internship & Career Course\*** or **IS220: Preparation for Life and Careers\***
2. Secure an internship prior to the start of internship course.

**\*NOTE:** if you fail this course, you must retake the course which could delay graduation.

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## FINDING AN INTERNSHIP

### **Students are responsible for finding their own internship.**

The goal of IS210 and IS220 is to prepare you with the tools and resources to find an internship.

The Office of Career Services is available to assist students in their search by appointment.

Please visit the following resources to begin your search:

- Handshake: <https://fisher.joinhandshake.com/login>
- Online resources:
  - [internships.com](https://www.internships.com)
  - [idealist.org](https://www.idealists.org)
  - [indeed.com](https://www.indeed.com)
  - [wayup.com](https://www.wayup.com)
  - LinkedIn and more!
- Network—talk to your professors, classmates, Career Services staff, family, and friends!

Students must have their internship secured and their Experience Request approval completed before the internship class begins. **Students who do not have an internship by Add/Drop are advised to drop the class.**

## EXPERIENCE REQUEST FORM AND INTERNSHIP LEARNING AGREEMENT

Once an internship is secured and approved by the faculty instructor, students must complete an Experience Request form through their Handshake Account online. This form asks general information about your internship and requires **TWO** approvals (site supervisor, and faculty instructor).

Alternatively, students can **return a completed and signed Internship Learning Agreement form to their faculty instructor** by the start of the semester. This form is a paper version of the online Experience Request

### **No credit will be granted to students who do not have an approved experience\*.**

Instructions on how to fill out this online form are available:

- Online: <http://www.fisher.edu/academics/academic-resources/career-services>
- On page 7 of this guide
- In the Office of Career Services

## INTERNSHIP EVALUATION

At the end of the semester, you will receive an electronic evaluation e-mailed to you from Handshake. **You must complete this to receive a grade in the course.** Additionally, your site supervisor will receive an electronic evaluation to complete: **it is your responsibility** to ensure that they complete this evaluation.

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## INTERNSHIP COURSES

In addition to completing hours at your internship site, you will also enroll in an internship course prior to the start of your internship. Each major has specific requirements for their internship course. **The instructor teaching the internship class will serve as the faculty member approving and supervising your internship.**

Program	Course Number	Faculty Instructor	Course Offered
Biology	SC460	Faculty instructors are subject to change each semester. Check course catalogue for the semester/year you are interning.	All semesters and terms
Communications & Media Studies	CM460		All semesters and terms
Criminal Justice	CJ460		All semesters and terms
Human Services	HS460		Consult program director
Liberal Arts	LB460		Consult Program Director
Management (Fashion & Hospitality)	MG390		All semesters and terms
Management (General)	MG390		All semesters and terms
Marketing	MK460		Consult Program Director
Psychology	PS460		Fall ONLY
Sport Management	SM460		All semesters and terms

## ADDITIONAL INTERNSHIP COURSES AVAILABLE

Talk to your advisor if you are interested in completing additional hours and receiving more credits. Some courses have specific requirements and pre-requisites: see Course Catalog for more information.

## BOSTON STUDENTS IN GPS INTERNSHIP COURSES

Boston students who are completing their internship requirements in a GPS term must register for the appropriate course in the GPS term and work with their faculty supervisor to complete the required forms and assignments.

## Student Responsibilities and Expectations

### DURING THE INTERNSHIP, STUDENTS MUST:

- Complete a minimum 120-hours per 3-credits at their internship site.
- Abide by the policies and procedures of the organization where they are interning.
- Maintain contact with both the internship site supervisor and the faculty instructor regarding the substance and value of their internship experience and to relay any concerns to these individuals.
- Present themselves professionally (be punctual, maintain professional attitude & appearance...).
- Fulfill all requirements of their internship syllabus (class meetings, assignments, discussions etc.).
- Submit time logs regularly to their faculty instructor, signed by their site supervisor.
- Complete an evaluation at the end of the semester on their internship.
- Ensure that their site supervisor completes the final evaluation.
- Conduct themselves in a manner consistent with Fisher College's standards– you are representing Fisher College!

