

Internship Registration Checklist and Instruction Manual

How to use this manual:

Each checklist item below represents a piece of information needed in the Handshake form you will need to complete in order to register your internship. Each checklist item below is linked to detailed information in the instruction manual below. Once you gather **all of this** information, go to Handshake > Career Center > Experiences and request a new experience. Choose the "Internship Registration Template."

To Do:

- ☐ [Find a Faculty Advisor](#) (any professor in the associated major/minor).
- ☐ [Meet with your Site Supervisor](#)
 - ☐ Discuss internship duties/responsibilities
 - ☐ Share the [Internship Site Supervisor Responsibilities Document](#)
- ☐ [Meet with your Faculty Advisor](#) to:
 - ☐ Discuss internship duties/responsibilities to ensure the experience meets department criteria (review position description if available)
 - ☐ Create internship goals based on Career Competencies (must have a goal in at least 4 competency areas).
 - ☐ Determine assignments for evaluation (e.g., journal, literature review, presentation, etc.)

Internship Details needed for Handshake Request Form:

- ☐ [Number of credits](#) (0, 2, 3 (fashion only), 4)
- ☐ Number of Hours per Week for the Internship
- ☐ The Internship Salary (hourly rate of pay or stipend amount)
- ☐ The Internship Start and End Date
- ☐ The Organization Name and Location of the Internship Site
- ☐ The Position Title (e.g., "Human Resources Intern")
- ☐ The Major/Minor Associated with the Internship (e.g., "History")
- ☐ Faculty Advisor contact information
- ☐ Internship Site Supervisor contact information
- ☐ [Add Duties and Responsibilities](#): minimum of three duties and/or responsibilities
*We recommend that you use information from the internship job description/application or your meeting with your site supervisor.
- ☐ [Choose 4 competencies and add at least one goal for each](#)
*Use the [Career Competencies on KCVC](#) to write up goals you will complete throughout your internship.
- ☐ Read the [Experiential Learning Participant Agreement](#) (*Attached here and in the Handshake Internship Experience Form. You will recognize that you read and agree to the terms at the end of the Internship Experience Request form in Handshake.) More information [here](#).

Submitting your Internship Experience Request in Handshake

- ☐ [Follow the instructions and see examples below](#)

Finding a Faculty Advisor

Your faculty advisor can be any professor in the program associated with where you want to earn your internship credit. For example, if you are an English major, your major requires an internship. You will need Career Development to register you for ENGL 4600. Therefore, you will need a professor from the English Department to act as your faculty advisor.

Remember that professors are not obligated to take on a faculty advisor role. They may be unavailable due to other commitments. For that reason, make sure you ask politely and have a couple back-up faculty in mind in case they are unable to serve in the role. You may also want to ask department administration and Career Development to see if they know of faculty that have supervised interns previously.

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Meeting with your Internship Site Supervisor

If you didn't receive a position description from your internship site supervisor, it's important to clarify your duties and responsibilities with your internship site supervisor. You will need to go over these responsibilities with your faculty advisor and enter them into your Handshake internship request. Be sure to pass along the [Internship Site Supervisor Responsibilities](#) document to guide your conversation.

Along with discussing the duties and responsibilities of your internship, it would be beneficial for you to talk about your schedule, how often and when you will have check-ins, dress code, parking, etc.

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Meeting with your Faculty Advisor

During your meeting with your faculty advisor, you will need to discuss the following:

- **Duties and responsibilities of your internship.** Ensure that your internship satisfies any criteria your department may have for an internship requirement. You will also need to submit at least 3 duties and responsibilities in the Handshake request. It can be helpful to use an internship position description or internship posting if you have one.
- **Goals for your internship.** Goals will need to be added to your internship Handshake request as well. We ask that you create at least 1 internship goal in at least 4 different career competency areas. Use the [Career Competencies webpage](#) to help you learn about each career competency and to identify how the work you are doing in your internship relates to the competencies.
- **Assignments.** Your faculty advisor will be evaluating your internship based on mid-term and final evaluations, as well as assignments. You will need to enter your assignment into the Handshake request form as well. You and your faculty advisor can decide on any assignment you feel is appropriate for evaluation, but some common assignments are reflection papers, journals, literature reviews, research papers, or presentations.

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Determine Number of Credits and Hours Per Week

Depending on your program, some students have required internships. If that is the case for you, talk to your department and academic advisor to make sure you are meeting the number of credits required for your program.

Some departments require an internship, but don't require you to do it for credit. If this is the case, you still need to register your 0-credit internship so it satisfies your program requirement. These internships still require a faculty advisor to evaluate you, but it is on a pass/fail basis, rather than a letter grade. For this option, you are not charged for credits, but a \$100 fee is required.

Some students may want to do internships that count towards their degree, but are not required. This is fine, too, and you should follow all the same steps in this manual.

