



UNITY COLLEGE

Internship Program Handbook

A Guide for Interns and Faculty Mentors

Career Services
Unity College
90 Quaker Hill Road
Unity, ME 04988

Reeta Largen
Internship Coordinator
John Burwell Building
internships@unity.edu
207.509.7273

TABLE OF CONTENTS

I. INTRODUCTION	3
II. INTERNSHIP REGISTRATION PROCEDURE	3
III. INTERNSHIP REQUIREMENTS AND SITE CRITERIA BY DEGREE PROGRAM	4
IV. INTERNSHIP PROGRAM POLICIES	5
V. ROLES AND RESPONSIBILITIES	5
VI. GRADE REQUIREMENTS ACCORDING TO ACADEMIC LEVEL & NUMBER OF CREDITS	7
VII. INTERNSHIP PORTFOLIOS	8
VIII. COMPLETING AN INTERNSHIP EXPERIENCE	10
IX. UNITY COLLEGE ON CAMPUS INTERNSHIPS	11
X. INTERNSHIP TUITION FEES & FINANCIAL AID	11
XI. IF A PROBLEM ARISES DURING A STUDENT'S INTERNSHIP	12
XII. COMMONLY ASKED QUESTIONS	12
APPENDIX A- FACULTY MENTOR GRADING RUBRIC	16
APPENDIX B- SITE SUPERVISOR EVALUATION	18
APPENDIX C- INTERNSHIP AGREEMENT FORM GUIDE	21

I. INTRODUCTION

Internships provide the opportunity for students to explore, clarify, affirm, and reflect on career choices while gaining essential job skills. Internships are not required by all majors, but can be used to earn elective credit. The distinguishing components of an internship are: the development of deliberate learning goals, structured reflection and a focus on career development.

Program Goals

The Unity College Internship Program is designed to:

- Develop skills, confidence, and professional contacts which cannot be achieved in a classroom setting.
- Perform work in a short-term capacity allowing students to identify their strengths, areas for growth, and areas of interest.
- Allow for personal reflection of work experiences through the creation of an internship portfolio and review of worksite supervisor evaluations.
- Integrate classroom theory with professional learning experiences.

II. INTERNSHIP REGISTRATION PROCEDURE

- Step 1:** Attend an Internship Program Information Session (scheduled during fall and spring semesters)
- Step 2:** Secure an internship position and obtain a copy of your job description
- Step 3:** Seek and confirm a faculty mentor.
- Step 4:** Complete the internship agreement form. The form must be reviewed and signed off by your faculty mentor.
(http://www.unity.edu/academics/internship_programs)
- Step 5:** Schedule a meeting with the director of student accounts in the business office:
Jeri Roberts
jroberts@unity.edu
(207) 509-7261
- The director of student accounts is required to sign off on the hardcopy of your internship agreement form.*
- Step 6:** Submit electronic versions of the following to: internships@unity.edu
- internship agreement form
 - resume
 - job/internship description
- Signatures are not required on electronic versions.
Please submit in MS Word. Please DO NOT convert to PDF.*
- Step 7:** Submit a signed hardcopy of your internship agreement to the Career Resource Center

REGISTRATION DEADLINES:

SUMMER INTERNSHIPS

It is recommended that you attempt to ask a full-time faculty member to mentor your internship by February 1.

Summer internships paperwork or extension request is due by the **4th Friday in April**. Paperwork for summer internships should be submitted no later than the **3rd Friday in May**.

SEMESTER INTERNSHIPS

Paperwork must be submitted one week prior to add/drop period.

OUTSIDE OF THE SEMESTER

Paperwork must be submitted two weeks prior to the internship start date.