### WHAT TO DO WHILE INTERNING

- Arrive to internship on time, ALWAYS.
- If you are running late, contact your site supervisor to alert them of your tardiness.
- Give advance notice about time off (ex: final exam dates). Do not expect to receive vacation time.
- Communicate early and often about schedule.
- Keep track of the hours you are interning.
- Notify site supervisor when you have completed projects and tasks; ask for a new project/task.
- Ask questions!

### WHAT TO DO IF THINGS ARE NOT GOING WELL DURING YOUR INTERNSHIP

There are many things that come up during an internship that you may want to address. Some of these things include: not having enough to do, having too much to do and being unable to prioritize the tasks, not getting enough hours to reach your requirement, not doing enough to meet your objectives, and more. If you are experiencing any difficulty within your internship:

1. Address it with your **site supervisor** in a polite and professional manner.
2. If you feel uncomfortable speaking with your site supervisor, contact your **faculty instructor** to act as an intermediary.

Communication is key to having a successful internship experience. If you need general advice on being a productive intern or other professional development matters, please contact the Office of Career Services ([careers@fisher.edu](mailto:careers@fisher.edu)) to make an appointment.

## International Students

### OVERVIEW OF PROCESS

International students must work with the Center for International Programs and Services (CIPS) to obtain an authorization for Curricular Practical Training (CPT), prior to beginning an internship. After a student has secured an approved internship, they must complete the application for CPT. Applications are in the Center for International Programs and Services office, located on the 3rd floor of 116 Beacon Street. If you have questions, contact Nancy Pithis (npithis@fisher.edu) or Arghavan Schumacher (aschumacher@fisher.edu).

### WHAT IS CPT?

Curricular Practical Training is temporary employment authorization for work directly related to your field of study and is an integral or required part of your academic program. CPT is authorized by the CIPS office in accordance with F-1 regulations. Therefore, CPT, for an F-1 student, provides work experience for which the student will receive academic credit prior to completion of that program.

### ELIGIBILITY REQUIREMENTS

- The student must have been lawfully enrolled on a full-time basis for at least one academic year before being eligible for CPT. Enrollment must be in credit bearing college level courses. Students enrolled in ESL or developmental courses are not eligible. Visiting or study abroad students are not eligible for CPT.
- It is available only while the student is in valid F-1 status and before the completion of his or her degree program.
- If the student had a gap in enrollment or a status violation, the one academic year waiting period may need to be recalculated once the student has again obtained valid F-1 status.
- Students must have an offer of employment to apply for CPT since the authorization is employer specific. If a student needs to change their employment, they must apply for a new CPT authorization before they begin working for the new employer.
- CPT authorization is for specific dates of employment as noted on the I-20. Students may not begin work before the start date or continue after the end date. If an extension is needed, you must apply for a CPT extension and received authorization before you can continue to work beyond the end date of your current CPT.

### CREDIT REQUIREMENT

CPT can be authorized if it can be clearly documented that the proposed employment is directly related to the student's major. The employment must be required of all degree candidates in the program and is necessary for the awarding of the degree. Required training must be clearly identified and described in the course catalog or similar publication. For Fisher students, their program's required internship is considered required training, and authorization for CPT is necessary. Students who wish to engage in a work related internship experience in addition to their degree program's required internship should see an advisor in CIPS to determine their eligibility to enroll in an internship as a free elective.

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## APPLICATION AND AUTHORIZATION

1. Obtain an official offer of employment on company letterhead that is signed by the prospective employer. The letter must include the employer's name, company name, full address, dates of employment, and duties.
2. Supply proof of registration in a required internship course. Students who cannot document enrollment in a required internship class may experience delays in receiving employment authorization. Students may not begin employment until they have received their I-20 from CIPS properly authorized for CPT.
3. As part of your application, you must provide the following documents to the CIPS advisor:
  - a. Current I-20
  - b. Passport
  - c. Provide a copy of your I-94 from your most recent U.S. entry.
5. If you are eligible for CPT, a CIPS advisor will authorize CPT by issuing an updated I-20. You will receive notification when it is ready for you to pick up. The processing time is five business days. During peak/ high volume times, processing may take longer. You are advised to apply as soon as your employment is secured.

