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INTRODUCTION

This guidebook contains information about the internship program at Marian University and outlines how to arrange an internship for academic credit or non-credit. Some majors are required to complete at least one internship experience with the intent to supplement classroom learning with practical experience; however, all students have the opportunity to participate in an internship experience. An internship offers many benefits, including:

- **Valuable experience.** Many employers want to hire people who have experience and can step into the job and be productive.
- **Information.** An internship will help you make contacts, get ideas, and learn about the fields that interest you.
- **Practical application.** Students will have the chance to apply theories learned in the classroom to a real world setting.
- **Job offer.** In many cases, an internship can lead to employment.

INTERNSHIP DEFINITION & CRITERIA

To establish uniformity in the use and application of the term “internship,” Marian University promotes the definition recommended by the National Association of Colleges and Employers (NACE) [http://www.naceweb.org](http://www.naceweb.org).

**Internship Definition**

“An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

**Internship Criteria**

The following criteria must be met to ensure that an experience is considered a legitimate internship:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor. The student’s work experience will be evaluated by the agency’s site supervisor and the academic advisor or academic work experience supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

The faculty/academic advisor has the right, upon reviewing a potential internship work site, to reject the internship if it does not appear to satisfy the requirements of providing a meaningful learning experience.
INTERNSHIP COMPONENTS

Student Responsibilities
The student is responsible for finding an appropriate and relevant internship experience; assistance is available from Career Services, Internship Coordinator and/or Faculty/Academic Advisor(s). Students are responsible for submitting required documentation including approval forms and written evaluation materials prior to beginning the internship. Failure to file appropriate forms in a timely manner will result in credit not being granted for work you may have done. All forms are available on the Career Services website.

Registration
Students should register for an internship experience via SabreNet or, if appropriate, using the PreRegistration Worksheet and submit to the Office of the Registrar for the appropriate semester. Students must be registered for the internship prior to starting the internship (internship hours begin after registration of course).

Registration confirms the following:
- Identify and have approval for your internship site experience.
- Complete and return required approval forms.

Approval Forms
The student, the work supervisor, the program director/academic advisor, and Career Services and/or Internship Coordinator are each involved in the process. Failure to secure approval for an internship from your faculty/academic advisor in advance of starting the internship may result in the disqualification of an internship activity.

The following forms must be completed and filed with your faculty/academic advisor or Career Services within two weeks prior to the start of an internship. All forms are available on the Career Services website https://my.marianuniversity.edu/OfficesAndServices/careerservices/.

- Registration of Internship – Registration must be completed prior to start of internship. Purpose: Document internship has been approved by faculty/academic advisor.
- Site Supervisor Documentation Form – This is completed by the site supervisor. Purpose: Ensures commitment from the site supervisor to involvement in the process.
- Student/Faculty Learning Contract – This is completed by the student and supervising faculty/academic advisor. Purpose: Documents start and end points of the internship, methods of evaluation, the rationale for engaging in the internship.
- Job Description – The organization or site supervisor may have developed a job description for the internship position. If they have not done so, it is the responsibility of the intern to develop a job description. This job description should define significant tasks, duties or responsibilities to be performed by the intern. If developed by the intern, this job description should be reviewed with the work supervisor. Purpose: Documents known job responsibilities.
**Evaluation**

There are a variety of ways to evaluate a student’s progress and achievement in their internship. The student and advisor will negotiate the specific evaluation methods used for each internship placement. Written evaluation materials must be submitted to the supervising faculty/academic advisor by the agreed upon date, and no later than two weeks after completion of the experience. The following evaluation methods may be used:

**Site Supervisor Evaluation** – The intern’s site supervisor will complete an evaluation near the end of the internship experience. The purpose is to gain the site supervisor’s perspective on how well the intern performed.

**Site Visit** – The supervising faculty/academic advisor will visit the internship site if the intern placement is within a reasonable distance of Fond du Lac and s/he is able to arrange schedules. The site visit should be done about half way through the internship.

Questions of interest in a site visit may include:

- What is the work site like? (physical, social environment)
- What is the intern doing? (tasks, projects, activities, etc.)
- What is the intern learning? (developing competencies in areas relevant to major)
- Are there any things that could be done to broaden the intern’s learning experience?
- How are things going? (are there any questions or concerns?)
- Is this an opportunity that might be beneficial to someone else in the future?