III. Internship Requirements by Degree Program

Liberal Studies	Not Required
Environmental Science	Not Required
Art & Environment Bachelor of Arts	Required: min. 3 credits at 3000 level Rubric: UC 3993 Internship <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> 1. This internship places the advanced art student in an exploration of art with a local artist or arts organization. 2. Students will be expected to actively engage their mentors and develop a coherent body of artwork or other work.
Adventure Based Environmental Education	Required: min. 3 credits at 3000 level Rubric: UC 3993 Internship <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> 1. Adventure Based Environmental Education related internship.
Adventure Therapy	Required: min. 3 credits at 3000 level Rubric: UC 3993 Internship <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> 1. The internship site should work with clients who have an active mental health diagnosis, physical disability, or need specific social accommodation. The student will be exposed to providing treatment and/or support through adventure, leisure, and/or recreation.
Biology	Optional: Internship, Thesis, or Academic Field Experience (min. 3 credit internship at or above the 3000 level) Recommended Rubric: UC 3993 Internship or UC 4993 Internship <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> 1) Biology related internship.
Captive Wildlife Care and Education	Required: 3 credits at 3000 level Rubric: UC 3993 Internship <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> 1. Captive Wildlife Care and Education related internship. 2. Association of Zoos and Aquarium (AZA) accredited facilities highly recommended. 3. Facilities that do not allow full contact with high risk animals, such as large carnivores, elephants and eagles. See CWCE faculty for assistance with screening internship sites.
Conservation Law Enforcement	Required: min. 3credits at or above the 3000 level Recommended Rubric: UC 3993 Internship
Earth and Environmental Science	Optional: Internship, Thesis, or Academic Field Experience (min. 3 credits at the 3000 level or above) Rubric Options: UC 3993 Internship or UC 4993 Internship <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> 1. Environmental Science or Geoscience related internship.
Environmental Policy, Law and Society	Required: min. 3 credits at 3000 level Rubric: UC 3993 Internship <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> 1. Policy related internship.
Environmental Writing & Media Studies	Optional: UC 4023 Creative Thesis or Internship (min. 3credits at or above the 3000 level) Recommended Rubrics: UC 3993 Internship or UC 4993 Internship
Marine Biology	Optional: Internship, Thesis, or Academic Field Experience (min. 3 credit internship at or above the 3000 level) Recommended Rubric: UC 3993 Internship or UC 4993 Internship <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> 1. Marine Biology related internship.
Parks and Forest Resources	Required: min. 3 credits at 3000 level Rubric: UC 3993 Internship <u>Program Specific Requirements:</u>

	1. Park and Forest Resources related internship
Secondary Education: Life Science and Physical Science	Not Required: See Internship Coordinator
Sustainable Agriculture	Required: min. 3 credits at 3000 level Rubric: UC 3993 Internship <u>Program Specific Requirements:</u> 1. Sustainable Agriculture related internship.
Sustainable Energy Management	Optional: Internship, Thesis, or Academic Field Experience (min. 3 credits at or above the 3000 level) Recommended Rubric: UC 3993 Internship or UC 4993 Internship
Wildlife Biology	Optional: Internship, Thesis, or Academic Field Experience (min. 3 credits at 3000 level or above) Rubric Options: UC 3993 Internship or UC 4993 Internship <u>Program Specific Requirements:</u> 1. Wildlife and/or Fisheries related internship.
Wildlife and Fisheries Management	Optional: Internship, Thesis, or Academic Field Experience (min. 3 credits at 3000 level or above) Rubric Options: UC 3993 Internship or UC 4993 Internship <u>Program Specific Requirements:</u> 1. Wildlife and/or Fisheries related internship.

IV. INTERNSHIP PROGRAM GUIDELINES

- Interns will have completed the required academic prerequisites relative to the academic level of the internship and be in good academic standing at the time the internship paperwork is submitted.
- No hours can be accrued toward the required internship hours until the internship has been approved by the Internship Committee.
- Retroactive credit cannot be applied from prior work experiences.
- Interns will have an assigned supervisor on site.
- Interns are subject to regulations that govern maximum course loads.
- Credits are earned by successfully completing on-site hours and an internship portfolio. Internships at the 3000 and 4000 levels also require a formal public presentation.
- Internship tuition cost is governed by the current catalog. Fees are based on the number of credits indicated on the internship agreement form.
- Internships may be part-time or full-time; paid or unpaid positions primarily taking place in an off-campus environment.
- Students are responsible for the following: selecting and securing an internship site; securing housing; all associated internship expenses.
- Credits are based on 60 hours of work per credit. A maximum of 60 hours per week may be accrued.
- A maximum of (15) internship credits can be applied toward a baccalaureate degree. A maximum of six (6) internship credits can be applied toward an associate's degree.
- Interns should not complete an internship at an organization they are currently working for or have previously worked for. Exceptions are allowed if the intern will be taking on additional responsibilities, working within a different department, or if other reasonable rationale exists.
- If interns choose to use the blog journaling option for their internship portfolio then the [blog guidelines](#) should be reviewed.
- At no time may the sponsor and the supervisor be the same person.
- Internship site supervisors should not be an immediate relative or domestic partner of the intern.
- Internships in a site supervisors' private residence is not permitted, exceptions will be considered for art internships on a case-by-case basis with approval from the Internship Coordinator.
- Residing in a site supervisors' private residence is not permitted.

V. ROLES AND RESPONSIBILITIES

INTERN RESPONSIBILITIES

- Students have the responsibility of developing, applying for and securing internships; articulating learning objectives; and providing evidence that the learning objectives are appropriate for the required academic level.
- Interns are responsible for attending a Career Services sponsored information session and completing the necessary paperwork under the guidance of a faculty mentor.
- Interns will need to meet with the business office and/or financial aid office to discuss their financial obligation when registering for a credit-bearing internship.
- It is the intern's responsibility to review and understand the intern position duties and housing accommodations offered by the internship site. Interns are also highly encouraged to visit the internship site before beginning an internship.
- Interns are responsible for financing travel to and from the internship site and any planned or unplanned expenses incurred during the internship (e.g. housing, food, parking, etc.).
- Interns are expected to follow all internship site and college conduct policies (see student handbook).
- Interns will need to contact both a faculty sponsor and the internship coordinator if they have any problems, concerns, emergencies or if they need to leave an internship site earlier than indicated on the internship agreement form.
- All completed coursework, projects, and public presentations must be completed before the final due date listed on the internship agreement form. Internship grades will be distributed by the faculty mentor.

