

Franklin College Switzerland



Internship Handbook

(Revised September 2008)

Original document recommended by the
Curriculum Committee in March 2001:

Prof. Mel Schlein (Chair)
Prof. Brian Stanford
Prof. Giuseppe Cappiello
Prof. Floyd Parsons
Prof. Andrea Terzi
Dean Armando Zanicchia

Overview

Internships are full or part-time, credit or non-credit bearing, short-term, supervised, practical work experiences. They can be established on or off-campus and may be paid or unpaid. A faculty member, collaborating with an employer supervisor, monitors and supervises student progress, detail content, and evaluate final achievement.

Internships provide the opportunity for a student to integrate work and formal education with experts in his/her major field of study, to test the chosen career path, and to be involved in activities like those of full-time employees. Franklin College expects that the objectives of an internship be content based, skill related, academically substantive, and integral to the student's academic and career path.

Eligibility and Length for Credit Bearing Internships

The following represents minimum standards. Individual academic areas may set additional or higher standards.

Eligibility:

To be eligible for a credit bearing internship, the student must meet all of the following requirements:

1. The student must have earned at least 60 semester hours of college credit and have fulfilled any internship prerequisites identified by the academic area awarding the credit.
2. The student must have completed 18 semester hours (6 courses) within the major with a grade of C or above in each of these courses.
3. The student must have earned at least a 2.0 overall grade point average in course work at Franklin College, i.e., students must be in good academic standing at the College.
4. Transfer students are eligible for an internship if they have met the criteria in 1-3 above.

Length of Internship Assignment:

All internships at Franklin College carry 3 academic credits. The intern must meet the minimum requirement of 60 clock hours at the work site, in addition to time spent summarizing and writing the final internship report (if required by the academic area).

Policies, Procedures, & Responsibilities for Credit Bearing Internships

Policies:

1. Regular tuition for the academic term for which the intern is registered is charged for any internship experience.
2. Internships are graded using the standard grading scale per the Franklin College Switzerland Academic Catalog.

3. It is the student's responsibility to secure an internship opportunity. The faculty supervisor and the appropriate Dean approve the internship.

Procedures:

1. The student must first secure an internship opportunity. Career Services may be able to provide some support and direction in seeking out an internship opportunity.
2. The student must complete the Internship Application form, which is contained in this handbook or available in the Registrar's Office.
3. The student must receive approval to do the internship from a faculty supervisor and the appropriate Dean and secure their signatures on the Internship Application form.
4. The student returns the completed Internship Application to the Registrar's office along with a Course Change form. In order to register for the internship and to ensure that the student does not miss out on any opportunities, it is important that the forms be submitted early and preferably no later than the first Friday in November for spring internships or the first Friday in April for summer and fall internships.

Responsibilities of the Intern:

1. Plan early. When you are pursuing the option of academic credit for your internship, keep in mind that registration and other arrangements must be completed in advance of participating in the internship experience. Know deadline dates and procedures.
2. Follow policies, procedures and duties of the employers, meeting all scheduled deadlines and responsibilities.
3. Fulfill your 60 hour obligation (or whatever the agreement defines) with your employer in the agreed upon time frame.
4. Maintain an ethical and professional attitude toward the employer and employees.
5. Maintain confidentiality in use of the company's information.
6. Accomplish, to the best of your ability, the duties and responsibilities outlined in the Internship Application.
7. Communicate with the employer supervisor and the faculty supervisor for evaluation of progress, to address any concerns, and to receive constructive feedback.
8. Prepare a research paper or project per the requirements of the faculty supervisor.
9. Failure to comply with your responsibilities could result in termination of the internship.

Expectations of the employer:

1. Provide the intern with an orientation to and overview of the organization.
2. Provide a meaningful work experience for which students can apply their knowledge and further develop skills. Complete an evaluation of the intern and return it to the faculty supervisor (see *Employer Evaluation of Intern* form).

Responsibilities of the faculty supervisor:

1. Sign the student's *Internship Application* agreeing to be the faculty supervisor. Please refer student to the appropriate Dean for signature approval of the internship opportunity.
2. Review with the student the Internship eligibility requirements (listed above) and the "credit-worthiness" of the Internship opportunity he/she is planning to pursue.
3. Develop, in collaboration with the student, a description of the objectives (to the degree possible) for the internship that will be included in the Internship Application (attached).
4. Determine the schedule for the final Internship report and/or follow-up project.
5. Review all data and assignments and assign an academic grade.

Evaluation:

1. Internship work log submitted on a periodic basis, if required by the faculty supervisor.
2. Research paper or project.
3. Any additional assignments required by the faculty supervisor.
4. Employer Evaluation.
5. A grade is assigned by the faculty supervisor who may consult with the employer.

