



**STUDENT SUCCESS CENTER**

GREG RICHARD OFFICE OF ADVISING & CAREER DEVELOPMENT

WESTMINSTER COLLEGE

# INDUSTRY PARTNER GUIDE TO INTERNSHIPS

Westminster College | WC Internship Program

# TABLE OF CONTENTS



Internships: The Basics	3
Principles of Good Practice in Internships	4
Internships 101	5
Internship Goals at Westminster	6
Westminster College Internship Program	7-10
Industry Partner Responsibilities	11
WC Internship Program Contact	12

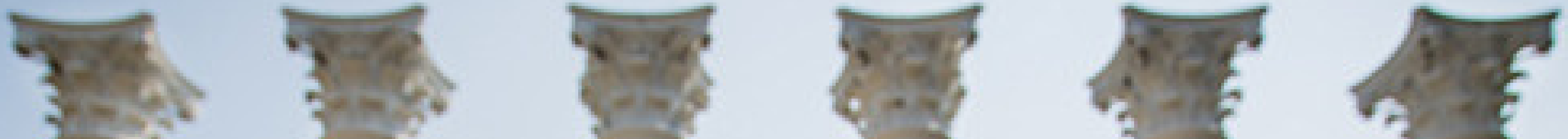
# Internships: The Basics

## WHAT IS AN "INTERNSHIP"?

The National Association of Colleges and Employers (NACE) 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 give employers the opportunity to guide and evaluate talent.

## WHY SHOULD I CONSIDER HOSTING A STUDENT INTERN?

Internships are considered high-impact practices that have wide-ranging benefits for all students. They encourage meaningful contact between students and instructors, between the college and the community, between students and future employers, and, most importantly, between students and the world around them. Research has proven that these benefits are especially impactful for underserved students. By hosting student experiences, you indirectly engage students who otherwise might not participate in these opportunities.



# EIGHT PRINCIPLES OF GOOD PRACTICE

According to the National Society for Experiential Education (NSEE)

## INTENTION

All parties must be clear from the outset why experience is the chosen approach to the learning that is to take place and to the knowledge that will be demonstrated, applied or results from it.

## PREPAREDNESS & PLANNING

Participants must ensure that they enter the experience with sufficient foundation to support a successful experience. Focus on the identified goals, objectives and activities.

## AUTHENTICITY

The experience must have a real world context and/or be useful and meaningful in reference to an applied setting or situation.

## REFLECTION

The element that transforms simple experience to a learning experience. From identifying intentions and choosing the experience, to considering preconceptions and observing how they change as the experience unfolds. An essential tool for adjusting the experience and measuring outcomes.

## ORIENTATION & TRAINING

For the full value of the experience to be accessible to both the learner and the facilitator, and to any involved organizational partners, it is essential that they be prepared with important background information and each other and about the context and environment in which the experience will operate.

## MONITORING & CONTINUOUS IMPROVEMENT

It is important that there be a feedback loop related to learning intentions and quality objectives and that the structure of the experience be sufficiently flexible to permit change in response to what that feedback suggests.

## ASSESSMENT & EVALUATION

Assessment is a means to develop and refine the specific learning goals and quality objectives. Evaluation provides data about the internship process as a whole and whether it has met the intentions which suggested it.

## ACKNOWLEDGEMENT

Recognition of learning and impact occur throughout the experience by way of the reflective and monitoring processes and through reporting, documentation and sharing of accomplishments.



# INTERNSHIPS 101

Internships are real-world experiences related to students' career interests; they may or may not be directly related to students' majors.\*

The Westminster College Internship Program offers more than 150 internship opportunities each year.

\*F-1 visa students' internships must be directly related to the major

## What kind of internships are available?

1. Non-credit and paid
2. Non-credit
3. Credit and paid
4. Credit



# INTERNSHIP GOALS AT WESTMINSTER COLLEGE

Students are strongly encouraged to take advantage of experiential learning opportunities offered through the Westminster College Internship Program (WCIP). Internships are designed to extend student learning beyond the traditional classroom setting into professional work environments.

## LEARNING OUTCOMES FOR INTERNSHIPS

Students should be able to...

- Demonstrate interpersonal competency (e.g. teamwork, communication, collaboration, etc.), including relationships with faculty course instructor(s), on-site supervisor(s)/mentor(s), team members and/or the broader community that is impacted by the internship experience.
- Apply knowledge and skills gained through coursework to a real-world situation.
- Appraise the personal, academic and professional effects before, during and after the internship experience through deep and sustained reflection.
- Apply feedback on performance promptly and productively.

