**The Senior Internship Program at Lincoln College**

You are embarking on a new experience in your academic career. The internship is one of the capstone courses of the Baccalaureate Degree Programs at Lincoln College. The internship is based on the philosophy that course work and theory, when supplemented with a variety of observations and hands-on work experiences will provide the student with the opportunity to enhance his/her professional development and increase understanding and appreciation of the workplace.

**The major learning objectives of the internship may be summarized as follows:**

* To increase the student's knowledge of the professional arena.
* To provide opportunities for the student to apply knowledge and skill acquired in academic settings to a professional setting.
* To provide experiences that offer opportunities for self-evaluation in respect to strengths, weaknesses, and personal standards.
* To facilitate the development of professional ethics.
* To enable the student to develop new skills in leadership, supervisory and administrative roles.
* To expand the student's opportunities for affiliation and networking with professionals.
* To enable the work site staff to contribute to the professional preparation of the student.
* To develop and strengthen liaisons between the student, the college, and the work site.

**Internship Course Requirements:**

* SIT 491, BUS 491, CJS 491, SPM 491 are 3 credit hours courses; HSA 491 is a 4 credit hour course. These internship courses are available during Fall, Spring and Summer semesters.
* You must see your academic advisor in order to register for this course and complete an eight step involved registration process the semester prior to your internship.
* Students will work on site a minimum of 90 hours during the designated semester to earn 3 credit hours, 120 hours on-site to earn four credit hours.
* Students are required to attend all class meetings during the semester.
* Students are required to check Canvas for the online component of the internship course.
* Students are required to facilitate at least one on-site visit per semester.
* Students are required to comply with the course syllabus.
* Additional course information will be obtained during the class meetings.

**Characteristics of a Quality Work Site**

An internship should provide the student with some real experience in an area/business that they are considering as a career choice. The College will consider any work site that meets the following criteria:

* Is willing and able to invest the time, talent, and effort necessary to provide an optimal learning experience for the student intern.
* Has sufficient professional and supervisory staff capable of teaching, challenging, and modeling in a cooperative atmosphere.
* Provides for an adequate orientation program for the student and conducts regular evaluation, instruction, and information sessions with the student intern.
* Offers a range of programs and services that relate to the student's professional development and learning objectives.
* Accepts the student as a contributing member of the staff.
* Provides regular feedback to the College.

NOTE: In determining duties, assignments and experiences, it is critical that the internship is, above all else, a *learning experience* for the student. It should not be thought of as solely a job.

**The Intern's Responsibility**

Securing an internship site is the responsibility of the student; however, talk to Lincoln College faculty and staff. They can often help you find connections. Use your external network—family members, friends, and their parents from home, community and religious organizations where you have connections

* Students should determine the type of internship they want to secure.
* Student will visit Illinois State University's Career Center to develop a professional resume and cover letter.
* Make an appointment with the Program Director of your major; complete an Internship Application Form.
* Upon approval from the Program Director, student may register for the course. (Registration must take place prior to the last day of the preceding semester.)
* Inevitably the first place you call regarding an internship will ask for a resume. Be prepared, have one in place, and send it with a cover letter.
* Review your options, accept a position with approval from your Lincoln College Normal Internship Coordinator; be sure to call any other offers you have solicited to decline.
* Clarify expectations with your Site Supervisor and Faculty Supervisor by completing the Learning Agreement (Step Two).
* Complete your internship duties, hours, evaluations and academic work, and attend the mandatory seminar sessions.

**PERSONS INVOLVED**

Internships involve several key people both on campus and at the internship site.

**Student Intern**

The primary person behind the planning and arranging of an internship is the student. The student intern secures an internship with the support of campus resources and is responsible for completing all necessary forms, agreements, and the course work. The student intern completes responsibilities at the work site and academic requirements outlined in the Internship Learning Agreement and the course syllabus.

**Additional Responsibilities**

* Conduct yourself professionally at all times when in contact with staff at the work site.
* Complete all academic responsibilities (journals, reports, and evaluations) on time and to the best of your ability.
* Strive toward higher levels of personal and professional growth and fulfillment.
* Use the site supervisor as a model of appropriate behavior and dress.
* If you are going to be late or miss a day, notify your supervisor in advance and arrange to make up the time. It is your responsibility to see that the supervisor gets your message.
* It is the student's responsibility to keep your site supervisor and faculty supervisor informed about your progress.
* Manage your time well. If a proposed time-line seems unrealistic to you, discuss it right away with your supervisor. Don't wait until the last minute—it may be too late.
* Use good judgment in deciding whether to act independently or ask for help.
* Discuss any problems as soon as they arise. Usually it is best to talk with your supervisor first if a problem involves your work or co-workers. You may wish to consult with your Internship Coordinator regarding problems or concerns.

**Internship Coordinator**

The Internship Coordinator is responsible for overseeing the student during the internship. The Internship Coordinator is responsible for the administration of Lincoln College's Internship Program. The Internship Coordinator approves and authorizes students' internship registration, advises site supervisors and faculty members about the Internship Program, and oversees student, faculty supervisor, and site supervisor relations during an internship.

The role of the Internship Coordinator is to guide or direct your experience and to assess a grade for the completed internship based on feedback received from your site supervisor and on completing assignments associated with undertaking your internship. Your Internship Coordinator will evaluate your performance and the outcome of your internship based on what you demonstrate you have learned during your internship.

You, your Site Supervisor, and your Internship Coordinator should work together to plan all aspects of your internship and complete a Learning Agreement. A Learning Agreement is required for earning internship credit.

**Additional Responsibilities**

* Set the climate and philosophy that facilitate student, site, and faculty supervisor interaction.
* Set goals and objectives for the internship based on input from faculty, students, and site supervisors.
* Assist the student in identifying, evaluating, and selecting an internship site.
* Determine when a student is ready for the internship.
* Determine the procedures by which the internship will be administered.
* Develop and supervise a system by which the student's progress will be evaluated.

**Site Supervisor**

The person at the internship site who oversees the intern. The site supervisor is expected to provide a written position description, supervise the intern, participate in one site visit and complete two evaluations of the intern's performance and progress during the internship. The role of your internship site supervisor is to support you in learning new skills, exploring career options, and applying or testing learning while gaining "hands-on" experience. Your supervisor is responsible for evaluating your performance during the internship and will be expected to provide feedback to the College about your performance. There are mid-semester and final evaluations and at least one site visit. The completed evaluations will be incorporated into the grading of your internship.

**Additional Responsibilities**

The site supervisor will be responsible for the following:

* Providing fully qualified supervision.
* Challenging the student with meaningful learning experiences that meet both the student's and agency's needs.
* Designing learning experiences and assignments with the student.
* Informing the student of all personnel policies and procedures.
* Monitoring the student to protect and enhance the quality of the site's services as well as the student's well-being while affiliated with the work site.
* Scheduling periodic conferences with the student to discuss schedules, work performance, and future assignments.
* Evaluating and reviewing the student's performance and submitting the results to the Faculty Supervisor. A midterm and a final evaluation are required. Forms are provided by the College.
* Providing the student reasonable freedom to participate in staff meetings, activities, projects, and programs.

**Paid verses Unpaid Internships**

An internship is not the same as a part-time job.The primary objective is not to earn money but to learn. Some positions are paid and others are not, depending on the resources and policies of the sponsoring organization. Do not accept or reject a site based on pay. Some of the very best internships are often unpaid and may lead to a paid position in the future.