



Internship Site Guidelines

Program Overview

Emmanuel College recognizes the vital role internships play in a student's career development. As a result, the majority of our majors require students to obtain an internship prior to graduation. Internship requirements will vary by department. Students will work in collaboration with their faculty supervisor and the Career Center to determine the opportunities that are the best fit for their major requirements and career aspirations.

Definition of an Internship

In agreement with the National Association of College and Employers (NACE), Emmanuel College defines an internship as 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 provide employers the opportunity to guide and evaluate talent.

Emmanuel College and the National Association of Colleges and Employers (NACE) believe that quality internships meet the following criteria:

- 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.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback provided by the experienced supervisor.
- There are resources, equipment, and facilities provided by the employer that support learning goals/objectives.

Academic Credit

Most students seeking academic credit for internships are in their 3rd or 4th year. A brief overview of the internship criteria is outlined below. The following criteria may vary by department:

- An internship is 12-20 hours per week for one semester (fall, spring or summer), for approximately 12-14 weeks; some departments require students to complete a two-semester internship.
- Students are responsible for coordinating their schedule with the employer.
- Students receive 4 academic credits and a letter grade.
- Students are managed by faculty through a weekly seminar; initial approval of site by faculty is required.
- The internship must have a learning component and may involve a project, depending on the major.
- Interns must be supervised on-site by a professional in the organization.
- The internship supervisor is responsible for completing a student evaluation at the end of the semester and corresponds with the student's faculty supervisor, if requested.

Non-credit Internships

Students interested in pursuing an internship prior to their senior year and/or outside of the academic internship program have the opportunity register for a Level One Internship course. Students enrolled in this course will receive a transcript notation for successfully completing the internship and the course requirements. This course is a 0 credit P/F course.

Intern Compensation

Although an internship can be paid or unpaid, the Career Center encourages employers to compensate interns. Academic credit is not a substitute for compensation. If an intern is considered an “employee” (any individual employed by an employer), according to the Fair Labor Standards Act, the employer must pay the intern at least minimum wage. In general, a paid internship will result in a more competitive pool of candidates.

It should be noted that unpaid internships are evaluated heavily by the U.S. Department of Labor and as a result, have a minimum set of criteria that must be adhered to in order for the internship to be considered legal. For specific information regarding the standards for unpaid internships, please visit:

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>.

If an internship is required by the academic department, international students are eligible to participate in internships through Curricular Practical Training (CPT). The internship must be approved by the academic department and the student will work with the international student advisor to apply for CPT authorization.

Tips for a Successful Internship Program

- The student is provided with a clearly defined job description, which includes a brief overview of the organization, description of the internship project and/or job duties, specific qualifications and skills required, learning outcomes, desired work hours, internship duration, and application instructions.
- The student is offered challenging assignments which allow them to apply their academic knowledge, while providing tangible work experience and skill development.
- Students are provided with a work area and office resources such as a computer, phone, and email address.
- The internship is not located within a private residence and is in a safe location accessible via public transportation and/or commutable from the Fenway neighborhood of Boston.
- Students are provided with training, guidance, and supervision in order to develop professionally, strengthen skills, and enhance performance.
- Students will be evaluated and a review of their performance and accomplishments will be discussed at the conclusion of the internship.

Remote Internships

Approval for a student to participate in a remote internship lies with the academic department. In the event that an academic department approves a student to engage in a remote internship, the Career Center encourages the student and site supervisor to clearly define the number of hours required for each week, establish and document clear communication goals, and schedule a weekly check-in meeting to be conducted via Skype or Phone. The student’s academic department may also provide additional guidelines or requirements.

Hold Harmless Agreements

Emmanuel College employees are not permitted to sign any agreement/verification which may hold the College responsible for an intern’s actions (e.g. hold harmless agreement). However, we would be happy to provide a letter verifying that the student is enrolled in an internship course and receiving a transcript notation or academic credit.

Sample Internship Job Description

Position Title: Public Relations Intern
Organization: 123 Communications
Department: Public Relations
Number of Openings: 3

Start Date: September 5, 2021
End Date: December 11, 2021
Work Schedule: Mon-Fri (flexible shifts)
Hours per Week: 16

Overview:

123 Communications is looking for interns. We are a growing boutique public relations firm working with consumer lifestyle and non-profit clients; we partner with a wide variety of organizations to create innovative communications and public relations programs. From building buzz to managing events, we offer full-service public relations and event marketing solutions that deliver great results. Our goal is to offer each of our clients exceptional service, creative solutions and measurable results.

From strategic positioning to media relations and event marketing, our interns will gain valuable hands on experience in all aspects of public relations.

Responsibilities include:

- Assisting on communications campaigns for consumer clients
- Building media lists, editorial, and speaking calendars
- Identifying community organizations and targeted opportunities for partnerships with our clients
- Managing social media
- Drafting press releases and media advisories
- Conducting media research
- Staffing events
- Managing and scanning for client's press coverage

Qualifications:

123 Communications is conveniently located in West Newton and is accessible by public transportation. A commitment of approximately 16 hours of work per week is required. You must be enrolled in a college/university program and receive academic credit for the internship

We are looking for individuals who:

- have knowledge of computers and adequate typing skills
- are energetic and enthusiastic
- are detail oriented and organized
- have a willingness to learn
- are enrolled in a college/university program and can receive academic credit for the internship

For more information on 123 Communications, please visit: www.123.com.

This is an unpaid internship. Interested candidates can apply by sending a cover letter and resume to John Doe, Public Relations and Social Media Manager at: johndoe@123.com.