

Internship Set-Up

HOW TO GET REGISTERED



ST. CATHERINE
UNIVERSITY

St. Kate's Internship Program
updated 9/2022

A white icon of a staircase with four steps, positioned to the left of the text.

Set-up Steps

Overview

- Find a faculty advisor
- Complete an Internship Learning Contract
- Request an Experience in Handshake
- Sign the Experiential Learning Participant Agreement
- Meet with Career Development

Find a Faculty Advisor



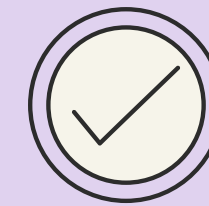
Identify Department Faculty Advisors

In some cases your faculty advisor is set by the department. For example, Business majors do their internships as part of a practicum



Request a Faculty Advisor

Most departments don't have pre-arranged faculty advisors. You may ask any faculty member to serve as an advisor.



Career Development

If your internship is 0-credit, you can use a faculty member or Career Development can serve as your faculty advisor.

Request a Faculty Advisor

Sample Request to Faculty:

Dear Professor Justice,

I hope your semester is going well. I learned so much from you in your Intro to American Government course last semester. I am happy to report that I have secured a spring internship at the Capitol and I'm eager to gain experience to help me decide if I'd like to pursue a career in government.

I am wondering if you would consider serving as my faculty advisor for my internship. Here is [a link](#) to the Career Development page that outlines what your role as a faculty advisor would entail. I believe your guidance during this internship would add value to my experience. Thank you so much for your consideration.

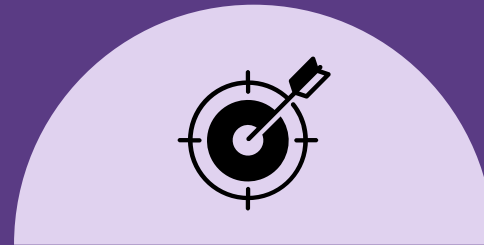
Sincerely,
Francesca Levins

Complete a Learning Contract



Internship Details & Duties

You will provide your internship details including your day-to-day duties and special projects you will work on



Internship Goals

You will identify 5 Career Competencies you would like to develop throughout your internship and outline what you will do to improve these competencies during your experience



Faculty Assignments & Evaluation Criteria

You will collaborate with your faculty advisor to report tasks and assignments to complete in order to evaluate your learning and goal achievement

Learning Contract: Details & Duties

Tips for Completing the Learning Contract Details:

- Go to the internship site organization website and re-read emails to complete the details of your position (e.g., Internship site name, site supervisor name and email, etc.)
- Gather your position description to accurately record the duties of your position
- Add duties or projects that were discussed verbally or in emails



Setting Goals

- Use the Career Competencies webpage to learn more about what the competencies are and what types of tasks develop each competency
- Revisit your list of duties to connect which competencies you will be developing based on your tasks, duties, or projects
- Identify some stretch goals. Think about competencies that you can choose to develop outside of your assigned duties.

SMART Goals guide goals and objectives development for better results



Goal Example

Career Management & Adaptability

Example: Conduct 8 informational interviews with organization staff to better understand the landscape of the organization's mission and identify growth opportunities within the company.

Goal	What will I do to reach this goal?	Who will provide feedback on my progress and how? (e.g., supervisor, client, customer, etc.)
Learn more about 3 roles in government and get 2 tips to be successful in each role.	Complete at least 3 information interviews with internship site staff.	Discuss interviews with my faculty advisor