For each credit number, there are a specific number of hours required. Below is a chart that shows you how many hours you need to work to satisfy the credit requirement.

Credit Options	Hours/Week	Hours/Semester	Available To
4 credits	10-12 hours	150-160 hours	All Students
3 credits	8-10 hours	120 hours	Fashion Only
2 credits	5-6 hours	75-80 hours	All Students
0 credits	5-6 hours	75-80 hours	All Students

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Experiential Learning Participant Agreement

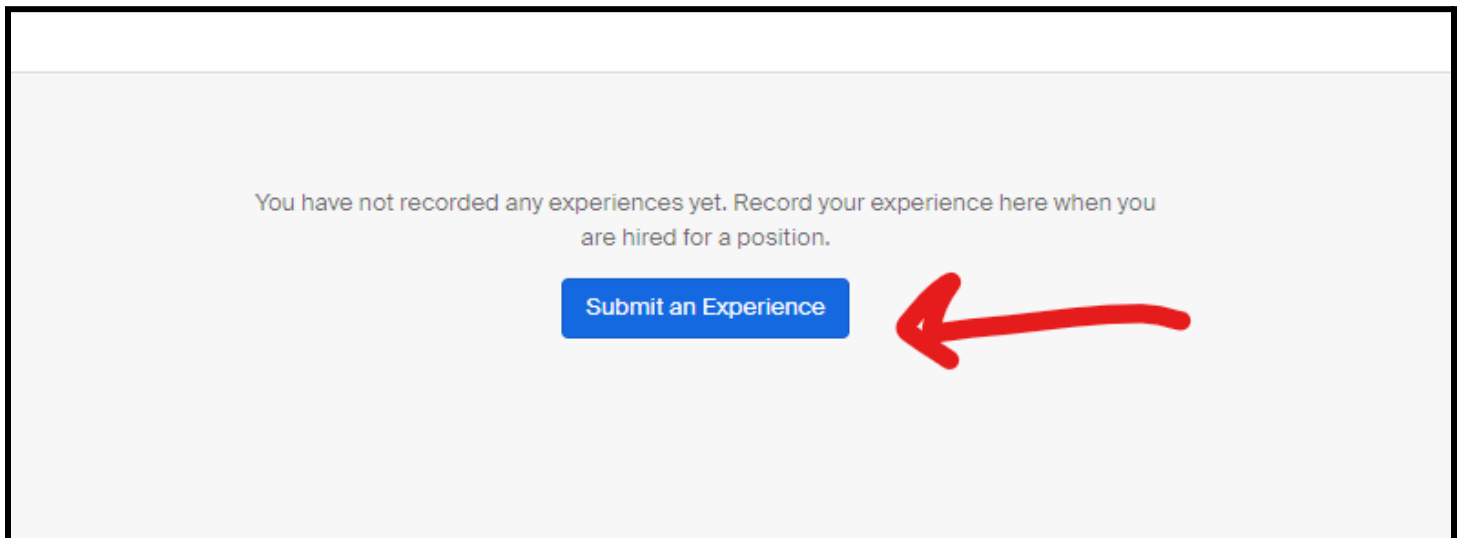
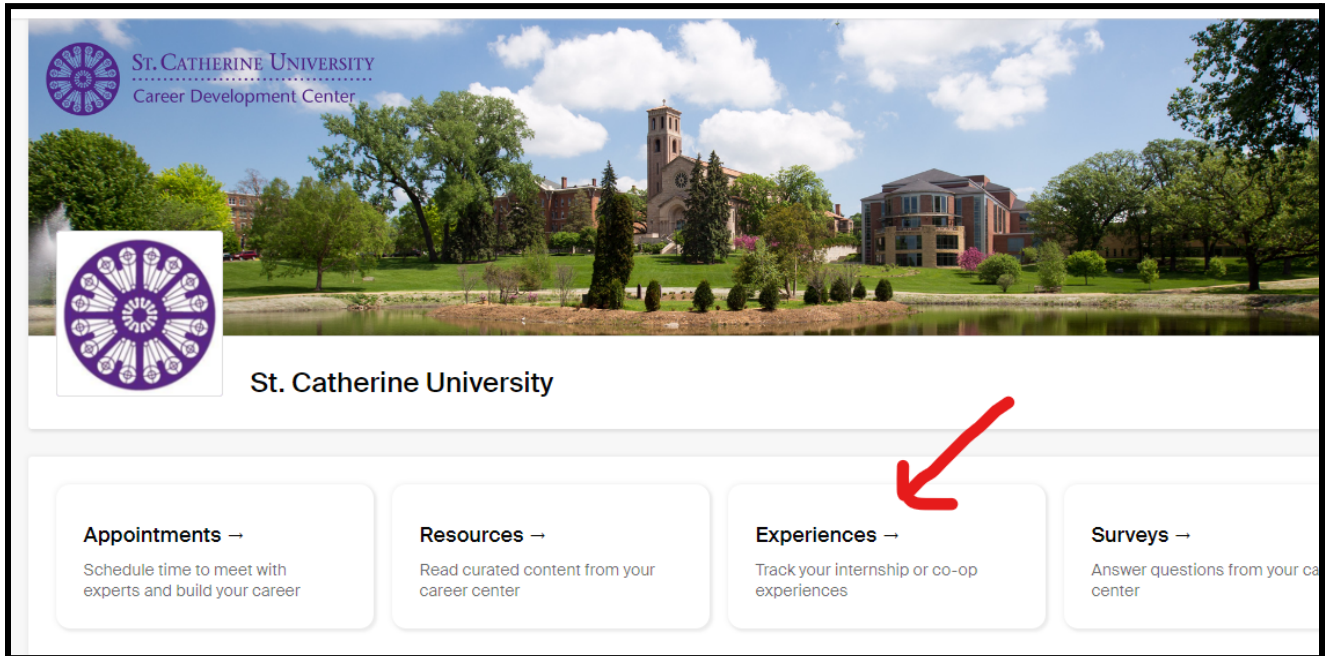
The Handshake internship request form will ask you to indicate that you have read and agree to the terms in the Experiential Learning Participant Agreement. You can find the original form [here](#). You do not need to fill out this form separately – you simply need to read it and click that you agree to the terms at the end of the Handshake request. Contact internships@stkate.edu if you have any questions about the agreement.