## FINANCIAL COMPENSATION AND CPT

The majority of Fisher College internships do not offer financial compensation. However, international students who are approved for CPT may accept financial compensation if their employer offers to pay them.

If you secure a paid internship, you will need a Social Security Card. You will also need to comply with U.S. Federal and Massachusetts State tax regulations. For more information see your CIPS advisor to ensure you comply with all regulations.

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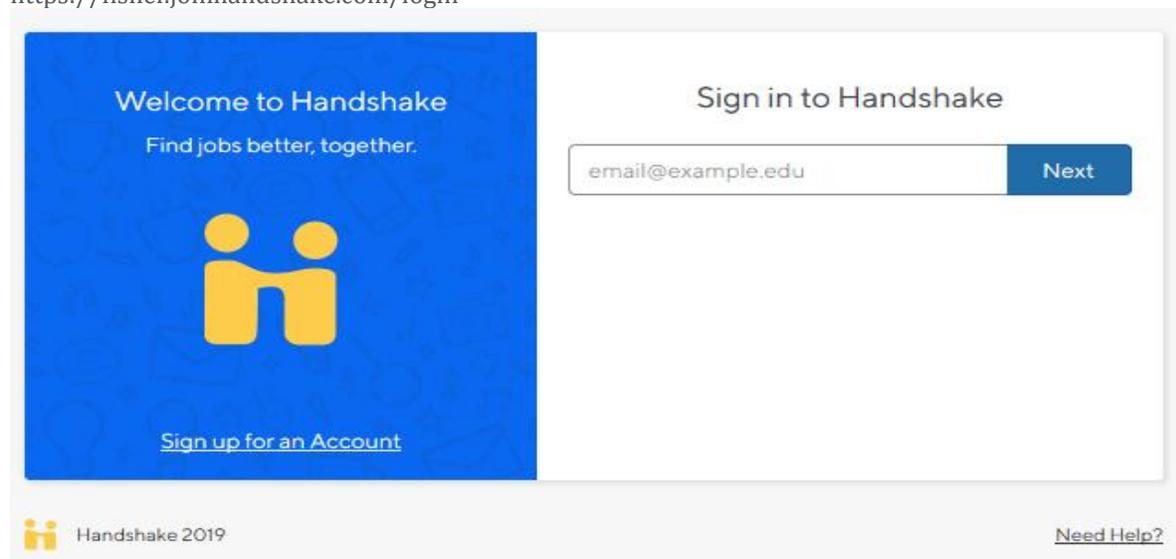
## How to Request an Experience on Handshake

**Submitting the Internship Experience form (also called the Internship Learning Agreement) is the first step in your internship approval process**

### STEP 1

Log into your Handshake account using your Fisher College e-mail address

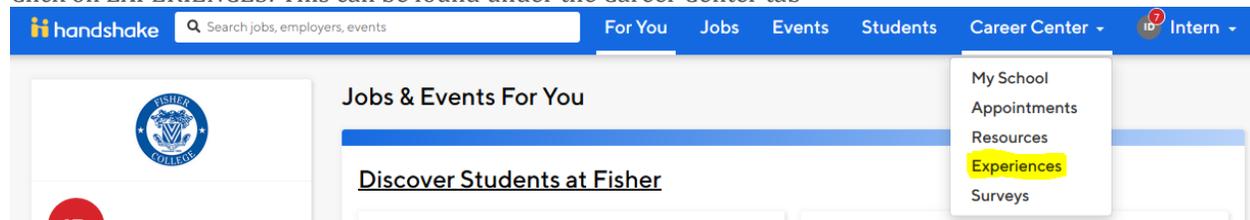
<https://fisher.joinhandshake.com/login>

The image shows the Handshake login page. On the left, a blue banner reads "Welcome to Handshake" with the tagline "Find jobs better, together." and a yellow icon of two people shaking hands. Below the banner is a link to "Sign up for an Account". On the right, a white box titled "Sign in to Handshake" contains a text input field with the placeholder "email@example.edu" and a blue "Next" button. At the bottom left, there is a "Handshake 2019" logo, and at the bottom right, there is a "Need Help?" link.

