

FISHER COLLEGE: GPS INTERNSHIP GUIDE

Communication and Media Studies • Criminal Justice
Human Services • Information Technology • Liberal Arts
Management • Human Resource Management • Marketing
Psychology



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STUDENT INTERNS

STUDENT INTERNSHIP OVERVIEW

Fisher College believes in the importance of an experiential education. All degree programs include internships as part of the curriculum. Graduate and Professional Studies (GPS) students are encouraged to participate in internships to gain practical experience in their field. Depending on program, students who complete an internship can expect to spend from 120 hours to 150 hours at an internship location.

GPS students who cannot complete an internship may be eligible to waive the internship and replace it with a substitute course. Please contact your Academic Advisor for more information.

FINDING AN INTERNSHIP

Students are responsible for finding their own internship. The following resources may help in locating an internship:

- Handshake: fisher.joinhandshake.com
- Network—talk to your professors, classmates, Career Services staff, family, and friends!

Students must have their internship secured and Internship Learning Agreement completed 2 weeks prior to the beginning of the term. Students may not enroll in the course until an internship is secured and approved. Students should work with their Academic Advisor to complete this process.

INTERNSHIP LEARNING AGREEMENT

Once an internship is secured and approved by the program director or internship instructor, students must complete the Internship Learning Agreement. This form is signed by the internship instructor and must be returned to the Academic Advisor before students may enroll in the course. **No credit will be granted to students who have not submitted their signed Internship Learning Agreement.**

This form is available:

- Attached as Appendix A
- Online: <https://www.fisher.edu/academics/academic-resources/career-services>
- Through the Office of Career Services – email internships@fisher.edu if you would like and electronic copy e-mailed to you

INTERNSHIP COURSE

In addition to completing hours at the internship site, students will also enroll in an internship course prior to the start of the internship. Each major has specific requirements for their internship course.

Most internships utilize Blackboard for coursework. Instructors will provide specific information to students directly.

INTERNSHIP EVALUATION

At the end of the semester, students will receive an electronic evaluation to share thoughts about their experience. Additionally, the site supervisor will receive an electronic evaluation to complete: it is the students' responsibility to ensure the site supervisor completes this evaluation.

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 internship 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 internship 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.

WHAT TO DO WHILE INTERNING

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

WHAT TO DO IF THINGS ARE NOT GOING WELL DURING THE INTERNSHIP

There are many things that come up during an internship that students 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 the requirement, not doing enough to meet the objectives, and more. If students experience any difficulty within the internship, they should:

1. Address it with the **site supervisor** in a polite and professional manner.
2. If it is uncomfortable speaking with the site supervisor, contact the internship instructor to act as an intermediary.

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

INTERNSHIP INSTRUCTOR

INTERNSHIP INSTRUCTORS OVERVIEW

An internship should be treated equally to any other credit bearing course at Fisher College. This means that the hours worked plus additional coursework should be equal to any other 3-credit course. Internships should be related to the student's major and/or concentration.

The Internship Instructor will:

- Be the primary academic contact during the course.
- Be an academic professional and be familiar with the field in which the student is majoring.
- Approve internships for academic credit and assign final grades for the course.
- Ensure every student submits a signed Internship Learning Agreement and that every student and site supervisor completes the end of semester evaluation.

INTERNSHIP APPROVAL PROCESS

Internship Instructors are responsible for approving internships for academic credit. Students must complete the **Internship Learning Agreement** (attached or online: <https://www.fisher.edu/academics/academic-resources/career-services>) and submit the completed form to their Academic Advisor. **No credit will be granted to students who have not submitted their signed Internship Learning Agreement.**

GUIDELINES FOR INTERNSHIP INSTRUCTOR SUPERVISION

A successful internship administration experience might include the following:

1. An orientation that outlines student expectations for their course credit and the internship class.
2. Student goals & objectives for their internship experience and a journal/time log.
3. Written assignments such as a paper, analysis, reflection or other assignment that demonstrates learning objectives.
4. Other assignments that demonstrate student work & skills gained, including updated resume.
5. Contact with the site supervisor at the beginning of internship to introduce oneself.
6. Contact with site supervisor mid-way through the internship to address any problems or concerns.
7. Ensure completion of site supervisor evaluation at end of semester.
8. Ensure completion of student evaluation at end of semester.