FACULTY MENTOR RESPONSIBILITIES

- Faculty mentors will meet with all interns to discuss appropriate internship selection, to review the internship agreement form and approve the final version of the internship agreement form.
- Faculty mentors should clearly indicate the intended evaluation method if the standard internship program grading rubric will be not be used.
- Faculty mentors will establish and communicate the final due date for the completion of all internship materials and presentations.
- In collaboration with the intern, faculty mentors will identify a clear communication plan, including the expected method and frequency of communication during the internship. During these communications, faculty mentors should ask probing questions regarding the internship site, supervisors, nature of work and colleagues. These questions should inform the faculty mentor of his/her intern's safety and well-being while on site as well as progress made on learning objectives.
- Faculty mentors will monitor intern progress during the internship at regular intervals via telephone calls, emails or site visits. Support from the internship coordinator is available if necessary.
- Faculty mentors will evaluate and grade internship portfolios, attend required presentations, and review worksite supervisor evaluations. Grades are entered through CAMS under the respective internship semester.

Faculty mentors are encouraged to conduct internship site visits. Limited travel funds are available through the Career Resource Center. Prior approval is needed before submitting reimbursement forms for internship site visits. Faculty mentors may complete a [Travel Fund Request Form](#). Funds are available on a first come- first serve basis and are usually not sufficient to cover airfare or travel outside of the regional area. After each site visit a [Site Visit Evaluation Form](#) should be completed and returned to Career Services.

INTERNSHIP COMMITTEE RESPONSIBILITIES

- The Internship Committee responsibilities include: review of all internship agreements; ensuring the academic, professional integrity and merit of the internship site; reviewing position.
- The Internship Committee sets, maintains, and reviews academic standards for internship experiences.
- The Internship Committee will review and edit the internship program handbook annually.
- Upon request, the committee members may assist colleagues with the review of internship agreements or grading of student performance.
- The Internship Committee members serve as representatives to the faculty of the program as a whole and may be asked to represent the committee in faculty meetings and other venues.

INTERNSHIP COORDINATOR RESPONSIBILITIES

- The Internship Coordinator will review the student's eligibility for internship participation.
- The Internship Coordinator will serve as a liaison between the intern, worksite supervisor, faculty mentor, Internship Committee, and the registrar.
- The Internship Coordinator will facilitate and present internship information sessions.
- The Internship Coordinator is responsible for all formal written correspondence with site supervisors and assists with any related problems or issues.
- Administration of internship evaluations of all parties will be conducted through Career Services.
- Serve as the Chair of the Internship Committee.

INTERNSHIP SITE SUPERVISOR RESPONSIBILITIES

- Site supervisors must provide a written job description to the intern outlining the primary duties and expectations.
- Site supervisors should understand and support the intern's learning objectives outlined in their internship agreement form.
- A formal training should be provided by the site supervisor in order to inform, train, prepare, and orient the intern to the site's expectations and culture.
- Site supervisors should meet regularly with interns to monitor progress, provide feedback and review the learning objectives.
- Site supervisors are expected to provide adequate supervision of the intern and assign duties that are appropriate, career-related, and progressively challenging.
- The internship site should make equipment, supplies, and space necessary for the intern to perform their duties available
- Internship site and site supervisors must provide a physically and emotionally safe working environment free of all forms of harassment as per federal and state regulations.
- If the intern is not meeting the site expectations the site supervisor must notify the faculty mentor or internship coordinator to discuss appropriate solutions.
- Site supervisors will be sent one evaluation form at the end of the internship. This must be completed and returned promptly to Career Services as it will provide professional guidance to the intern and factor into the intern's final grade.
- Internship site must assume liability for work-related injuries sustained by the intern, insofar as the agency may determine the same to be required by law in that state.

VI. GRADE REQUIREMENTS BY ACADEMIC LEVEL & NUMBER OF CREDITS

1000 LEVEL INTERNSHIPS

Internships for Career Exploration: Interns are expected to develop the ability to complete routine tasks under supervision and adhere to the employer's policies and procedures.

Academic Preparation: None

Credits: 2 credits per experience; maximum of 4 credits at this level

Grade Requirements:

1. Completion of 60 hours of work per credit
2. [Internship Portfolio](#)

2000 LEVEL INTERNSHIPS

Internships to gain work experience and develop technician-level skills: Interns are expected to execute routine tasks, develop technician-level competence, and will be closely supervised.

