

Student Responsibilities

Internship Search Procedures

All students can be successful in their search for an internship; however the success rate improves dramatically when they do the following:

- Meet with a faculty advisor and/or faculty sponsor early in their school career and plan which semester will be best for an internship.
- The student should be aware of what types of collegiate leadership activities and potential professions interest her/him as she/he proceeds in academic learning. These need to be considered when selecting an internship site.
- All students interested in internships must meet with the office of Career Services & Internships to discuss opportunities and begin resume preparation prior to the start of the internship search. It is best to begin this a minimum of two semesters prior to the intended internship semester.
- **The student is responsible for submitting a completed, professional resume to the office of Career Services & Internships.** Resumes will be posted on ecampusrecruiter.com (Storm Career Network) for employer viewing.
- Students interested in an internship should begin the search for a work site before the semester the internship is desired. **Some internship sites have their own application deadline, which can be up to one year in advance.**
- Students will be contacted by employers for interviews and screening. **The student must respond to all calls and/or e-mails received from the employer.** Even if the student is not interested in the position, it is important to make a professional impression of themselves and Lake Erie College. Opportunities the student is not presently interested in can become attractive opportunities in the future. In other words, don't burn your bridges.
- Students must report all offers, and subsequent acceptance of internships to the office of Career Services & Internships within one week of receiving the offer. This is important in preventing the student's resume from being sent to other employers.

Internship Registration Procedures

- **Students must register for all academic internships prior to the start of the work opportunity by the course registration deadline for the semester in which they are doing their internship.** This includes:
 1. creation of learning objectives (Appendix C) with the faculty sponsor,
 2. submission of professional resume and learning objectives (Appendix C) to the office of Career Services & Internships, and
 3. obtaining and completing the Internship Application and Agreement form with necessary approvals (Appendix B).

The student must obtain signatures from the faculty advisor, the faculty sponsor, the internship site supervisor, and the office of Career Services & Internships, prior to submitting the Internship Application and Agreement form to the Registrar's Office.

- The registrar will not accept student registration for any internship courses without the proper paperwork signed by the student's faculty advisor, faculty sponsor, internship site supervisor and the office of Career Services & Internships.

Out of State Internships/Out of Country

Students may receive internship opportunities requiring that they live away from home or their residence hall. In these instances, it is essential that the office of Career Services & Internships and the faculty sponsor maintain communication with the student and the employer via phone and/or e-mail. While a site visit may not be possible, a virtual site visit may be arranged via conference call. Out of state/out of country internships do not preclude any other internship procedures.

Internship On-Site Requirements (during the internship)

The student is responsible for representing Lake Erie College in a professional manner. This can be accomplished when the student adopts the following guidelines:

- Report to the workplace on time and when scheduled;
- Dress professionally. (If unsure what this means, ask);
- Be polite, professional and cooperative with all team members;
- Show initiative; set goals and prioritize;
- Observe confidentiality;
- Be aware of office politics and avoid office gossip; and
- Learn everything possible about the position and the worksite.

Academic Requirements

- The student will meet with her/his faculty sponsor prior to beginning the internship to set learning goals and determine the content and timing of academic activities, and determine means for academic assessment. Academic activities are used to measure the student's worksite performance and synthesis of academic learning with workplace activities. These activities are used as determining factors for the final internship grade. They may include employer assessments, journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty sponsor.

- The student will contact her/his faculty sponsor throughout the internship to discuss progress toward attaining learning goals and completion of academic activities.
- The student will communicate all problems that arise during the internship to their faculty sponsor and/or the office of Career Services & Internships.
- The student will submit the internship evaluation form (Appendix H) to the office of Career Services & Internships by published deadlines.

Involuntary Termination from the Internship Site

Any student who is terminated from (see "Employer Responsibilities-Dismissal Procedures" page 11) the internship site during the course of the semester and prior to completing the required hours, **must** have the situation evaluated by the Academic Standards Committee to determine the academic disposition and/or resolution of the case.

Voluntary Termination Without College Approval

As stated in the internship definition found at the beginning of this guide, the internship experience is an academic relationship between the student, faculty sponsor, office of Career Services & Internships and the employer. Because of this fact, students are **prohibited** from severing the relationship with the employer prior to the completion of the required hours. Students with concerns about their internships must address them immediately with the faculty sponsor and the office of Career Services & Internships.