**Lincoln College Senior Internship**

**Application for Internship**

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| **Student Name (First and Last):** | | **Student ID:** |
| **Address:**  **City:**  **State:**  **Student email address:** | | **Home Phone:**  **Cell Phone:** |
| **Major:** | **Minor:** | **Current Class Standing:** |
| **Term of enrollment: Year: \_\_\_\_\_\_\_**  **Please Select ONE of the following semesters:**  **Fall \_\_\_\_\_\_\_\_**  **Spring \_\_\_\_\_\_\_\_**  **Summer \_\_\_\_\_\_\_\_** | | **Credit hours to be earned:**  **CJS**: 3 credit hours  **HSA**: 4 credit hours  **SIT**: 3 credit hours  **SPM**: 3 credit hours  **Number of credit hours: \_\_\_\_\_\_\_\_** |
| **Potential Internship Sites:**  **Internship Site/Job Title:**  **Address:**  **Site Supervisor Name and Contact Information:**  **Internship Site/Job Title:**  **Address:**  **Site Supervisor Name and Contact Information:**  **Internship Site/Job Title:**  **Address:**  **Site Supervisor Name and Contact Information:** | | |

BUS 491, SIT 491, SPM 491, CJS 491, and HSA 491

Senior Internship Pre-Registration Checklist Agreement

Step One: Checklist Review with the Internship Coordinator

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, met with the Internship Coordinator on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and thoroughly reviewed the pre-registration process for the Senior Internship.

**Step Two: Resume and Cover Letter Review**

* Internship candidate must have both their resume and cover letter reviewed and approved by the internship coordinator.

**Step Three: LinkedIn Account and/or Letters of Recommendation**

* Internship candidate completes one of the following: Submit two letters of recommendation to be used in applying for internship opportunities, or, internship candidate creates a professional LinkedIn account including work experience, education, professional photo, interests, and skills.

**Step Four: Approved Internship Site Host Agreement**

* Internship candidate submits the Site Host Agreement form signed by your site supervisor. This form secures your semester internship at your site and serves as an agreement between the site, the student, and Lincoln College. All internships sites must be approved by the Internship Coordinator and student's Program Director. An approved site will create a new experience for the student and be highly related to the learning objectives of the student's degree program. Students may submit the host agreement either as a hard copy of the agreement, or electronically as a scanned PDF file. If you submit the host agreement to the Internship Coordinator electronically, the host agreement must be submitted as a PDF containing all nine pages of this document in order. Digital signatures from the student applicant and site supervisor will not be accepted.

**Step Five: Approval of Student Learning Outcomes and Application for Program Director interview**

* Internship candidate creates detailed learning outcomes, strategies, evaluation methods, and the proposed closing activity for his/her internship. Upon approval of the Internship Coordinator, internship candidates will submit his/her approved Step Five Learning Outcomes and Application for an Interview to his/her Program Director.

Internship candidates will arrange an interview with his/her Program Director for final approval of the proposed Senior Internship. Once this interview is complete, the student's program director will confirm admittance to the internship program with the internship coordinator.

**Step Six: Registering for Senior Internship**

Once all steps have been completed, submitted, and approved by the Internship Coordinator and Program Director/Department Chair, students will be permitted to register for BUS 491, SIT 491, SPM 491, CJS 491 and HSA 491. The internship candidate's academic advisor will be contacted by the Internship Coordinator to permit the advisor to enroll the student in the Senior Internship course.

As the student, you MUST also contact your advisor and state that you want to be enrolled in the Senior Internship course. You will not be allowed to register for BUS 491, SIT 491, SPM 491, CJS 491 and HSA 491 if you have omitted any of these steps and/or if you fail to meet these guidelines by the end of the registration term. It is your responsibility of the student to meet all deadlines and due dates provided by Lincoln College, your advisor, Department Chair, and Internship Coordinator.

**Lincoln College Account Holds**:   
It is the responsibility of the student to ensure that all holds are cleared on his/her student account prior to registration. Health holds, Business Office holds, Finance Office holds, and Registrar holds must be cleared before a student may enroll in this course. Be sure to speak with your advisor in advance to ensure your student account is clear of all holds.

**Communication and Submission of Checklist Steps:**   
All communication is to be conducted by email using your Lincoln College student email address to ahurley@lincolncollege.edu. Students must use his/her Lincoln College student email accounts to limit the risk of lost messages, spam messages, etc.

With the exception of the Step 4 host agreement, all checklist steps are to be submitted to the Internship Coordinator as a Word document. Internship Coordinator will not accept any Google Docs, OneDrive, or any document that requires a link and an access code. The Step 4 host agreement is to be submitted to the Internship Coordinator as either a hard copy or a PDF containing hand signatures from the internship candidate and approved site supervisor. This agreement must be submitted in full containing all nine pages in order.

**Senior Internship Application Deadlines:**

The Deadline for Admittance to the Senior Internship for the desired \_\_\_\_\_\_\_\_\_\_\_ semester is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_PM.

Please sign here in recognition that the Internship Coordinator has thoroughly reviewed all steps required for registration for the Senior Internship Program at Lincoln College.

**Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Coordinator Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Grading Rubric for the Pre-Registration Process**  **Please note this applies for BUS, SPM, and HSA 491**  Pre-Registration Process Accounts for 15% of Your Senior Internship Final Grade | | |
| Step 2: Resume and Cover Letter submission | Resume and cover letter submissions are professionally written, thoughtfully crafted, and submitted free of grammatical and spelling errors. Resume submission contains detailed information on previous employment, action verbs and detailed metrics from previous and/or current employment, a professional summary, and 3-4 professional references with detailed contact information. The Lincoln College Resume Building Guidebook and a sample template for the resume and cover letter are provided to assist with the development of the resume and cover letter. Students are allowed two attempts to earn full credit. | 20 points |
| Step 3: LinkedIn Profile or Two Letters of Recommendation | LinkedIn profile contains a professional headshot with minimum of business casual dress, robust and detailed information on the student’s education, work experience, honors and awards, and professional skills. Content provided on LinkedIn is detailed and of substance. Students are allowed two attempts to earn full credit. | 20 points |
| Step 5: Learning Outcomes | Learning outcomes, strategies, and evaluation methods are thoughtful, detailed, well-written and professionally crafted, and are a strategic fit to the student’s internship site. Learning outcome application is complete and a final project/closing activity is professionally written, thoughtful, and detailed. Students are allowed two attempts to earn full credit. | 20 points |
| Timeliness of Submissions | Internship candidate submits all steps prior to the registration deadline and allows sufficient time for review and approval by Internship Coordinator and Division Chair. | 20 points |
| Professionalism and Communication | All communication to the Internship Coordinator and Division Chair are professional and returned in a timely manner (within 12 to 36 hours). | 20 points |