Academic Preparation: Introductory level coursework in career field or previous work experience

Credits: 3 credits per experience

Grade Requirements:

1. Completion of 180 hours (60 hours of work per credit)
2. [Internship Portfolio](#)
3. Choice of public presentation or 2 page research paper

3000 LEVEL INTERNSHIPS

Internships to begin development of professional skills: Interns are expected to demonstrate the ability to perform routine tasks with some supervision.

Academic preparation: a minimum of twelve (12) credits of coursework at or above the 2000 level in the academic area(s) related to the field experience. Previous work experience or equivalent training may be substituted for coursework with the approval of the internship committee. List of coursework and/or training will need to be included on the Internship Agreement under "Prerequisites".

Credits: 3, 6, 9 or 12

Grade Requirements: Vary according to number of Credits. (See Below)

3 CREDITS REQUIREMENTS

1. 180 hours of worksite experience (minimum)
2. [Internship Portfolio](#)
3. Public Presentation based on the internship experience

6 CREDITS REQUIREMENTS

1. 300 hours of worksite experience (5 credits)
2. [Internship Portfolio](#)
3. Public Presentation
4. Project or Report (1 Credit)
 - Consists of original academic work
 - Reflects an outgrowth from internship experience
 - Project/report requires approval and strong endorsement of faculty mentor

9 CREDITS REQUIREMENTS

1. 420 hours of worksite experiences (7 credits)
2. [Internship Portfolio](#)
3. Public Presentation
4. Large scale project or report (2 Credits)
 - Consists of large scale original academic work
 - Reflects an outgrowth from internship experience
 - Project/report requires approval and strong endorsement of faculty mentor

12 CREDIT REQUIREMENTS

1. 540 hours of worksite experience (9 Credits)
2. [Internship Portfolio](#)
3. Public presentation
4. Large-scale project or report (3 Credits)
 - Consists of large scale original academic work
 - Reflects an outgrowth from the internship experience
 - Project/ report requires approval and strong endorsement from faculty mentor
 - Internship agreement will need to be reviewed & approved by all members of the Internship Committee

4000 LEVEL INTERNSHIPS

Capstone internships of a professional nature: Interns are expected to perform professional tasks independently, direct or develop programs or systems or engage in professional quality research.

Academic preparation: 9 credits of coursework (internship may be included) at the 3000 level at honors level (3.3 GPA) in the academic area(s) in which the field experience falls, the demonstrated ability to analyze data and/or develop programs, and demonstrated personal initiative in campus or community endeavors.

Credits: a maximum of fifteen (15) credits per internship. Please meet with the Internship Coordinator to discuss the specific requirements for the number of credits for which you would like to enroll.

Grade Requirements:

1. Completion of worksite hours according to credit hours
2. [Internship Portfolio](#)
3. Public presentation
4. Major project or report reflecting the number of credits awarded
 - Consists of large scale original academic work
 - Reflects an outgrowth from the internship experience
 - Project/ report requires approval and strong endorsement from faculty mentor
 - Internship agreement will need to be reviewed & approved by all members of the Internship Committee

REQUIRED INTERNSHIP PORTFOLIO DOCUMENTATION FOR ALL INTERNSHIPS

1. Internship agreement, resume, job description
2. Internship journal
3. Worksite supervisor evaluation
4. Photo and/or video documentation
5. Final reflection paper based on learning objectives outlined in the internship agreement

DESCRIPTION OF INTERNSHIP PORTFOLIO DOCUMENTS

1. Internship Agreement

The final copy of the Internship Committee approved Internship Agreement Form.

2. Resume

The most recent professional level quality resume updated to include the internship experience.

3. Job Description

The copy provided by the sponsoring worksite organization.

4. Internship Journal

Interns have the choice of 2 types of journals. Interns will need to clearly identify which type of journal they have chosen on their Internship Agreement.

Option #1: Weekly Reflective Journal:

This includes weekly reflections on all aspects of the internship experience. The following questions may be used as prompts for weekly entries.

- What happened this week? What challenges did I experience?
- How do I feel?
- What did I learn this week?
- How can I apply what I learned to my career?
- Is my supervisor engaged and supportive?
- Are my co-workers team players? If so, what can I learn from them? If not, how do I overcome this barrier?

Option #2: Weekly Blog Journal

Many interns prefer this method of journaling because it allows them to share their experiences with the greater Unity College community and it also allows them to share videos and photos of their experiences.

