Internship Program
Overview & Application

Program Prerequisites

2.5 GPA & Junior or Senior Class Standing (or Graduate Student)

Students must meet the above internship prerequisites to register for internship credit. Some departments have additional prerequisites for their departmental internship credit, check the college catalog for departmental prerequisites.

If you do not meet the above prerequisites, see your academic advisor immediately to discuss a Prerequisite Deviation. **Prerequisite Deviations are at the discretion of your academic advisor and major department.**
Commonly Used Experiential Learning Terms

Please take a minute to become familiar with some Experiential Learning Terms:

**Academic Assignments** - Academic assignments are determined and graded by a faculty sponsor and are used to evaluate your learning throughout the experience.

**CEL** – The Center for Experiential Learning located in 145 Marano Campus Center. (COMPASS).

**Experience Network** – The software program used to find internship and co-op opportunities, it is also used to complete the required online learning agreement.

**Experiential Learning Application** – Required for registration by the semester deadline and prior to the submission of your Learning Agreement.

**Faculty Sponsor** – A faculty member, from your major department, who will serve as the instructor of your internship. The faculty member gives and reviews assignments, verifies your time sheets and assigns a final grade for the internship. The faculty sponsor is available to advise and mentor you throughout your internship.

**Final Summary** - The final product of your internship experience is a required scholarly paper with specific guidelines provided by the Center for Experiential Learning. These guidelines can be found in the Resource Library in your Experience Network account.

**Placement Site** - The organization you will be working for as an intern.

**Learning Agreement** – Required contract between the student, a faculty sponsor, site supervisor and the Center for Experiential Learning outlining the responsibilities a student must fulfill in order to be awarded academic credit for an internship. This is your contract to receive credit and it is completed online after registration.

**Learning Objectives** - Carefully thought out statements detailing what you hope to learn from your experiential learning experience.

**Position Description** – An online form, available on the Employers page of our website, to be completed by your internship site supervisor to describe your internship duties.

**Site Supervisor** - The professional who will be supervising you at your internship site.

**Site Supervisor Evaluation** – An evaluation your internship site supervisor completes evaluating your performance at the internship. The evaluation is emailed to your supervisor by the Center for Experiential Learning.
Earning Credit

The Center for Experiential Learning offers academic credit to undergraduate and graduate students who meet the program requirements and participate in internships. An academic internship is a pre-planned upper division learning experience which builds upon what has been learned in the classroom setting. The goal of an internship is to offer students an opportunity to apply their theoretical background and skills to an experiential situation and explore a specific career field/s. Internships can be unpaid or paid experiences and students can earn academic credit for **ONE** internship per semester. Internship credit is upper division credit that is available in the fall, spring, summer and winter sessions.

**Students can earn a total of 15 internship credits towards their degree requirements.**

The maximum number of credits available each semester:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Maximum Credits</th>
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</thead>
<tbody>
<tr>
<td>Fall, Spring &amp; Summer</td>
<td>12 credits</td>
</tr>
<tr>
<td>Winter Session</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Students can earn GST or department credit (based on departmental approval). The following credit options are available:

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Course Code</th>
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<tbody>
<tr>
<td>ART 498</td>
<td>ECO 498</td>
<td>MAT 498</td>
<td>THT 498</td>
</tr>
<tr>
<td>BIO 498</td>
<td>*GST 498</td>
<td>MET 498</td>
<td>WST 498</td>
</tr>
<tr>
<td>BRC 498</td>
<td>**GST 691</td>
<td>MUS 498</td>
<td>ZOO 498</td>
</tr>
<tr>
<td>BUS 498</td>
<td>HIS 498</td>
<td>POL 498</td>
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<tr>
<td>CHE 498</td>
<td>HSC 498</td>
<td>PSY 498</td>
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<tr>
<td>CMA 498</td>
<td>ISC 498</td>
<td>SOC 498</td>
<td></td>
</tr>
<tr>
<td>COM 498</td>
<td>JLM 498</td>
<td>SUS 498</td>
<td></td>
</tr>
</tbody>
</table>

*GST 498 is upper division elective credit, all others count as departmental credit.

** Graduate students can earn academic credit by registering for GST 691, this course is available for 2-6 credits. Graduate students must have a 2.5 GPA and be enrolled in a graduate degree program at SUNY Oswego.
Internship Work Sites and Supervision

Internships are available everywhere and the CEL has connections with thousands of organizations locally and even worldwide. All of our resources are available to you on our Find an Internship website. You can also get help with your internship search by booking an appointment online using the appointment link on the right margin of any page of our website: (www.oswego.edu/experience).