Faculty Advisor Assignments



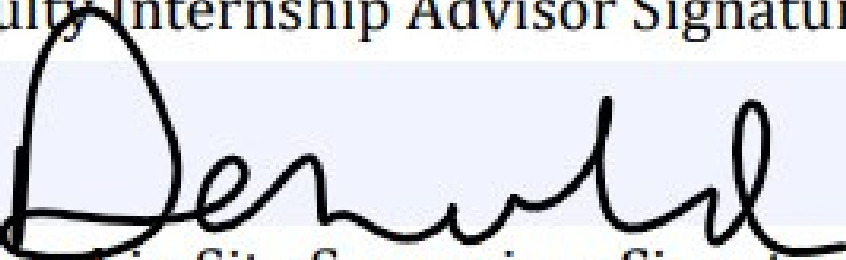

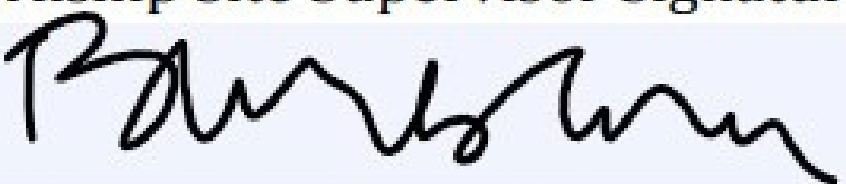

- Talk with your faculty advisor about what types of assignments they would like you to complete and add those to your Internship Learning Contract
- Common assignments include journal, poster presentation, literature review, and research paper



Get your Learning Contract Signed

After you draft your learning contract, you must get electronic signatures on your contract from your internship site supervisor and your faculty advisor

Signatures:

	
Faculty Internship Advisor Signature	
	
Internship Site Supervisor Signature	
	
Student Intern Signature	

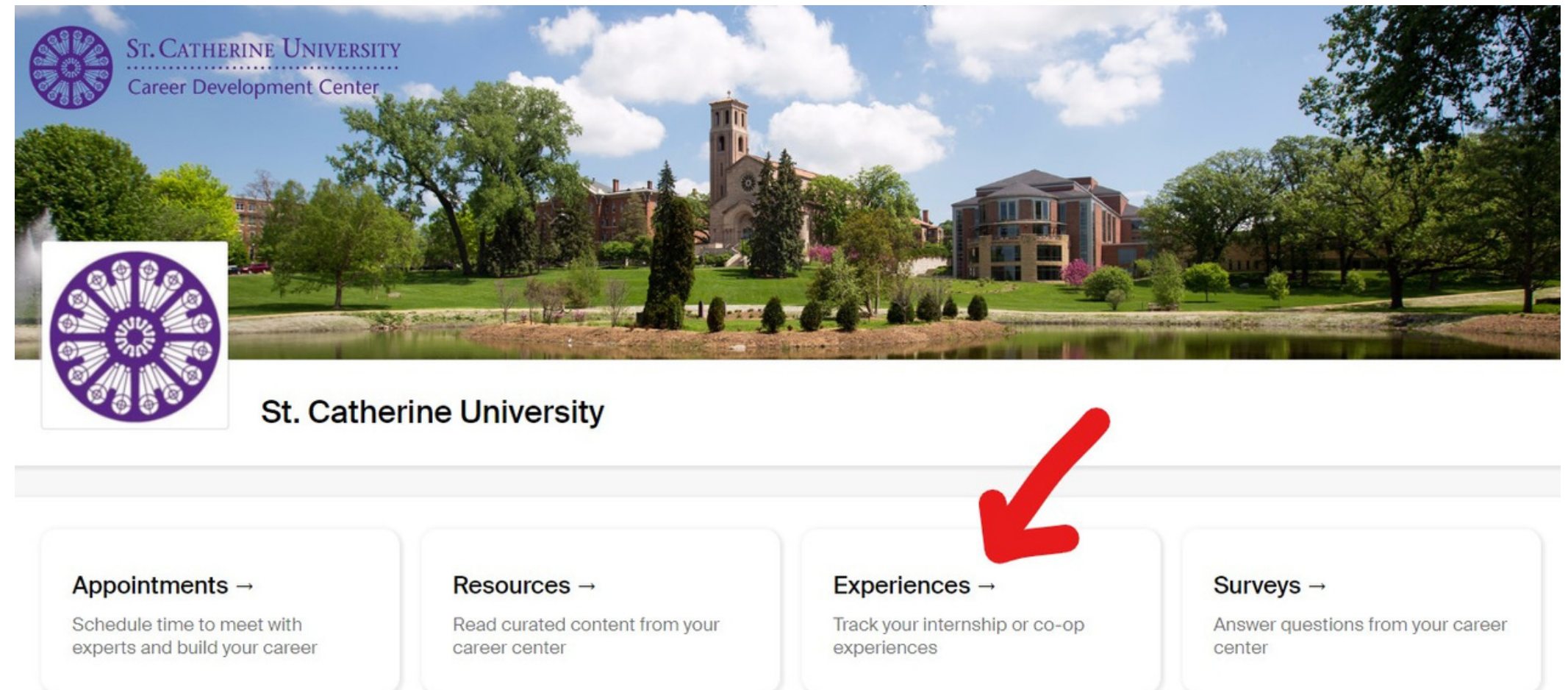
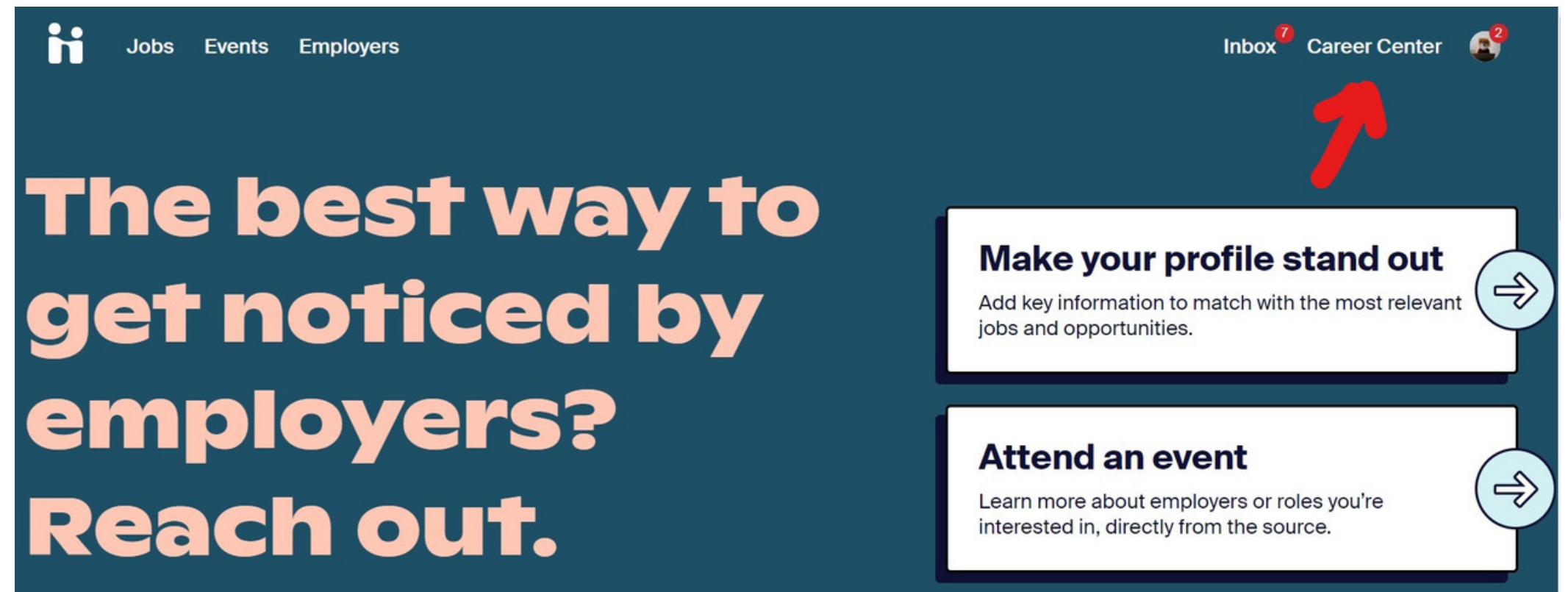
Date 9/22/2023