The following guidelines must be followed if choosing this option:

- Interns must use the Unity College Internship Blog to post entries
<http://unitycollegeinternshipprogram.blogspot.com/>
- All entries must be reviewed by the intern's worksite supervisor prior to posting.
- All entries will be moderated by the Internship Coordinator.
- Interns are responsible for saving entries separate from the blog site in order to include in their portfolios.
- Interns may switch from a weekly blog journal to private weekly reflective journal at any time- please notify your faculty mentor.
- Interns will use only their first name in all posts.

5. WORKSITE SUPERVISOR EVALUATION

Interns will receive one [Worksite Supervisor Evaluation](#) at the end of the internship experience. Evaluations are sent directly to supervisors from Career Services. Copies may be obtained from Career Services anytime following the internship.

Optional: Written Response to the Worksite Supervisor

At the faculty mentor or interns' discretion, a written response to the worksite supervisor's evaluation may be submitted for review. A typical response would address the following questions: Do you feel the worksite supervisor's evaluation was fair and accurate? Why or why not?

6. PHOTO OR VIDEO DOCUMENTATION

Photographic records are an important documentation component of your internship story. Interns are encouraged to include at least one picture of you and your supervisor in front of the employer sign or agency logo. Others photographs should document your engagement in the learning experience.

7. SELF-EVALUATION BASED ON LEARNING OBJECTIVES

At the conclusion of the internship, interns will write a 2-3-page self-evaluation addressing the following questions:

- Did you achieve your learning objectives for this internship? Why or why not? Please refer to your internship agreement and address each goal; use specific examples.
- What do you feel was your most important contribution to your internship?
- Have your academic and career goals changed? If so, how?
- What impact did this experience have on your personal growth?
- In what ways could your internship experience have been improved?
- What personal strengths have you discovered through your internship experience?
- In what areas could you have improved your performance?

VIII. COMPLETING AN INTERNSHIP EXPERIENCE

AFTER COMPLETING THE ON-SITE PORTION OF YOUR INTERNSHIP

- Meet with Internship Coordinator to pick up your completed worksite supervisor evaluation
- Complete a site evaluation. See Internship Coordinator for specific directions.
- Complete all remaining required portfolio items and submit to faculty mentor.
- Complete all additional requirements according to your internship level requirements i.e. projects.
- Your faculty mentor is responsible for assigning your grade.

PUBLIC PRESENTATION

The public presentation is an opportunity for an intern to demonstrate relevant aspects learned during the internship. Interns delivering public presentations for 3000 and 4000 level internships are encouraged to develop creative formats for their presentations.

Suggestions for Presentation

- Develop a documentary video, or PowerPoint presentation.
- Provide a demonstration of skills you learned at your internship (e.g. tree climbing, radio-telemetry, search and rescue, etc.).
- Experientially deliver a workshop to teach others a skill, lead a field trip, or outdoor activity.
- Create a display and present it at an event (The intern must be present to staff the display).
- Create a poster, multimedia, or art for professional presentation.
- Create a slideshow of pictures and materials documenting the project and display it at an event.

Places and Events to Present

- Classes (you must have the faculty member's permission)
- Club meetings
- Conferences, civic group meetings, community events or local schools
- Earth Day (April)- make prior arrangements with Earth Day Committee
- New Student Experience (April)-make prior arrangements with faculty and admissions staff
- Unity College Student Conference (December & May)
- Admissions Open House Events
- Internship Expo (December)

IX. UNITY COLLEGE ON-CAMPUS INTERNSHIPS

It is the purpose of an internship to provide students with off-campus career-related work, a diverse range of pre-professional experience, and an opportunity to establish professional contacts. Therefore, 3000 level on campus internships are not recommended. On-campus internships at the 1000 and 2000 level are encouraged as an alternative to the 3000 level. The roles of worksite supervisor and faculty mentor must be held by two separate people.

On-campus worksite supervisors are asked to:

- Develop a written job description for the position.
- Advertise the position on-campus so any qualified student may apply.
- Have an application process that requires students to submit a cover letter and resume.
- Interview student applicants with at least a two person interview panel.

On-campus interns who would like to apply for a 3000 level internship are required to meet with the Internship Coordinator to:

- Demonstrate their ability to locate and compete for positions with a variety of organizations and have their cover letter and resume reviewed.
- Discuss why the on-campus internship is in their best interest.

X. INTERNSHIP TUITION COST & FINANCIAL AID

The current college catalog governs the fees charged for internships. Fees will vary depending on when the internship is completed. An internship may be registered as part of the semester, summer enrollment period or “outside of the semester”. Standard tuition fees apply if an internship is registered as part of the semester. As part of the internship registration process, interns are required to meet with the director of student accounts in the business office to discuss the fees associated with the Internship Program.

Fall and Spring Semester Internships

- See current catalog for credit cost.
- Standard tuition fees and course load limits apply.
- Internship paperwork should be submitted prior to pre-registration period.
- The start date must be within the “add/drop” period and final due date by the last day of the semester.
- The course withdrawal procedure is the same as other courses for which a student is registered. See the refund and grading policies in the current college catalog for details.
- If a student receives financial aid, internship credit may be included in the semester package.