**FRANKLIN COLLEGE SWITZERLAND
Credit Bearing Internship**

EMPLOYER EVALUATION

Intern's Name: _____ Date: _____

Company/Organization: _____

Internship Supervisor: _____

EVALUATION

Did the intern fulfill the 60 hour minimum requirement? ____ Yes ____ No
Additional Comments?

Was the intern's performance generally satisfactory? ____ Yes ____ No
Additional Comments?

Using the scale below, what number would you assign the intern as a grade? _____

Superior	Above Average	Average	Below Average	Unsatisfactory
4	3	2	1	0

Additional comments on how the intern has fulfilled specific assignments and responsibilities.

Site Supervisor's Signature: _____ Date: _____

*Please return to Faculty Supervisor at Franklin College: via Ponte Tresa 29, 6924 Sorengo, Switzerland;
Fax to the Office of the Registrar: +41 91 994 41 17.*

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INTERNSHIP APPLICATION—Credit Bearing

Name _____ Phone _____

Address/Residence _____

Major(s) _____ Minor _____ Graduation date _____

Total Credit Hours Completed: _____ Cumulative GPA: _____ Entry date: _____

Intern for Semester: Fall 20_ Spring 20 _____ Summer 20 _____

INTERNSHIP ASSIGNMENT: To be completed by the internship supervisor.

Name of organization: _____

Address: _____

Internship Supervisor/Title: _____ Phone: _____

Internship Position: _____

Date Internship Begins: _____ Date Ends: _____ Hours/week: _____

Intern's Duties and Responsibilities (Basic Job Description):

Large empty rectangular box for writing the intern's duties and responsibilities.

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INTERNSHIP APPLICATION—Credit Bearing
(Continued)

ACADEMIC REQUIREMENTS: To be completed by faculty supervisor.

Faculty supervisor: _____

Academic Area: _____

Upon successful completion of this internship, THREE credits will be awarded for _____

(Course Name and Number e.g., COM 498 Internship in Communication and Media Studies)

In addition to the evaluation submitted by the internship supervisor, the student's performance on this internship will be evaluated by the faculty member on the written paper about the company and its strategy (where applicable), the actual work the intern did, and what the intern learned about working that was distinctly different from the classroom learning experience.

(Use additional sheet if needed)

The signatures of the undersigned indicate that the above agreements have been reviewed and approved. The intern acknowledges personal responsibility for the internship commitment and agrees to perform the internship duties in a professional and ethical manner. The sponsor endorses the educational goals of this learning experience and agrees to provide supervision and/or training to assist the student in fulfilling the conditions of this internship.

Signature of Student Intern: _____ Date: _____

Signature of Internship Supervisor: _____ Date: _____

Signature of Faculty Supervisor: _____ Date: _____

Signature of the appropriate Dean: _____ Date: _____

Please complete the Internship Application form and submit directly to the Registrar's Office.

Received by Registrar's Office: Initialed _____ Date _____

Non-Credit Bearing Internships

Students are encouraged to seek work experience that reaches beyond the classroom and provides practical, hands-on learning during their college career. Internships can build skills in a particular field and provide work experience that will help develop their resume and/or CV. Students may obtain a non-credit internship at any time with their own resources or by utilizing the Career Services Office. The Career Services Office can provide assistance with learning research skills and or by serving as a potential link with alumni and friends of Franklin College in a particular field of interest.

Responsibilities of the Intern:

While students are not required to meet specific eligibility requirements, or pay tuition for a non-credit internship, there are still general responsibilities that must be followed:

1. A student is required to complete the attached Internship Application form and submit it to the Office of the Registrar.
2. A student should plan early if they intend to pursue an internship. Arrangements with the employer are encouraged to be done in advance. If a student is making arrangements through a connection with the Career Services Office, a meeting prior to the start of the internship is required.
3. Follow policies, procedures and duties of the employers, meeting all scheduled arrangements.
4. Maintain an ethical and professional attitude toward the employer and employees.
5. Maintain confidentiality in use of the company's information.

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INTERNSHIP INFORMATION FORM—Non-Credit Bearing

Name _____ Phone _____

Address/Residence _____

Major(s) _____ Minor _____ Graduation date _____

Total Credit Hours Completed: _____ Cumulative GPA: _____ Entry date: _____

Intern for Semester: Fall 20_ Spring 20_____ Summer 20 _____

INTERNSHIP ASSIGNMENT: To be completed by student.

Name of organization: _____

Address: _____

Internship Supervisor/Title: _____ Phone: _____

Internship Position: _____

Date Internship Begins: _____ Date Ends: _____ Hours/week: _____

Intern's Duties and Responsibilities (Basic Job Description):

Can employer be contacted on behalf of Franklin College for future internship collaboration?

Yes: _____

No: _____