*\*If you've never logged into your Handshake account before, simply enter your Fisher e-mail and select next, on the next screen select "forgot password" and follow the e-mailed instructions to reset your password*

### STEP 2

Click on EXPERIENCES: This can be found under the Career Center tab



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## STEP 3

### Select Request a New Experience

The screenshot shows the top navigation bar of the Handshake website. The logo 'handshake' is on the left, followed by a search bar with the text 'Search jobs, employers, events'. The navigation menu includes 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and 'Intern'. The 'Intern' link has a red notification bubble with the number '7'. Below the navigation bar, the breadcrumb trail shows 'Experiences' and 'Request an Experience', with 'Request an Experience' highlighted in yellow.

## STEP 4

### Select your EXPERIENCE TYPE & TERM

This is your academic major. Management majors should check their schedules for course instructor

What semester will you be completing your internship hours?

#### Details

The 'Details' section contains two dropdown menus. The first is labeled '\* Experience Type' and has the placeholder text 'Select an experience type'. The second is labeled 'Term' and has the placeholder text 'Select a term'.

## STEP 5

### Fill in your EMPLOYER INFORMATION

#### Employer

The 'Employer' section contains several input fields: a dropdown menu for '\* Employer' with the placeholder 'Select an employer'; a text input field for 'Location' with the placeholder 'Enter the location of the employer...'; a dropdown menu for 'Industry' with the placeholder 'Select an industry'; a text input field for 'Employer Phone Number'; and a text input field for 'Employer Email Address'. Below the employer dropdown, there is a note: 'If you do not see your employer please type your own'.

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## STEP 6

Fill in your JOB INFORMATION

**Job**

\* Job

Select a job

If you do not see your job please type your own

**Department**

**Date**

yyyy-mm-dd > yyyy-mm-dd

**Job Type**

Select a job type

**Employment Type**

Select an employment type

**Salary**

\$

**Offer Date**

2018-12-17

**Offer Accepted**

yes

no

undecided

## STEP 7

Provide your SITE SUPERVISOR e-mail address; this is the individual who will be approving your hours and providing onsite support and supervision

**Approvers**

Site Supervisor - The person approving your hours & providing supervision on site

\* Email Address

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## STEP 8

How did you find your internship? What is your expected job description?

### General

#### Internship Course Information

.. How did you find this internship?

- Handshake
- Previous or current employer
- Career Services
- Personal Network (Friends & family)
- Fisher College Faculty or Staff Member
- Other

.. Please copy and past your expected job description or a brief list of job duties

## STEP 9

### Agreement

Select yes to indicate that you have read the two sections

#### For Credit Internship – Please read

It is the responsibility of the student intern to ensure all forms are completed in order to successfully complete an internship for credit. Fisher College internship experience form (learning agreement) may be terminated by the mutual agreement of the student intern, site supervisor/employer and/or the faculty supervisor. Please contact the Internship Coordinator in the Career Services Office at (617)670-4510 or internships@fisher.edu if there are any questions.

.. I have read the For Credit Disclosure

- Yes
- No

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## Agreement

I understand and agree that I will commit to completing 120 hours for every 3 credits of internship I am enrolled in. I agree to abide by the policies and procedures of the organization at which I am interning. In addition to my hours I agree to fulfil the class requirements of my internship course syllabus. I understand that I must complete a final evaluation at the end of experience to reflect on my internship experience. I acknowledge and agree that internship or travel carries with it potential hazards which are beyond the control of the College and its agents or employers. I acknowledge that as a Fisher College student, I am representing the College and will uphold Fisher's standards of behavior

\*\* Select YES below to certify that all of the information provided in this form is correct and accurate. You agree to the statement above and the information held within this experience form (learning agreement)

- Yes  
 No

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## SUBMIT YOUR REQUEST!