Summer Enrollment Period

- Worksite portion of the internship must be completed within the **Summer Enrollment Period**.
- Internship credits are offered at a reduced rate, see current catalog.
- Withdrawal within three weeks after the expected date of arrival at site date listed on your Internship Agreement will result in a full refund of charges.
- Withdrawal any time after three weeks will result in full fees charged, with no refund for the internship.
- Students may withdraw up to six weeks after the starting date of the internship and receive a grade of W and no credits earned.
- Withdrawal after the six week deadline will result in a failing grade.
- If a student is eligible for financial aid they will need to meet with the financial aid director to see if a summer enrollment or “outside” of the semester package is available.

“Outside The Semester” Enrollment Period

- Internship credits are offered at a reduced rate, see catalog for current rate.
- Internships are considered “outside of the semester” if the start dates are any time other than the “add/drop” period or summer internship enrollment period (start day is any day after graduation).
- Withdrawal within three weeks after the start date listed on your Internship Agreement will result in a full refund of charges.
- Withdrawal any time after three weeks will result in full fees charged, with no refund for the internship.
- Students may withdraw up to six weeks after the starting date of the internship and receive a grade of W and no credits earned.
- Withdrawal after the six week deadline will result in a failing grade.
- If a student is eligible for financial aid they will need to meet with the financial aid director to answer any questions or concerns they may have regarding their ability to pay.

XI. IF A PROBLEM ARISES DURING A STUDENT'S INTERNSHIP

Each intern will be faced with challenges at various stages of an internship. All interns are advised to notify their faculty mentors immediately of any problems. Many students find there's usually an adjustment period at the beginning of an internship as they transition into their new role, environment, and co-workers. It is very important to communicate with your supervisor about your expectations and need for support.

While some problems can be resolved, occasionally some cannot. Withdrawing from an internship should only be considered if an intern has explored all other options and possible solutions or if the intern feels they are in an unsafe situation. Please follow the guidelines below if you are considering withdrawing from your internship.

- Discuss problems with your faculty mentor and notify the Internship Coordinator.
- Complete an Internship Withdrawal Form available from Career Services.
- Refer to guidelines above to determine your financial obligations based on the timeframe of your withdrawal.
- Discuss future internship plans with your faculty mentor or Internship Coordinator if an internship is required for your major.

Each situation will be addressed on a case-by-case basis. In some cases, interns may change sites, site supervisors or request an incomplete grade. The Internship Coordinator will work with the faculty mentor, site supervisor and appropriate college personnel to best address the issue.

XII. COMMONLY ASKED QUESTIONS

How do I write effective Learning Objectives?

Think about what you want to learn and how you want to learn it. Then think about how you are going to demonstrate what you learned. You may also consider what you most want to explore, understand or learn during your internship, how you would like to change or be different by the end of your experience, and what will make you more marketable to an employer or graduate school.

How do I determine a Course Rubric, Number and Title for the Internship Agreement?

When completing your Internship Agreement Form, students will be responsible for determining the appropriate and/or required course rubric, number and title. Faculty mentors should consult the student's course catalog in order to determine if there is a rubric requirement for the student's major. [See page 4.](#)

The academic rubric is assigned according to the academic level and number of credits. Rubric, academic requirements and credit level will vary according to the student's major and catalog.

- A Rubric is determined by consulting degree requirements. If the program does not have specific requirements, the rubric will reflect the intern's program and internship site affiliation.
- Following the rubric is a digit indicating the academic level 1, 2, 3, or 4
- The middle two digits are "99" (except for 12 credit internships which are "91")
- The last digit indicates the number of credits for the internship 2, 3, 6, 9 or 12
- Titles should include the word "internship" and may describe in more detail the nature of the internship. Titles should be brief as they will appear on the intern's transcript.

Who can I ask to be my faculty mentor?

Faculty mentors can be any member of the Unity College faculty currently serving the Unity College flagship campus. They may be the intern's academic advisor, teacher or mentor. The intern should be comfortable with the faculty mentor as they will be in close communication throughout the internship experience. Adjunct faculty members may not serve as a faculty mentor.

What if an intern's faculty mentor cannot attend the public presentation or I will not be on campus the following semester to present?

With prior notice, the Career Services staff may be able to record an on-campus presentation. If the intern will not be on campus they can record the presentation for the faculty mentor to review.

How will my internship be evaluated and graded?

The faculty mentor will be responsible for evaluating and assigning a grade to an internship. Most faculty mentors will use the Internship Grading Rubric ([see appendix A](#)). Faculty mentors should notify their interns if another evaluative method will be used.

How do I get a copy of my Site Supervisor Evaluation Form? What happens if they never send it back?

