**Internship Handbook & Application**

**Definition:**
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.

**Criteria:**
- Upper Division Credit: Departmental or General Studies (GST) Credit
- Junior/Senior or Graduate Student Status
- 2.5 GPA
- Internships can be Paid or Unpaid
- Only **ONE** internship per semester/term
- Must meet any additional major Departmental prerequisites

**Registration Deadlines:**
- Students should be registered for their internships the semester/term prior during advanced registration
- Academic Calendar registration deadlines will be followed for each semester/term
- Students are required to be registered for credit prior to starting work at their internship

**Tuition information:**
- **Fall & Spring** - Internship credit is included in your full time tuition costs in the fall and spring
- **Summer & Winter Session** - Internship credit is billed by the credit hour and is due within 24 hours of registration like any other academic course. See Student Accounts: [oswego.edu/student-accounts/](http://oswego.edu/student-accounts/)

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**Steps to Finding, Acquiring, and Registering for an Internship**

**How to get started**

| STEP 1: Consult your Academic Advisor to see if internship credit is appropriate |

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- Decide on which type of credit **above** you want to earn.
- Review required prerequisites for departmental vs. GST credit. Departmental internships may have different requirements. See the college catalog for details.
- Decide on the number of credits you would like to earn. Things to consider:
  - **1 academic credit = 40 hours of work throughout the semester/term.**
    - Example: 6 credits = 240 hours = (averages 16 hours per week)
  - Hours must be completed during the semester/term you are enrolled for the credit.
  - Students can earn up to **12 credits** for Fall, Spring & Summer and **3 credits** for Winter Session.
  - Students can only earn a total of **15 internship** credits **towards** degree requirements.
Notes on special populations:

- **Prerequisite Deviations**: are at the discretion of the academic advisor and department chair. If a prerequisite is waived, a prerequisite deviation form must be completed and turned in with the Experiential Learning Application.
- **Course Overloads**: If you need to do a course overload for the semester/term you must have your advisor fill out a online Course Overload Form prior to submitting your internship application.
- **International students**: should discuss F1 or J1 Visa requirements with International Education before applying for an internship.
- **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.

**Step 2: Find a valid internship work site and site supervisor**

- Visit the **Compass Resource Center** 145 MCC, to prepare a resume and cover letter to apply for positions and begin looking for a valid internship site and position.
- Review and apply for internship positions through the **Find an internship/Co-op section on the CEL website**. [https://www.oswego.edu/center-for-experiential-learning/find-internship-or-co-op](https://www.oswego.edu/center-for-experiential-learning/find-internship-or-co-op)
- After receiving an offer for an internship, your Site Supervisor must verify the position on the online form unless it is already in the Experience Network Database. All new position descriptions must be verified through CEL. Your site supervisor must fill out the Verification Link by visiting the “For Employers” page at [oswego.edu/experience](http://oswego.edu/experience). Once this is filled out by your employer CEL will email you a copy to attach to your Experiential Learning Application.
- Review the Internship site guidelines in the “For Employers” section of the website to ensure that the site meets all the qualifications. A site must meet all guidelines and be approved by both CEL and the faculty sponsor.

**Step 3: Complete the Experiential Learning Application at the end of this packet**

- Review the **Learning Objectives Worksheet** attached to the Experiential Learning Application and begin to write your learning objectives. These objectives are based on your position responsibilities and should be what you hope to gain from the position.
- Print the **Verified Position Description** either from Experience Network or from the email sent to you from CEL staff.

**Meet with your Faculty Sponsor in your major who will:**

- Review and approve verified internship site and position description.
- Review and assist with Finalizing your **Learning Objectives**.
- Determine the required academic assignments to document your learning based on the desired amount of credit. An **Academic Assignment Template** is available to faculty in the “**Resource Library**” of the **Experience Network** and will be uploaded to the learning agreement by your faculty sponsor when you complete your **Learning Agreement**.
- Determine where your assignments and timesheets will be submitted (ie, Blackboard Learn, google drive etc.)
- Evaluate your internship experience, review completed academic assignments, timesheets, site evaluations and assign the final grade for the internship experience.
Step 4: Submit the completed Experiential Learning Application with ALL signatures AND a verified position description to the Center for Experiential Learning to be registered for credit

- Academic Calendar Registration Deadlines will be adhered to for each semester/term.
- A verified position description MUST be attached to your application in order to be registered for credit.
- If applicable, prerequisite deviations must be submitted with the Experiential Learning Application.
- Online Overload approvals must be completed by the academic advisor prior to submitting the Experiential Learning Application.
- Instructions for Prerequisite Deviations and Online Overload Form can be found on the Registrar’s website.