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Request an Experience in Handshake

- > Sign into Handshake
- > Go to Career Center menu
- > Click Experiences
- > Click Request an Experience



Experiential Learning Participant Agreement

Experiential Learning Participant Agreement



ST. CATHERINE
UNIVERSITY

Welcome to experiential learning at St. Catherine University (the "University"). Experiential learning is activity sponsored by the University where students develop knowledge, skills and values from direct experiences outside a traditional classroom setting, including: internships, America Reads, Community Leaders, and the Assistant Mentorship Program (AMP). Prior to beginning the program, please review, complete and sign this agreement and return a signed copy to your experiential learning program contact (listed on Appendix A).

Student Name:

Student ID:

Program:

- ☒ America Reads
☐ Assistant Mentorship Program (AMP)
☐ Community Leaders
☐ Internship Program

Organization Name:

Academic Term:

Year:

In consideration of my (self, child) being permitted to participate as a student in experiential learning, I agree to the terms and conditions set forth in this agreement. By signing this agreement, I acknowledge that:

- Fill out the details of the Experiential Learning Participant Agreement
- Select "Internship Program" for Program
- Sign the form electronically
- Send form to internships@stkate.edu

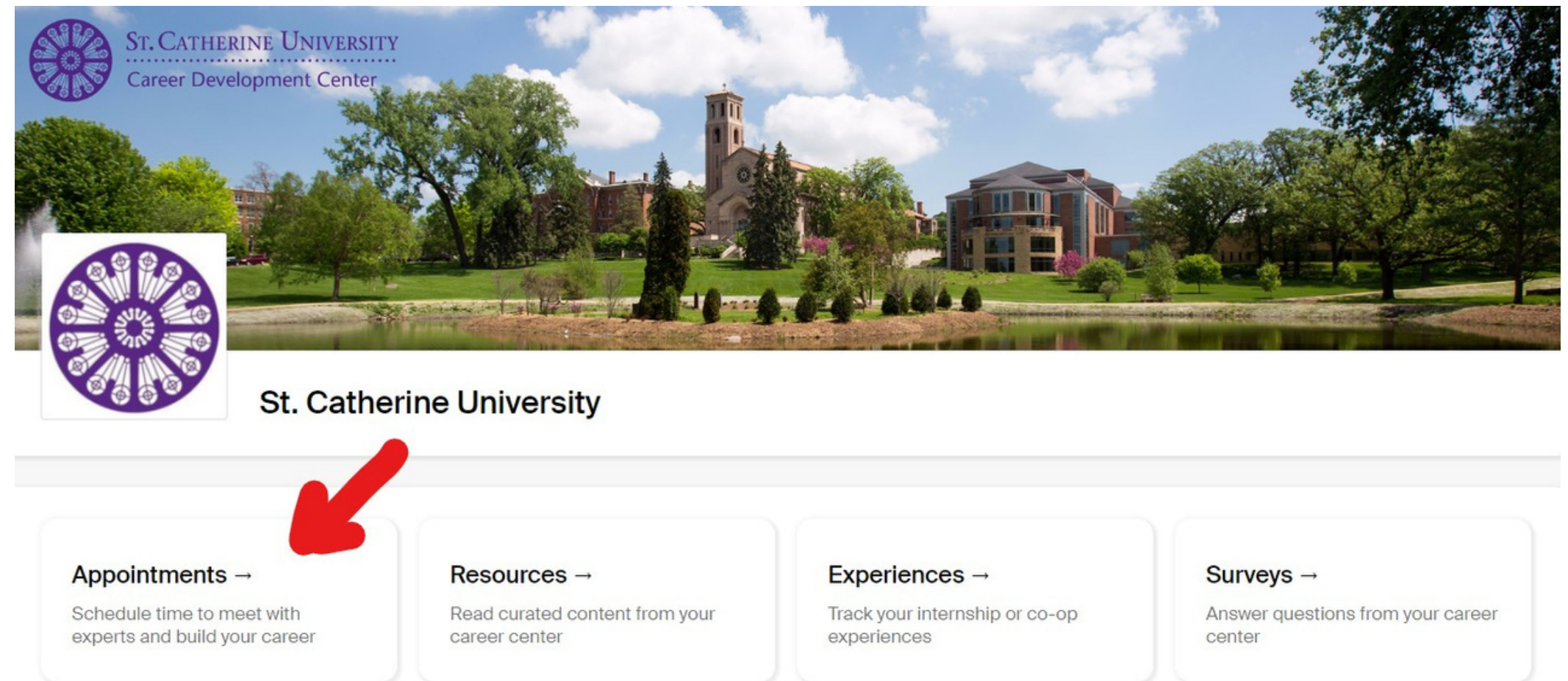
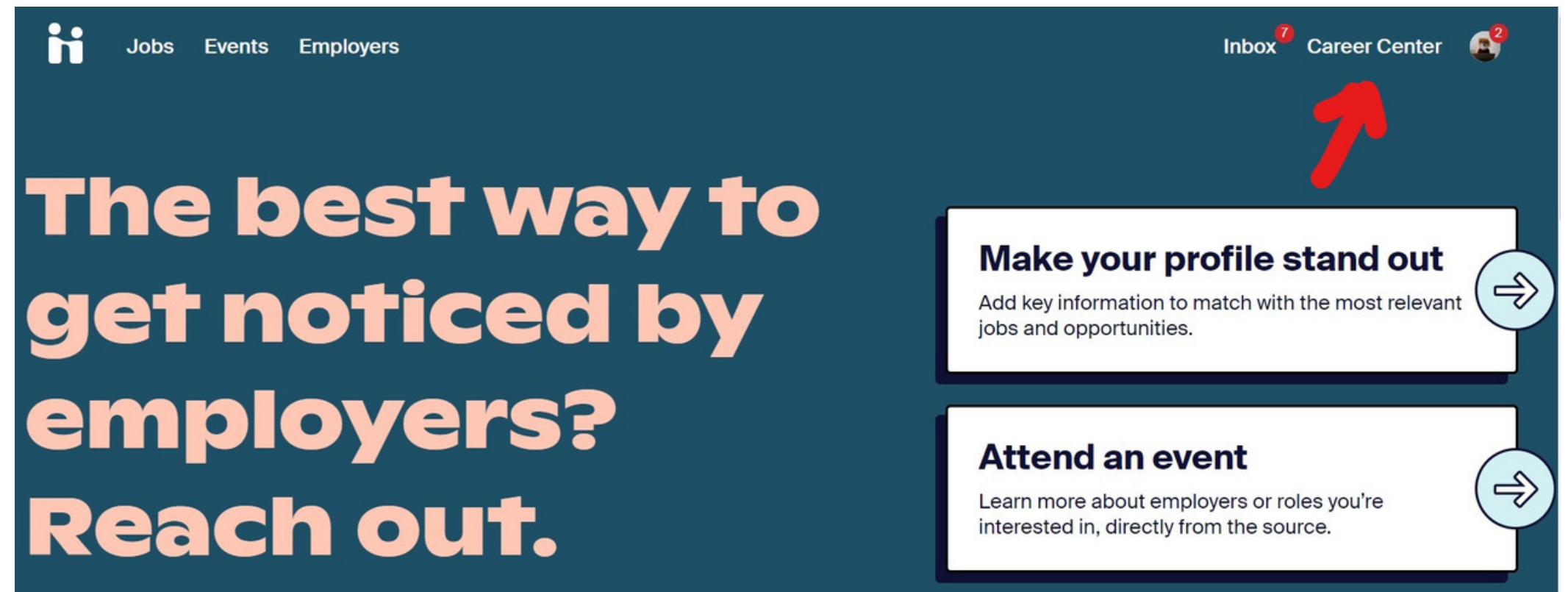
Meet with Career Development