INTERNSHIP EVALUATION PROCESS

Final Evaluations are used to gather information about the experiences that students and employers have as they reflect upon the internship. This information is helpful to determine opportunities for growth as well as encourage the development of meaningful relationships between the College and these organizations. Faculty instructors can also use this information to advise grading for their internship courses.

The final site supervisor evaluation process will be distributed utilizing Survey Monkey. The Coordinator of Internship Programs will send all faculty instructors links to their course evaluations the last month of class to send to all of their students' site supervisors. The Coordinator of Internship Programs will communicate directly with faculty when new evaluations are submitted for their review.

Please do not hesitate to contact the Office of Career Services with any other questions related to this process.

No credit will be granted to students who are missing site supervisor evaluations at the end of the semester.

SITE SUPERVISORS

COMPONENTS OF A GREAT INTERNSHIP

- Meets minimum hour requirements (120 hours per 3-credit hours earned).
- Exposes the student to aspects of their major beyond administrative components
- Strong supervision and opportunities to learn from others in the field.
- Provides portfolio building assignments and experiential learning opportunities.
- Has clear measurable objectives that are a stretch in the student's knowledge and provide a positive learning experience.

SITE SUPERVISOR REQUIREMENTS

- Career Services suggests that there be an orientation to allow the intern to become accustomed to the company, meet others, clearly define responsibilities and work space, and complete all **required paperwork (i.e. Internship Learning Agreement form)**.
- Provide supervision and adequate training for the intern; assigning the intern a mentor can help in this process.
- Monitor and sign-off on the intern's time logs (minimum of 120 hours must be completed before the end of the semester).
- Work with the student to develop site appropriate objectives
- Provide professional development feedback as appropriate
- Complete a performance evaluation at the end of the internship period

EMPLOYER PARTNERSHIPS

To be an approved employer for a Fisher College internship experience, you must provide a positive working environment for Fisher students. An internship at a for-profit business must be paid unless it meets the following criteria defined by the Department of Labor Fair Labor Standards Act:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

INTERNSHIP EVALUATION PROCESS

At the end of the semester, site supervisors will receive an evaluation survey to complete on the performance of their Fisher intern. This evaluation will be sent via email to be completed electronically. Site supervisor feedback will contribute to the student's overall grade.

THE STUDENT WILL NOT RECEIVE A FINAL GRADE UNTIL YOUR EVALUATION IS RECEIVED!

The evaluation will ask site supervisors to comment on and/or rate the following areas:

- Summarization of type of work the student accomplished, referring to goals set at the beginning of the semester
- Strengths and areas of improvement
- Basic work requirements
- Ethical awareness and conduct
- Learning and analysis
- Response to supervision
- Initiative and creativity
- Interactions with others
- Work output
- General feedback on internship program



GPS Internship Learning Agreement

This form must be completed to participate in any of the required or elective internship courses at Fisher College. *Attach a copy of your Internship Job Description or a summary of your duties and current resume.* Submit completed form and signature page to your academic advisor at least 2 weeks prior to the start of the term you intend to intern.

STUDENT SIGNATURE REQUIRED ON SECOND PAGE

Student Information

Student Name:	ID Number:
Phone Number:	Fisher Email:
Degree and Major:	
Practicum Course:	Term:

Internship Organization

Company Name:	
Address:	City/State/Zip
Telephone:	Name of Supervisor
Supervisor Title:	Supervisor Telephone:
Supervisor Email Address:	Faculty Supervisor:

Internship Instructor Signature, if approved

Date

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

(Student Name)

(Student Signature)

(Date)