Step 5: When Instructed via email, complete your online learning agreement in The Experience Network

- You will receive an email from CEL, (experience@oswego.edu), once your application has been processed and you are registered for credit. The email will contain instructions on how to begin your Online Learning Agreement through the Experience Network.
- Your learning agreement must be completed by the end of the Drop period each semester/term.
- Use the “Resource Library” in the Experience Network to access documentation, assignment instructions, timesheets and more.
- Students in the following internship programs need to print the additional program specific documentation in The Experience Network “Resource Library”:
  - Health & Wellness Majors earning HSC 498 credit
  - Oswego Hospital Interns working with Dr. Jim MacKenzie
  - Walt Disney World College Program Interns

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

During your internship
- Work your required hours at your internship site and record the hours worked on time sheets that you have signed by your internship site supervisor for submission to your faculty sponsor.
- Complete and submit all assignments to your faculty sponsor by the assigned due dates.

After completing all your internship hours
- Verify that your internship site supervisor completes your site evaluation at the conclusion of your internship.

Note: Internships are graded by the faculty sponsor 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.
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 SMART Specific, Measurable Attainable, Results, Timely.

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

Vague Objective

Improve my communication skills.

Learn more about the elderly

Clear Objective

Use concepts learned in Com 210 to improve my ability to convey information and express my thoughts clearly when speaking to a group. Learn about 2 illnesses generally associated with the elderly and how older adults are affected physically, psychologically and socially by these 2 conditions.

Create 5-6 learning objectives in draft form to review with your Faculty Sponsor before entering them into your online Learning Agreement

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Experiential Learning Application

Required for Internship or Co-op Participation and Registration Complete this form, attach your position description and submit to the Center for Experiential Learning in advance of the course registration deadlines.

Student Information: semester/term and year of your internship or co-op: Fall _____ Spring _____ Summer _____ Winter _____

First Name: ________________________ Last Name: ________________________ ID#: ________________________

Major or Graduate Program: ________________________________________________

Are you an International Student: _____ Yes _____ No If yes, Visa type: _____F1 _____J1

*GPA: ____________ *Class Status: ____________________ Email: ________________________@oswego.edu

*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 department chair or the Director of CEL (for GST credit only).

Internship/Co-op Site Information

Company/Work Site: ________________________ Position Title: ________________________

Full Site Address: ________________________ Street Address ________________________ City __________ State ______ Zip ______

Supervisor: ________________________ Supervisor’s Title: ________________________

Phone #: ________________________ Supervisor Email: ________________________

Start Date: ____________ End Date: ________________________ (must be within the semester/term)

Have you earned credit for this work site before? _____Yes _____No Is this experience: _____Paid _____Unpaid

Registration Information 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) : _______

Academic Advisor Approval: 

I verify that:

- The student meets all departmental prerequisites
- I filled out a prerequisite deviation form (signed by chair or CEL Director for GST), if applicable.
- I completed the online overload approval form, if applicable

Printed name: ________________________

Academic Advisor Signature: ________________________

Faculty Sponsor Approval:

I verify that:

- The position description for this student’s internship site is attached
- I approve of this experience.
- I understand the Faculty Sponsor responsibilities (on website) and agree to this role.

Printed name: ________________________

Faculty Sponsor Signature: ________________________

Upon application approval, I give 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/term.

Student Signature: ________________________

Office use: GPA: _______ Hours: _______ Grad Date: _______ Rev. 11-1-2017

Site Verified: Y _____ N _____ Position Description: Y _____ N _____ Prereq Dev.: Y _____ N _____ Overload: Y _____ N _____