Interns will be notified by Career Services once their Site Supervisor has completed and returned a copy of their evaluation. Career Services will make every effort to acquire a copy for the student intern. Each year some site supervisors do not send evaluations back. In this event interns may complete a self-evaluation in place of the site supervisor evaluation.

**INTERNSHIP GRADING RUBRIC**

Sample for 3-credit, 3000-level internship

Student Name: _____**Faculty Mentor:** _____**The student fulfilled the internship agreement.**

A student who does not complete their internship will automatically receive a failing grade. A student must complete the work portion of the internship as described in the internship agreement before submitting their portfolio for evaluation and doing their public presentation. A student's grade is based on demonstrated learning as documented by the portfolio and public presentation.

Rating Scale **101 points (A 101-90; B 89-80; C 79-70; D 69-60; F 59-0)****2 points per attribute:**

- 2 Completed
- 1 Partially completed
- 0 Did not submit

***5 points per attribute:**

- 5 Completed: exemplary
- 4 Completed: thorough
- 3 Completed
- 2 Partially completed: basic understanding
- 1 Partially completed: minimal understanding
- 0 Did not submit

PORTFOLIO:**Internship Agreement, Resume, Job Description****[2 or 5 points per attribute, as indicated, for a total of 20 points]**

- _____ The internship agreement, resume, and job description were submitted to faculty mentor in a timely manner.
- _____ The internship description accurately describes the mission of agency and the role of intern within the agency.
- _____ The internship description describes the student's long-term goals and explains how the internship will help them achieve these goals.
- * _____ The intern's personal learning goals are specific, measurable, achievable, relevant and trackable. (*5 points)
- _____ The public presentation is defined (type of presentation, when, where, to whom).
- * _____ The resume highlights the student's education and experiences in an effective format. (*5 points)
- _____ Written materials are clear and exhibit good grammar and spelling.

_____ SUBTOTAL**Reflective Journal, Directed Journal, Daily Log [5 points per attribute for a total of 20 points]**

- * _____ Entries are completed as assigned. (*5 points)
- * _____ Entries respond to Reflective Journal or Directed Journal questions thoroughly and accurately. (*5 points)
- * _____ Entries present facts, analysis and reasoned interpretation. (*5 points)
- * _____ Reflective Journal/Daily Log entries are legible. OR Directed Journal entries are typed, clearly written using standard grammar and spelling. (*5 points)
- _____ SUBTOTAL *5 point attribute (all other attributes are 2 points)**

Self-evaluation [2 or 5 points per attribute, as indicated, for a total of 21 points]

* ☐ The self-evaluation discusses the intern's achievement of personal learning goals. (*5 points)

Description, interpretation, analysis and evaluation of the internship experience:

☐ The self-evaluation discusses the intern's most important contribution to the internship.

☐ The self-evaluation discusses the intern's academic and career goals.

☐ The self-evaluation discusses the impact the experience had on the intern's personal growth.

☐ The self-evaluation discusses how the internship experience could have been improved.

☐ The self-evaluation discusses personal strengths the intern discovered through the experience.

☐ The self-evaluation discusses areas for personal improvement.

Quality of written material

☐ The self-evaluation presents both descriptive and reflective information in a thoughtful manner.

☐ The self-evaluation is clearly written with standard grammar and spelling.

☐ **SUBTOTAL**

Supervisor Evaluation (and Response to Supervisor Evaluation if required)

[5 points per attribute for a total of 20 points]

* ☐ The supervisor evaluation indicates that the intern demonstrated a good work ethic. (*5 points)

* ☐ The supervisor evaluation indicates that the intern displayed initiative. (*5 points)

* ☐ The supervisor evaluation indicates that the student collaborated well with co-workers. (*5 points)

* ☐ The supervisor evaluation indicates that the student developed new skills during the experience. (*5 points)

☐ The student provided a thoughtful response to the supervisor's evaluation. (If required, 5 bonus points)

☐ **SUBTOTAL**

Public Presentation [2 points per attribute for a total of 20 points]

Well Planned

☐ The presentation is structured to demonstrate student learning.

☐ The focus of the presentation is clearly stated and is appropriate for the audience's level of knowledge.

☐ Visual aids that were selected/prepared are well done, can be seen by all, and add to the presentation.

Well Presented

☐ The speaker can be heard by everyone.

☐ The speaker shows interest and enthusiasm, and actively involves the audience.

☐ The speaker maintains excellent posture and makes eye contact with the audience.

☐ The presentation is an appropriate length.

☐ Appropriate references are made to the work of others

Good Content

☐ The speaker knows and understands the subject matter.

☐ The information presented is accurate and demonstrates student learning.

☐ The ideas presented support the focus and there are clear transitions between the main ideas.