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Submitting an Internship Request in Handshake

Make sure that before you begin to fill out the experience form, you have all of the information from the Internship Prep Checklist above, as **you cannot save it part way through**.

1. Once you have an internship details are confirmed, you can submit an experience request in Handshake. To do this, go to Handshake > click Career Center > Experiences > Request an Experience



2. Once Experiences are selected, and you click 'Submit an Experience' begin filling out the proper information.
-Select the "Internship Registration Template" and choose the correct term

Details

* Experience template

Select a template

* Term

Select a term

Organization

* Organization

Type the organization name for your experience or choose from the list

Organizations may be an employer, institution, or program.

Location

3. Once you fill out the general information relating to the logistics of your internships, you will go on to fill out the "Internship Position Description" page to add your internship responsibilities.

*You must fill out **at least three text boxes** with a thorough description of your responsibilities.

General

Internship Position Description

Please provide as much detail as possible including training, daily tasks, projects, etc. It may be helpful to refer to the internship posting you applied to or the position description provided by the organization you'll be working for. If you do not have either of these, please connect with your site supervisor to make sure you have an accurate description.

* Responsibility 1.

Process and review employment applications to evaluate the qualifications or eligibility of applicants. In that process, I will utilize an applicant tracking system (Neogov.com). This role involves both work in collaboration with the HR analysts as well as independently.

* Responsibility 2

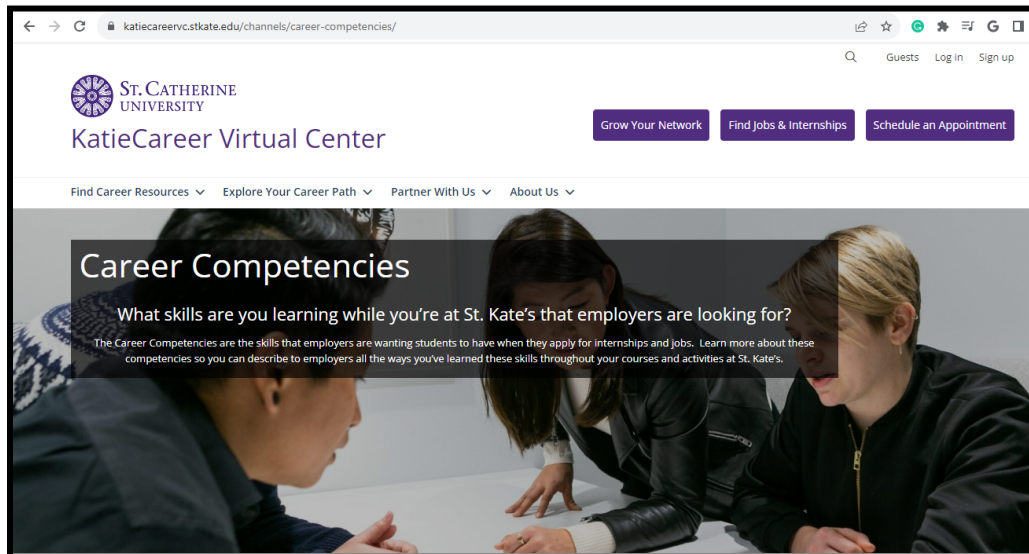
Assist the HR Director in reviewing and updating job classifications, ensuring compliance with organizational standards and government regulations. This will require research, communication with other county HR departments, and knowledge of employment policy requirements.