Internship sites must be with established organizations/companies. Internships with student led groups or clubs do not qualify for academic credit and students cannot earn credit working for a company they own. The purpose of an internship is for the student to gain real-world experience and to network with professionals. Therefore, students that receive academic credit for an internship may not be supervised by other students, family members or themselves. **Students must remain at the same internship site throughout the semester they are registered for.**

Students who are already employed at a part time or full time job **cannot** earn credit for their existing position/job. Internships require that students attain new knowledge and learn at the college level. Students in this situation would have to have internship duties outside of their regular job so these guidelines are met.

Internship sites must register with the CEL and complete a formal position description detailing the work each student will be doing at their internship site. **Have your internship supervisor visit the Employers page of our website for more information.**

Virtual Internships

A virtual internship gives students the opportunity to gain experience while working in a remote location. Communication and/or meetings with your internship supervisor is **critical and required.** This may include the supervisor visiting campus, you visiting the company as well as utilizing Skype and/or other modes of electronic communication. Virtual internships require a set schedule, definitive responsibilities and you are expected to produce tasks as required in a timely manner using effective time management skills. If your internship is virtual, discuss the required time sheets you must complete and determine how your work hours will be tracked and verified by your internship site supervisor.
Academic Component: Assignments = Credit

Although the intern is expected to make a significant contribution to the workplace, college level learning must be the central focus of all internships. Credit is awarded not just for the hours you work at the internship site, but also for the academic component (required assignments) of your internship. Internship students are required to complete academic assignments designed to document their learning throughout the semester. The number of assignments required is based on the number of credits being earned. Your faculty sponsor will complete an Assignment Template that will indicate the assignments you will need to complete. The assignment template will be added to your electronic learning agreement and accessible in your Experience Network Account. A sample Assignment Template that will be used for most interns is below:

ALL students will be required to complete the following assignments:

Assignment guidelines are available in the Experience Network Resource Library):

- Midterm Summary of tasks & responsibilities or a sponsor assigned project
- Career Package – To include cover letter, updated resume and thank you letter
- Time Sheets signed by your internship site supervisor
- Final Summary Paper (following CEL guidelines)
Students earning 2 - 12 credits will be given additional assignments. The additional assignments will be based on the number of credits being earned:

- For 2-4 credits: ONE additional assignment
- For 5-7 credits: TWO additional assignments
- For 8-10 credits: THREE additional assignments
- For 11-12 credits: FOUR additional assignments

The additional assignments may include:

- A specific project developed by the faculty sponsor
- Detailed daily logs or reflective journals*
- Interviews with Professionals*
- Scholarly topic papers
- Professional Portfolio or E-portfolio*
- Presentations to classes or groups
- Work samples
- Job Search Packet to include a comprehensive job search plan, networking strategies, 3 companies of interest, list of professional organizations in the field and 3 potential job openings*
- Elevator speech*

*Instructions for these assignments are available in the Resource Library of your Experience Network account.

**Work Hours = Credit**

- Internship students **must** work their internship hours **during** the semester they are registered for.
- For the fall and spring, your internship must span over at least 10 weeks of the semester.
To earn: Over the course of the semester, you must work a total of:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Hours</th>
<th>Average Hours per Week</th>
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<tbody>
<tr>
<td>1 credit</td>
<td>40</td>
<td>2-3</td>
</tr>
<tr>
<td>2 credits</td>
<td>80</td>
<td>5-6</td>
</tr>
<tr>
<td>3 credits</td>
<td>120</td>
<td>8-9</td>
</tr>
<tr>
<td>4 credits</td>
<td>160</td>
<td>10-11</td>
</tr>
<tr>
<td>5 credits</td>
<td>200</td>
<td>13-14</td>
</tr>
<tr>
<td>6 credits</td>
<td>240</td>
<td>16</td>
</tr>
<tr>
<td>7 credits</td>
<td>280</td>
<td>18-19</td>
</tr>
<tr>
<td>8 credits</td>
<td>320</td>
<td>21</td>
</tr>
<tr>
<td>9 credits</td>
<td>360</td>
<td>24</td>
</tr>
<tr>
<td>10 credits</td>
<td>400</td>
<td>27</td>
</tr>
<tr>
<td>11 credits</td>
<td>440</td>
<td>30</td>
</tr>
<tr>
<td>12 credits</td>
<td>480</td>
<td>32</td>
</tr>
</tbody>
</table>

Register for Credit

- Students are required to be registered for credit prior to starting work at their internship.
- Students must be registered for credit during the semester they will be working their internship hours.

Registration for an internship takes place during the same time frame as traditional courses (Add/Drop Period) with specific deadlines for each semester. Registration takes place when you submit your Experiential Learning Application (attached). If you do not meet the program Prerequisites, you must submit a Prerequisite Deviation Form with your Experiential Learning Application.