☐ **SUBTOTAL**

OR

Display, Story Board, Poster Session [2 points per attribute for a total of 20 points]

- _____ The display/story board demonstrates student learning during the internship
- _____ The display/story board is eye catching and conveys the focus of the internship/project immediately.
- _____ The elements of the display/story board collectively provide a complete description of the internship/project.
- _____ The elements are arranged to present information in an organized fashion.
- _____ The graphics are visually appealing and professional in appearance.
- _____ Narrative elements are written clearly and concisely with good grammar and spelling.
- _____ The factual information is accurate and reflects an understanding of the subject matter.
- _____ Appropriate references are made to the work of others.
- _____ The display/story board is neat and presentable.
- _____ The display/story board clearly presents the student's learning during the internship.
- _____ **Total**

APPENDIX B- Site Supervisor Evaluation

WORKSITE SUPERVISOR *Evaluation of Student Internship Performance*

Intern Information:

Student Name:

Organization Name:

Student Major:

Name of Evaluator: _____ Job Title: _____

Date of Evaluation: _____

Rating Scale:

- 5 Exemplary/outstanding:** Consistently exceeded objectives. An extraordinary performer in all respects.
- 4 Highly satisfactory:** Consistently meets, sometimes exceeds objectives. Is a superior performer.
- 3 Satisfactory:** Consistently meets objectives. Produces results expected from a quality employee.
- 2 Needs improvement:** Sometimes meets objectives. Sometimes falls short. Improvement is required.
- 1 Unsatisfactory:** Does not meet objectives. Considerable improvement is required.

N/A **Not applicable:** Does not apply to this position.

Work Ethic

- ____ Was dependable
- ____ Was punctual
- ____ Was adaptable and flexible
- ____ Dressed appropriately
- ____ Demonstrated a good work ethic

Interpersonal Skills

- ____ Contributed to overall effort as a team player
- ____ Maintained a positive attitude
- ____ Demonstrated professional judgment
- ____ Demonstrated effective written skills
- ____ Demonstrated effective verbal skills

Initiative

- ____ Completed tasks in a timely manner
- ____ Worked successfully without supervision
- ____ Demonstrated responsibility on the job
- ____ Displayed initiative
- ____ Effort put into work

Skills Demonstrated

- ____ Good knowledge of job duties
- ____ Ability to learn new tasks/concepts
- ____ New skills during the experience
- ____ Academic preparation for the position
- ____ Quality of work

Did you provide training for the intern? ____ yes ____ no

Please elaborate:

-OVER-

What contact did you have with the intern during the internship? Please be specific.

Did the intern meet your agency's/organization's expectations for the internship?

Describe strengths demonstrated by the intern:

Describe areas in which the intern can develop professionally:

Would you rehire this student? Why or why not?

Please feel free to include additional comments.

Each student has the opportunity to examine the official records pertaining to him/her under the Family Educational Rights and Privacy Act of 1974

APPENDIX C- Internship Agreement Form Guide

SECTION 1: INTERNSHIP INFORMATION

Start Date: First official day on the job

End Date: Last official day on the job

Total Hours: Exact number of hours committed to the internship regardless of how many credits you are working for (if you are working more than 180 hours while earning 3 credits, please include the extra hours here – Career Services tracks all hours)

Semester: Please choose one of the following codes based on your start date (YR=current year. Ex. 2014=14)–

FA-YR 1st day of classes through Last day of classes

FA2-YR Day after add/drop ends through December 14

SP-YR 1st day of classes through Last day of classes

SP2-YR December 15 through May 15

May-YR Monday after graduation through Friday of third week after start of session

Course Rubric Number and Title: Ex.: UC 3993 Internship in Wildlife Biology

Academic Level: Will be 1000, 2000, 3000, or 4000

Number of Credits: Amount of credits that will be earned through your internship

Internship Position Title: Refer to a job description given by your internship organization or contact your internship supervisor for specific position title.

Internship Site Name: Official organization name

SECTION 2: INTERN INFORMATION

Expected Grad Date: Exact graduation dates can be found at http://www.unity.edu/academics/academic-support/registrar/academic_calendars

Degree Type: AA (Associate of Arts), AS (Associate of Science), BA (Bachelor of Arts), or BS (Bachelor of Science)

Major: Full title of degree program. Ex. Captive Wildlife Care and Education

Second Major: If you are double majoring, please include the full name of the second degree program you are in

SECTION 3: FACULTY MENTOR INFORMATION

Mentor Name: This faculty member will be issuing you a grade on your internship upon completion

SECTION 4: INTERNSHIP SITE INFORMATION

Internship Site Street Address: Please include both street address and mailing address (if different than street address)

Intern Address during internship: Please include all mailing information

SECTION 8: INTERNSHIP GRADE AND ACADEMIC REQUIREMENTS

Final Due Date: Usually the last day before finals of the semester closest to the end date of your internship