* Responsibility 3

Complete administrative tasks alongside the HR clerk, which will enable a more productive and efficient office environment. These tasks will include filing, mailing, copying, creating orientation packets, and managing the agenda for bi-weekly meetings.

4. The next page of the experience form is the 'Internship Goals' section. (Use the [Career Competencies Page](#) on our website to determine at least 4, and up to 8 goals for your internship.)

***Note: You must complete goals in at least 4 of the 8 competence areas. If this section is not complete, your experience request will be declined.**



In addition to checking the 4+ career competency boxes, you fill in the corresponding text boxes with a thorough description of how you will reach those goals through your experience at your internship site. In Handshake, there are examples given in each competency to help you create your own.

Internship Goals
<p>* For your internship goals, you will identify how your internship will help you develop key career competencies. For competency definitions, go to katiecareer Find Career Resources > Tools > Career Competencies. Here you can find definitions of each competency, assess your current competencies, and get advice on how to develop each competency. YOU MUST COMPLETE GOALS FOR 4 OF THE 8 COMPETENCIES. IF THIS SECTION IS INCOMPLETE, YOUR EXPERIENCE REQUEST WILL BE DECLINED. Please mark the 4+ competency areas you will be writing goals for:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Leadership & Collaboration<input checked="" type="checkbox"/> Communication<input checked="" type="checkbox"/> Critical Thinking<input checked="" type="checkbox"/> Creativity & Innovation<input type="checkbox"/> Professionalism & Ethics<input type="checkbox"/> Digital Technology & Application<input type="checkbox"/> Global & Intercultural Fluency<input type="checkbox"/> Career Management & Adaptability
<p>Leadership & Collaboration: Write 1-2 goals for this competency and provide information for how you will reach this goal (e.g., Listen closely to directions, develop project goals and deliverables, and manage abc project by creating a timeline with benchmarks to ensure on-time completion.)</p> <div><p>Listen closely to directions, develop project goals and deliverables, and manage <u>abc</u> project by creating a timeline with benchmarks to ensure on-time completion.</p></div>
<p>Communication: Write 1-2 goals for this competency and provide information for how you will reach this goal (e.g., Edit a weekly newsletter by coordinating content submissions, proofreading text, ensuring brand adherence, and communicating feedback to writers tactfully.)</p> <div><p>Edit a weekly newsletter by coordinating content submissions, proofreading text, ensuring brand adherence, and communicating feedback to writers tactfully.</p></div>
<p>Critical Thinking & Decision Making: Write 1-2 goals for this competency and provide information for how you will reach this goal (e.g., Conduct research on competitors to gather benchmarking information, identify gaps in services, and recommend improvement to increase website engagement.)</p> <div><p>Conduct research on competitors to gather benchmarking information, identify gaps in services, and recommend improvement to increase website engagement.</p></div>

5. Completing the 'Internship Assignments' page will be based on the assignments you have agreed to complete as part of the grade for your internship. Your faculty advisor will grade you based on these assignments as well as your mid-term and final evaluations that are completed by your internship site supervisor.

Internship Assignments

Your grade is based on your mid-term and final evaluations, and additional assignments your faculty advisor assigns. Please discuss with your advisor.

* Which of the following assignments will you complete.

☒ Reflection paper

☐ Journal

☐ Literature review

☐ Research paper

☐ Presentation (includes the Biology Symposium)

☒ Other (include detail below)

If your assignment isn't in the list above, please provide detail below.

Create an internship video for the department to post for other students to learn about internship options

6. Review and agree to the ELPA ([Experiential Learning Participant Agreement \(ELPA\)](#)) which can be found on KCVC. Remember that you don't need to fill out the form and send it in separately, you will just need to indicate that you read and agree to the terms in your Handshake request.

General

Experiential Learning Participant Agreement

* I agree to go to katiecareervc.stkate.edu and search "ELPA" to read the Experiential Learning Participant Agreement (ELPA).

☒ yes

☐ no

* I have read the ELPA form and agree to the terms of the agreement. If you have questions, please email internships@stkate.edu.

☒ yes

☐ no

7. Once you have submitted your experience, you will receive an email, and your internship request will say "Pending." Your request will be sent first to your faculty advisor, and then to your internship supervisor for approval. Career Development will take a final look at your internship request and will contact you if any more information is needed.
8. After your request is complete, make an appointment with Career Development to go over all your details, learn about what's expected of you throughout the internship, and get registered for credit. To make an appointment go to Handshake > Career Center > Appointments and choose the "internships" appointment type.

If you have any questions as you complete your internship request, please contact internships@stkate.edu.

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