Registration Deadlines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall</td>
<td>September 1</td>
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<tr>
<td>Spring</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer</td>
<td>July 1</td>
</tr>
<tr>
<td>Winter</td>
<td>December 1</td>
</tr>
</tbody>
</table>

To get registered for internship credit, students will complete the attached Experiential Learning Application and return it to our office by the above deadlines for the semester.
Course Overload
If adding internship credit to your schedule creates a course overload, you will need to have your academic advisor give you overload approval prior to submitting your Internship Application.

Faculty Sponsor
Students will work with a faculty sponsor from their major. The faculty sponsor assists you with your Experiential Learning Application, reviews your learning objectives, determines what your academic assignments will be and assigns you a final grade for the internship experience.

Learning Objectives & Learning Agreement
Student interns will develop learning objectives and, once registered, will complete an electronic Learning Agreement using their Experience Network account. The CEL will email you and guide you through the learning agreement process after you have been registered for credit.

Learning Objectives are required for each learning agreement. Students need to determine what they hope to learn from the experience and can develop learning objectives using the worksheet provided in this packet. The Learning Objectives and Learning Agreement should be discussed with your faculty sponsor. The learning agreement will include the type of credit to be earned, information on the internship site, number of hours to be worked, the duties of the internship, the learning objectives of the student as well as the academic assignments to be completed. Learning Agreements are completed online within The Experience Network and submitted to your faculty sponsor, internship site supervisor and the Director of the Center for Experiential Learning electronically for approval.

Tuition
Fall & Spring - Internship credit is included in your full time tuition costs in the fall and spring.

Summer & Winter Session - Tuition for summer and winter session internships is billed by the credit hour like any other academic course. Summer and Winter Session tuition is due within 24 hours of registration.
**Final Grade**  
Internships are graded with a final grade of H (Honors), S (Satisfactory) or U (Unsatisfactory).  
**This grade does not affect your overall GPA.** Students must fulfill all requirements of the internship in order to receive a passing grade:  
1. Submit your completed Experiential Learning Application for registration by the semester deadline.  
2. Complete your Learning Agreement in the Experience Network by the semester deadline.  
3. Work the required hours for the credit being earned.  
4. Complete all required academic assignments.  
5. Submit time sheets verifying work hours and signed by your internship site supervisor.  
6. Receive a positive site evaluation from the internship site supervisor.  

**Next Steps**  
If you have not done so already, set up your profile in **The Experience Network** so that you can be familiar with the system when it comes time to complete your learning agreement. The Experience Network contains all of our internship resources and you can access it in the right margin of any page of our website.  

To log in to the **Experience Network** visit our website and click on the **Experience Network Link for Students** in the right margin. Follow the instructions for First Time users.  

Use the **Resource Library** in the Experience Network to access documentation, assignment instructions, time sheets and more.  

Students in the following internship programs need to print the additional documentation in **The Experience Network** specific to their program:  
- Health & Wellness Majors earning HSC 498 credit  
- Oswego Hospital Interns working with Dr. Jim MacKenzie  
- Walt Disney World College Program Interns  

**Continue the internship process by following the instructions on the attached Internship Student Checklist.**
Internship Student Checklist
Your guide to the internship process

____ Meet Program Prerequisites – 2.5 GPA with junior or senior status or graduate student
   If you do not meet these requirements, meet with your academic advisor to discuss getting approval for and completing a Prerequisite Deviation. Prerequisite deviations are at the discretion of your academic advisor and major department. Prerequisite Deviation Forms are submitted WITH the attached Experiential Learning Application.

____ Find your internship and determine how many credits and the type of credit you would like to earn. Develop a work schedule with the internship site that will fulfill the work hours needed for the credits requested.

____ Have your internship registered with SUNY Oswego – This step is to be done by your internship site supervisor.
   If your internship position is in The Experience Network, your position is registered. If your position in not in the Experience Network, have your supervisor visit www.oswego.edu/experience and click the link For Employers in the left margin and follow the instructions for registering your internship.

____ Contact a faculty sponsor within your major and set up an appointment with them.

____ Bring your Experiential Learning Application and Learning Objective Work Sheet to your faculty sponsor appointment.

____ Complete the Experiential Learning Application and finalize your learning objectives with your faculty sponsor, get the required signatures.

____ If adding internship credit to your schedule will cause a course overload, you will need to have your academic advisor submit the online course overload form so you can be registered for credit.

____ Develop your Learning Objectives using the attached Learning Objective Work Sheet.

____ Submit the completed application to the Center for Experiential Learning by the Application deadline. Include a signed Prerequisite Deviation Form if you do not meet the program prerequisites (Junior/Senior - 2.5 GPA).

____ When instructed, complete your learning agreement in The Experience Network – instructions for this will be emailed to you near the beginning of the semester and after you have submitted your application to the Center for Experiential Learning.

____ Contact your internship site supervisor prior to the first week of classes to confirm your work schedule and set a start date.