- Confirm internship details
- Discuss internship requirements
- Ask questions
- Career Development sends request for your enrollment to the registrar

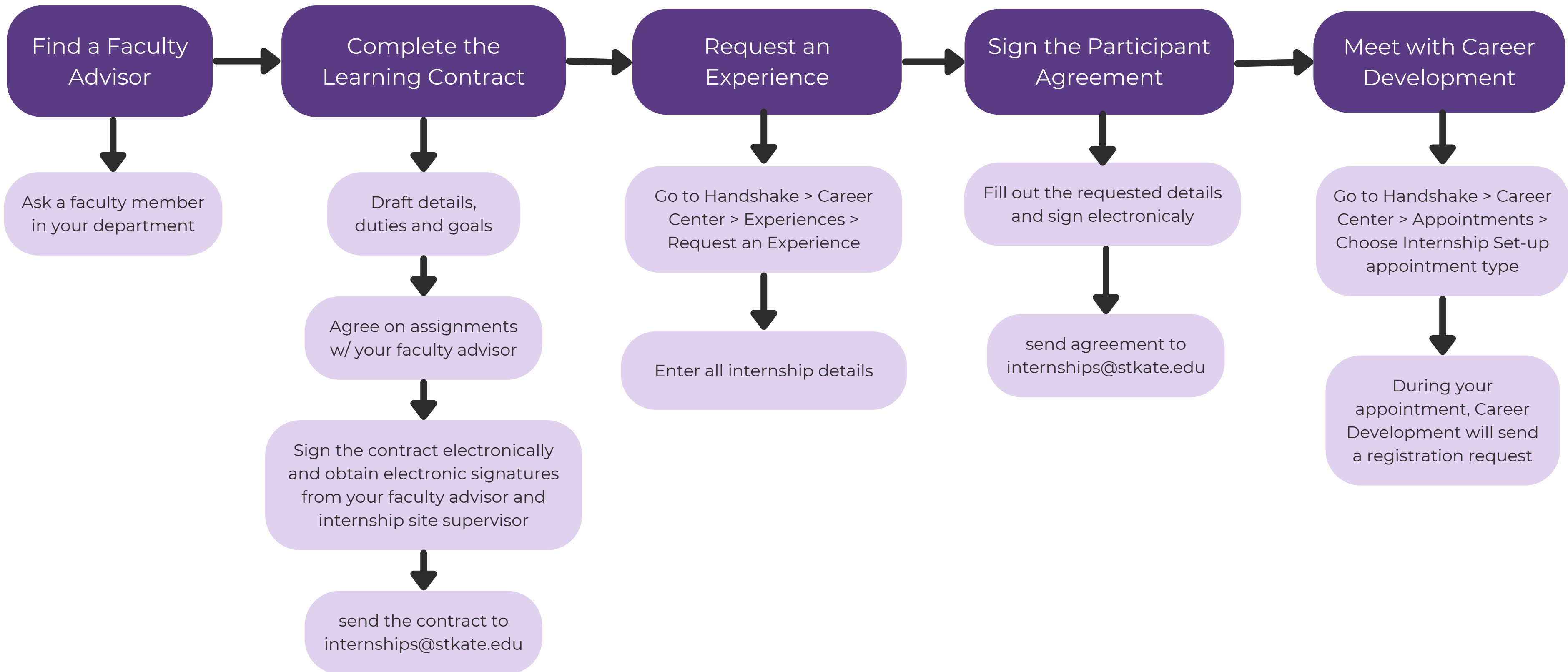


Meet with Career Development

- > Sign into Handshake
- > Go to Career Center menu
- > Click Appointments
- > Choose Internship Set-up appointment type



Internship Set-up Summary





Questions?

Email: internships@stkate.edu