# WESTMINSTER COLLEGE INTERNSHIP PROGRAM

## ACADEMIC INTERNSHIP

An academic internship integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Eligible students may earn academic credits; a faculty course instructor oversees the experience. The internship is usually the length of an academic term or its equivalent during summer/winter breaks, usually part-time, and either paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection based on pre-determined learning objectives.

## PARTNERS IN THE ACADEMIC INTERNSHIP

1. **Site Supervisor:** provides a position description for students that outlines responsibilities and expectations for work performance; trains, mentors and supervises students; completes midterm and final evaluations of students.
2. **Faculty Course Instructor:** WC faculty member who believes the internship is worthy of academic credit, is willing to work with the student(s) throughout the term and who will read and respond to student assignments.
3. **WC Internship Program Coordinator:** WCIP is administered by the Employer Connections Coordinator in the Office of Advising & Career Development; the coordinator is a resource for site supervisors, faculty course instructors and students.

# FOR-CREDIT INTERNSHIP REQUIREMENTS FOR INDUSTRY PARTNERS

## BEFORE THE STUDENT STARTS

1. Confirm with the student the internship details (job description, responsibilities, start and end date, pay or stipend, etc.)
2. Email the student an employment letter detailing #1 so they can attach it to their registration form
3. Review the Industry Partner Toolkit

## DURING THE SEMESTER

1. Mentor the student or assign another well-respected employee to be the mentor
2. Be available to the student as needed
3. Complete midterm evaluation provided by the WCIP Coordinator by stated deadline
4. Inform the WCIP Coordinator when problems or questions develop

## AT THE END OF THE SEMESTER

1. Complete the final evaluation provided by the WCIP Coordinator by stated deadline
2. Meet with the student a to review the semester and provide constructive feedback



# STUDENT ENROLLMENT: HOW TO

**There is only one way for students to register a credit-bearing internship:**

1. Through the WC Internship Program Coordinator (Employer Connections Coordinator), in the Richard Office of Advising & Career Development

## REGISTRATION THROUGH THE WCIP COORDINATOR

Students must identify, apply for and accept an internship (on or off campus); secure a faculty course instructor, and report the internship on MyWC>Student E-Forms.

The deadlines to register credit-bearing internships is the

- Add Course Deadline Date for Fall and Spring semesters
- June 12th\* or prior to the start date, whichever comes first for Summer break
- Prior to the start date for Winter break

For detailed registration steps, please visit [MyWC>Student Success Center>WC Internship Program>Register Your Internship](#).

\*If June 12th falls on a Saturday or Sunday, the deadline is the Friday right before.

# CREDIT-BEARING INTERNSHIP OVERVIEW

## ELIGIBILITY

- Must be a degree-seeking student at Westminster College
- F1 visa students only: completion of at least two consecutive semesters at Westminster College
- ITS 399 (1-4 credits)
  - minimum 2.0 GPA
  - at least 26 credits completed (Sophomore status)
- ITS 409 (5-12 credits)
  - minimum 2.5 GPA
  - at least 56 credits completed (Junior status)

## CREDITS AND TIME COMMITMENTS

For every 1 credit, a minimum of 35 work hours and 10 academic hours must be completed.

- EX: 3 credits = 105 work hours, 30 academic hours

Work hours and academic hours are counted between the first day of class and last day of class.

During the Fall and Spring semesters, student must not work over 20 hours a week.

# INDUSTRY PARTNER RESPONSIBILITIES



WORK WITH STUDENT TO CREATE A CLEARLY DEFINED PLAN FOR THE INTERNSHIP



HELP STUDENT DEFINE REALISTIC EXPECTATIONS FOR THE EXPERIENCE



PROVIDE CONTINUAL TRAINING AND ON-SITE GUIDANCE TO STUDENT



COMMUNICATE REGULARLY WITH STUDENT, FACULTY INSTRUCTOR, AND WCIP COORDINATOR



PROVIDE FEEDBACK BY COMPLETING THE WCIP SURVEYS THROUGHOUT THE SEMESTER

(provided by the WCIP Coordinator)

# CONTACT

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**"WE DO NOT LEARN FROM EXPERIENCE...WE  
LEARN FROM REFLECTING ON EXPERIENCE."**

- John Dewey, American educational reformer and philosopher