**Self Evaluation** – The purpose is to gain the intern’s perspective on how well s/he performed and what competencies were gained in relation to learning objectives.

- **Paper** – This may take one of several forms. The intern and the faculty member will agree which is most appropriate for the internship setting.
- **Portfolio** – This document should focus on two primary questions:
  1. What did the intern do? (tasks, activities, projects)?
  2. What did the intern learn? (competencies developed and reactions to learning)?
- **Learning Journal** – This is a weekly record of what experiences the student is gaining and what the student is learning from these experiences.
- **Exit Survey** – This survey is taken by students upon completion of their internship.
FREQUENTLY ASKED QUESTIONS ABOUT INTERNSHIPS

1. What’s the difference between Internships, Co-ops, Practicums, and Externships?

**Internships**
Internships are typically one-time work or service experiences related to a student’s major or career goal. The internship plan generally involves a student working in a professional setting under the supervision and monitoring of practicing professionals. Internships can be paid or unpaid and the student may or may not receive academic credit for performing the internship.

**Cooperative education**
Cooperative education provides students with multiple periods of work in which the work is related to the student’s major or career goal. The typical program plan is for a student to alternate terms of full-time classroom study with terms of full-time, discipline-related employment. Since program participation involves multiple work terms, the typical participant will work three or four work terms, thus gaining a year or more of career-related work experience before graduation. Virtually all co-op positions are paid and the vast majority involves some form of academic credit.

**Practicums**
A practicum is generally a one-time work or service experience done by a student as part of an academic class. Some practicums offer pay, but many don’t. Almost all are done for academic credit.

**Externships/job shadowing**
An externship or job shadowing experience allows a student to spend between a day and several weeks observing a professional on the job. Such experiences are unpaid, however some colleges and universities pick up travel and/or living expenses. Externships and job shadowing experiences are generally not done for academic credit.

2. What are some of the benefits of an internship experience?
An internship offers many benefits, including:

- **Valuable experience.** Many employers want to hire people who have experience and can step into the job and be productive right from the start.
- **Information.** An internship will help you make contacts, get ideas, and learn about the field. The student may learn first-hand, whether he/she is satisfied with their choice of major.
- **Practical application.** You will have the chance to apply theories learned in the classroom to a real-world setting while building your résumé.
- **Leads to employment.** In many cases, an internship can lead to a job offer, serving as a way to get your “foot in the door”.

3. Can a student be paid for the work experience (internship) ?
Yes. Regardless of the amount of academic credit, the practical work experience gained in the internship may be arranged as either a paid or unpaid experience. Whether or not a student is paid depends upon the organization and arrangements of the internship.

For further information regarding paid vs. unpaid internships view the fact sheet put out by the Department of Labor’s Wage and Hour Division. [http://www.dol.gov/whd/regs/compliance/whdfs71.pdf](http://www.dol.gov/whd/regs/compliance/whdfs71.pdf)

4. How do I get an internship?
There are many different ways to locate an internship. Many students arrange their own experience through their own networking, job fairs, Internet searches, etc. Assistance is available from the Career Services Office and/or the university Internship Coordinators. While Career Services and/or the internship coordinators will assist you in locating an internship, ultimately, just as students are
responsible for finding employment after graduation, students are responsible for securing an internship site. Here are several suggestions for getting started in locating internship opportunities:

- Attend job and internship fairs and other related campus career events/workshops; register with Marian’s online jobsite, MARIANconnect (https://app.purplebriefcase.com/pb/account/login?s=marian)
- Visit the websites of companies where you might want to do your internship; tailor your résumé and cover letter to the employer.
- Contact the Chamber of Commerce of the city where you would like to work to obtain information about local employers.
- Network. Talk with friends, family, co-workers, supervisors, instructors, administrators, and professionals in your field of study, and let them know you are searching for an internship.
- Social Media. Get connected with LinkedIn and access the world’s professionals; search for internships/jobs, follow companies, groups, and people.
- WAICU Nonprofit Internship Program. Wisconsin Association of Independent Colleges and Universities (WAICU) offers summer internships located throughout Wisconsin, offering a wide range of opportunities for many different majors. Interns gain valuable experience in the nonprofit sector, to learn more contact Career Services or visit WAICU’s website. (http://www.waicu.org/internships/)

5. **What do I have to do in the internship and when should I find one?**

   The student will work out in advance a learning contract with his/her advisor. This learning contract should articulate what the student will do and how he/she will be evaluated. The student will also need to reach agreement with his/her site supervisor on requirements and expectations of the organization for the internship.

   **Internship Timeline** –

   Here is a general timeline to assist you with the planning process:

   - *Research internships* (Three semesters before you want to begin your internship)
   - *Apply for internships* (Two semesters before you intern)
   - *Interview and accept an internship* (one semester before your internship)

**CONTACT INFORMATION**

Mary Hatlen, M.S.
Director, Career Services
Career Services Office (mobile unit west)
920-923-7161
mhatlen@marianuniversity.edu

https://my.marianuniversity.edu/engagement/services/careerservices/default.aspx
EXAMPLES OF PAST INTERNSHIPS

Business Internships

Accounting
Neenah Paper, Neenah, WI
Sodexo, Fond du Lac, WI
Pinnacle Gaming Solutions, Canada
FDL Bumper Exchange, Fond du Lac, WI

Business Administration
Dobronac Inn, Fond du Lac, WI
Quintiles, North Carolina
Oshkosh Oriental Food, Oshkosh, WI
Windhover Center for the Arts, Fond du Lac, WI
Walgreens, Mukwonago, WI

Health Care Administration
MEPS-Milwaukee, WI

Finance
Bank of Oakfield, Oakfield, WI
Helmer Electric, Fond du Lac, WI
Grande Cheese, Brownsville, WI

Management
Sodexo, Fond du Lac, WI

Technology
Farmers & Merchants Bank
Rockline Industries, Sheboygan, WI

Marketing
Agnesian Healthcare, Fond du Lac, WI
Sodexo, Fond du Lac, WI
Downtown FDL Partnership, Fond du Lac, WI
M3 Insurance, Madison, WI
IBS Inc., Appleton, WI
Capgemini Consulting, New York, NY
Schneider Logistics, Green Bay, WI
Business Internships (con’t)

Sport and Recreation Management
Oshkosh Bombers, Oshkosh, WI
YMCA, Fond du Lac, WI
Marian Athletic Department, Fond du Lac, WI
Chegwin School Basketball, Fond du Lac, WI
Miami Dolphins, Miami, FL
Green Bay Bullfrogs, Green Bay, WI
Arrowhead Hockey, Hartland, WI
Lakeshore Chinooks, Grafton, WI
Cooperstown Dreams Park, Milford, NY
Madison Mallards, Madison, WI

Communication Internships
Agnesian Health Care, Fond du Lac, WI
Agnesian Health Care – Grief Relief
Law Office of Darryl Thompson, Anchorage, AK
Siebkens Resort, Elkhart Lake, WI
Menard’s, Fond du Lac, WI
Habitat for Humanity, Fond du Lac, WI
Marian University, Fond du Lac, WI
- Student Support (Trio)
- Office of University Relations
- International Multicultural Center
- Student Senate
- Information Technology
Public Relations Intern
Intern in Bereavement Services
Paralegal Office Assistant
Event Coordinator
Management Intern
Public Relations
Marketing Intern
Public Relations Intern
Diversity Intern/P.R./Event Planning
Public Relations Intern
Training/Technical Writer Intern

Criminal Justice Internships
Fond du Lac Police Department – Community Service Officer, Fond du Lac, WI
Fond du Lac County Emergency Management, Fond du Lac, WI
Wisconsin State Patrol, Fond du Lac, WI
Dodge Correctional Institution, Waupun, WI
Ripon College Campus Security, Ripon, WI
State of Wisconsin, Department of Corrections – Probation & Parole, Fond du Lac, WI
Winnebago County Sheriff’s Department, Oshkosh, WI

Religious Education Internships
Holy Family Catholic Parish, Fond du Lac, WI
Salem United Methodist Church, Fond du Lac, WI
St. Mary’s Springs Academy, Fond du Lac, WI
Good Shepherd Lutheran Church, Appleton, WI
St. Paul’s Lutheran Church, Mt. Calvary, WI