[Request Experience](#)

Once you have requested your EXPERIENCE an automatic e-mail will be sent to your FACULTY INSTRUCTOR for approval

As soon as the FACULTY INSTRUCTOR APPROVES your internship, another e-mail will be sent to your INTERNSHIP SITE SUPERVISOR for them to review and approve your internship

Faculty Instructors, Internship Site Supervisors and Students can all leave comments on the Experience through Handshake

You can log into Handshake at any time to track your approval process

Still have QUESTIONS? No problem, contact the Coordinator of Internship Programs at [internship@fisher.edu](mailto:internship@fisher.edu)

*\*Note – Career Services can use the paper Internship Learning Agreement form as a backup if students, faculty, or site supervisors have any concerns*

### Office of Career Services

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## Internship Learning Agreement

(Return this form to Faculty Instructor)

### Internship Learning Agreement

This Internship Learning Agreement is an agreement amongst the Internship Site Supervisor, student and Internship Faculty Instructor for a learning experience that will lead to academic credit. This agreement must be completed and signed in order for the student to receive required or elective internship credit at Fisher College.

#### Internship Course Information:

Course enrolled in (*NOT IS220*): \_\_\_\_\_

Hour requirement (120 hours per 3-credits earned): \_\_\_\_\_

#### Student Information:

Name: \_\_\_\_\_

Fisher Email: \_\_\_\_\_

Your internship/job title at the internship \_\_\_\_\_

#### Internship Information:

Name of Organization: \_\_\_\_\_

Site Supervisor:

Name: \_\_\_\_\_

Title and Department: \_\_\_\_\_

Work Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Will this be a paid or unpaid experience? \_\_\_\_\_

Briefly describe expected duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_



## Internship Learning Agreement

(Return this form to Faculty Instructor)

### Signatures

#### **Student Intern**

Your signature indicates that you have read and will abide by the following internship policies and expectations:

- Must complete a minimum of 120 hours per 3 credit hours. See page 1 for hour requirements agreed upon.
- Must abide by the policies and procedures of the organization in which you are interning.
- Must fulfill requirements of internship syllabus.
- Must complete final evaluation and return to Career Services at the end of semester.
- You acknowledge and agree that internships or travel carries with it potential hazards which are beyond the control of the College and its agents or employers.

**I understand and agree to the expectations listed above.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

#### **Site Supervisor**

Your signature indicates that you have agreed to sponsor a Fisher College internship and will abide by the following policies and procedures:

- Must provide 120-hours of relevant experience before the end of semester for each 3 academic credits. See page 1 for hour requirements.
- Will abide by all applicable state and federal laws under the Fair Labor Standards Act (FLSA).
- As the site supervisor, you will provide or arrange for professional development feedback when possible/appropriate.
- Complete a student performance evaluation and return to Career Services upon completion of internship.

**I understand and agree to the expectations listed above.**

Site Supervisor Name: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

#### **Faculty Instructor**

Your signature indicates that you have agreed to supervise a Fisher College intern and will abide by the following policies and expectations:

- Review the job description and confirm that it provides experience relevant to the student's major and abides by the Fair Labor Standards Act (FLSA), as outlined in Internship Packet.
- Have met with the student, reviewed the job description and approved the internship.
- Will supervise and mentor student for the duration of the internship.

**I understand and agree to the expectations listed above.**

Faculty Instructor Name: \_\_\_\_\_

Faculty Instructor Signature: \_\_\_\_\_

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## Internship Learning Agreement

(Return this form to Faculty Instructor)

### Internship Liability Acknowledgement

I agree that I am 18 years of age or older and am completing an internship as a student at Fisher College in exchange for academic credit.

I acknowledge that, within the scope of my activities during my time as a student intern, I may be exposed to hazards or risks at my internship site. I understand and acknowledge that Fisher College is not an insurer of my personal safety or property. I acknowledge that Fisher College will not be responsible for any medical costs associated with any injury I may sustain on site or during travel to and from my internship. I also understand that I should and am encouraged by Fisher College to obtain adequate health and accident insurance to cover any personal injury to myself or my property.

In signing this release, I acknowledge that I have read the foregoing information, understand it, and sign it voluntarily.

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*(Student Name)*

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*(Student Signature)*

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*(Date)*