____ Work your required hours at your internship site and record the hours worked on time sheets. Once your internship is complete, have your time sheets signed by your Internship supervisor then scan and upload them (as a pdf file) into your Experience Network account (My Documents Folder in the Time Sheets Section).

____ Complete and submit all assignments to your faculty sponsor by the assigned due dates and verify that your internship site supervisor completes your site evaluation at the conclusion of your internship.
Learning Objective Worksheet

The following information will assist you in developing the learning objectives for your learning agreement.

A good learning objective should describe for you, your faculty sponsor, and your site supervisor exactly, what you hope to learn through your internship experience. Learning objectives should be specific and measurable.

The academic assignments used to measure your learning objectives will be determined by your faculty sponsor and included under the Academic Assignment section of the Learning Agreement in The Experience Network.

Do not confuse Performance (what you will do) with Learning (what you want to learn from what you will be doing). When developing learning objectives use adjectives like: learn, improve, analyze, develop, compare, and gain.

1. What knowledge, ideas, theories or concepts gained through course work in your major can be applied to your position?
2. What skills developed through your academic program can you utilize on the job?
3. What new knowledge or information do you expect to gain from your internship that will strengthen your academic program?
4. What new skills will you develop through the experience which will contribute to the successful completion of your academic program?
5. What information will you be able to obtain regarding professional fields, trends, and the demands of these fields?
6. How do you expect the experience to affect your personal and emotional growth?

**Learning Objective Examples**

<table>
<thead>
<tr>
<th>Vague Objective</th>
<th>Clear Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve my communication skills.</td>
<td>Use concepts learned in Com 210 to improve my ability to convey information and express my thoughts clearly when speaking to a group.</td>
</tr>
<tr>
<td>Learn more about the elderly</td>
<td>Learn about 2 illnesses generally associated with the elderly and how older adults are affected physically, psychologically and socially by these 2 conditions.</td>
</tr>
</tbody>
</table>

On the back of this form create 5-6 learning objectives in draft form. Bring these objectives to your meeting with your faculty sponsor. Once your faculty sponsor reviews and finalizes your objectives, keep them on hand, you will need to enter your objectives on your learning agreement (when instructed to do so).
Experiential Learning Application

Required for Internship or Co-op Participation and Registration

Complete this form and submit to the Center for Experiential Learning by the semester application deadline.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
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<td>Summer</td>
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</tr>
<tr>
<td>Winter</td>
<td>December 1</td>
</tr>
</tbody>
</table>

Student Information

Semester and year of your internship or co-op: Fall _____ Spring _____ Summer _____ Winter _____

First Name: ______________________________________________    Last Name:____________________________________________

ID#: ____________________________ Major or Graduate Program: _____________________________________________________

*GPA: ______________ Class Status: ______________ Email:_____________________________________________@oswego.edu

*Internship students who DO NOT meet the 2.5 GPA and are NOT Juniors or Seniors and co-op students who have not completed GST 101 will need to submit a completed Prerequisite Deviation Form with this application.

Prerequisite Deviations are granted at the discretion of your academic advisor and major department.

Internship/Co-op Site Information

Company/Work Site: ______________________________________________________________________________________________

Full Site Address: ____________________________________________________________________________________________

Street Address                                                                       City                                       State                        Zip

Supervisor: ______________________________________________________________ Phone #:________________________________

Supervisor Email:___________________________________________________________________________________________________

Start Date:____________________________        End Date:____________________________

Registration and Approvals

Type of credit or Co-op requested (Credit options are listed in the Experience Network Program Overview):

Course Prefix: __________________________ Course Number: __________________

# of credits requested (0-12) : __________ Is this experience: _______Paid _______Unpaid

Upon application approval, I give the CEL permission to register me and I agree to submit my online learning agreement by the CEL deadline. If my learning agreement is not submitted by the deadline, I understand that I will be deregistered. (Internship students: If your GPA drops below 2.5, and/or you do not have a valid internship site, you will be dropped from the internship course and no longer eligible to receive academic credit). Co-op students will be deregistered from academic courses during the co-op semester.

Student Signature:__________________________________________________________________________

Faculty sponsor printed name and signature:______________________ /___________________________

Please provide your signature to approve this application and registration. Students will complete an electronic learning agreement that will be emailed to you for approval. Internship students who do not meet the 2.5 GPA and Jr/Sr class standing requirement will need to include a Prerequisite Deviation form with this application. Co-op students who have not completed GST 101 will need to submit a Prerequisite Deviation with this application.

Academic advisor printed name and signature:________________________ /__________________________

Office Use - GPA:   Hours:   Site Verified: YES  NO   Description Needed: YES  NO

Prerequisite Deviation: YES  NO   Overload: YES  NO   GRAD DATE: