

## Office of Career Services & Internships Responsibilities

The office of Career Services & Internships will act as a liaison between all parties: the student, employer/on-site supervisor, and faculty sponsor.

### Student Communication

The office of Career Services & Internships will be the key contact in the student's search for her/his internship by assisting the student with:

- Internship opportunity search and selection;
- Resume preparation;
- Communication with employers: distribution of resumes if necessary, receipt of job description;
- Ensures the student has submitted a current professional resume and learning objectives prior to approving the internship;
- **A representative of the office of Career Services & Internships is the last person to sign off on all paperwork**, ensuring that all affected parties approved it before the student submits the paperwork to the Registrar's Office.

Once the student begins the internship, the office of Career Services & Internships is responsible for keeping the lines of communication open between all parties. Any concerns faced by the student should be communicated to the office of Career Services & Internships and/or faculty sponsor, for guidance as to a further course of action. **The office of Career Services & Internships' communications with the student are considered confidential unless otherwise stipulated by the student.**

The office of Career Services & Internships **cannot guarantee internship placement**, but will assist in developing the skills necessary for the student to be successful in her/his internship search.

### Faculty Communication

The office of Career Services & Internships will act as a support person to the faculty sponsor in the student's internship. Although it is the faculty sponsor's responsibility to aid the student in determining which direction should be taken with her/his internship opportunity, it is the office of Career Services & Internships responsibility to assist the student in developing the skills necessary to be successful in her/his search.

## **Employer Communication**

The office of Career Services & Internships is responsible for communicating Lake Erie College's requirements for internships to all employers, making sure that the employer understands academic expectations.

The process begins with the attainment of the job description for the internship position and communication of this position's availability to the faculty sponsor and students. All interested students will contact the office of Career Services & Internships and the following course of action will begin.

The office of CS&I will:

- Forward resumes of all interested students and/or provide employer contact information to the student.
- Act as liaison between student and employer, during the interview process.
- Ensure that the Internship Application & Agreement form is approved and signed by all parties prior to the start of the work.
- Ensure receipt of the midterm evaluation.
- Act as a liaison between the faculty sponsor, student, and employer; assuring that all interests are addressed and needs are met.
- Ensure receipt of final student evaluation forms.