



Academic Internship Program

Administrative Requirements

1

BEFORE the INTERNSHIP BEGINS Provide the student with a detailed description

- Title of Internship
- Qualifications
- Description of tasks and duties
- Hours and Start/Stop date
- Reports to: (include the title and contact info of supervisor)
- Include any special opportunities intern will experience such as training, conference attendance, special projects, presentations, or anything else that will help a student more fully experience your organization and their chosen profession.

2

At the BEGINNING of the INTERNSHIP Sign the Agreement of Responsibilities.

After the student has officially registered for the internship you will be contacted via e-mail about completing an on-line agreement. Do you need a contract signed by the college? Forward the contract to Linda Ashworth.

3

Near the END of the INTERNSHIP Complete a final evaluation of the intern.

Near the end of the internship you will be sent a link to an on-line evaluation. Please complete this evaluation ASAP. Most intern need your response to receive their final grade.

Info about responsibilities and evaluation are on other side.

SOME CHARACTERISTICS OF A QUALITY INTERNSHIP

- Assigned "real" tasks/projects that make a difference
- Develop and practice skills of the profession
- Use professional software, tools, techniques
- Mentored by professionals
- Experience more than one job
- Network with other interns and professionals
- Attend & participate in meetings, conferences, presentations
- Develop materials for their portfolio
- Observe management style and organizational structure
- Acquire terminology specific to the profession and industry

What are the requirements for a UNW intern?

Requirements vary by major. Go to the following web page:
www.unwsp.edu/web/career-development/requirements-by-major

When can a student do an internship?

Students are required to enroll in the semester they do their internship. If the internship spans semesters the student may be required to register for both semesters. Employers do not need to conform to our schedule to participate.

Extended Semesters for Internships	
Spring Semester	Dec 1- May31
Summer Semester	April 10-August 23
Fall Semester	August 24-Jan 10

Salary?

UNW does not have a salary requirement. Most students interning with for-profit organizations receive monetary compensation.

Anything else?

An on-site supervisor may be asked . . .

- ♦ to allow an on-site visit by the intern's faculty supervisor
- ♦ to help develop a learning agreement with the faculty supervisor and the intern
- ♦ to provide a mid-semester evaluation
- ♦ to confirm the number of hours the intern has worked

If there are other requirements you will be contacted to discuss these additional components. Treat the intern as you would any other employee using your established disciplinary procedures. Please notify us if you terminate the internship.

The Center for Calling & Career

Primary Contact for Internships:
Linda Ashworth LRashworth@UNW.edu
651-631-5265



<http://www.linkedin.com/in/lindaraeashworth>



Post Jobs & Internships
<https://unwsp-csm.symplicity.com/employers>

Services:

Hire an Eagle Recruiting Fairs
On-campus Interviews
Marketing to Students & Faculty

4106 Nazareth Hall 3003 Snelling Ave N Saint Paul, MN 55113
Main Office: 651-631-5265 Website: unwsp.edu/career

Academic Internship Program

AGREEMENT OF RESPONSIBILITIES

UNW's role in the internship is to confirm academically appropriate internships, and to provide the academic support and evaluation needed to achieve the learning component. UNW has no involvement in the selection of the student by the internship provider nor does it control, in any way, the workplace or work rules. UNW is not directly involved in the work assignments of the intern. The list of responsibilities are given below.

INTERNSHIP PROVIDER RESPONSIBILITIES

- Provide the student with a detailed job description
- Provide appropriate training and equipment, supplies and space necessary for the intern to perform his/her duties effectively and safely
- Not to displace regular employees with interns
- Maintain general liability, professional liability and worker's compensation when established by federal, state, local laws
- Notify UNW of critical changes in status, schedule or performance that may significantly alter the internship
- Allow UNW to conduct a site visit to confer with the intern and the On-Site Supervisor

ON-SITE SUPERVISOR RESPONSIBILITIES

- Provide adequate supervision and mentorship for the intern and assign duties that are career-related and challenging
- Help orient the intern to the organization and its culture
- Complete the intern's required evaluation form (s) and discuss the evaluation with the student
- Certify intern's academic eligibility

UNW RESPONSIBILITIES

- Certify intern's health, accident and hospitalization coverage
- Provide pre-internship assessment and training as prescribed by the academic department
- Provide a faculty supervisor that is responsible for developing a learning agreement, advising, communicating with, and evaluating the intern before, during and after the internship
- Maintain communication with the Internship Provider and clarify UNW policies
- Provide general liability insurance, and such professional liability insurance as may be reasonably required, for each
- Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between UNW and the Internship Provider

Primary UNW Contact for Internships:

Linda Ashworth LRashworth@unwsp.edu

651-631-5265 NAZ 4021

<http://www.linkedin.com/in/lindaraeashworth>

EVALUATION CRITERIA

We ask internship supervisors to provide feedback on how the intern performed. The following are The University of Northwestern St. Paul's general educational outcomes and are key components of a liberal arts education. Every major has curriculum designed to support the development of these outcomes.

YOUR COMMENTS ARE VALUED!

- Intern Accomplishments
- Strengths & Weaknesses
- Observations
- Additional Skills Needed
- Recommendations

THE ONLINE EVALUATION WILL BE SENT VIA EMAIL TO THE ON-SITE SUPERVISOR. PLEASE WATCH FOR IT NEAR THE END OF THE ACADEMIC INTERNSHIP.

Written

Ability to customize communication to an audience

Ability to use WRITTEN standard American English

Ability to write texts in content, style, genre, and/or format

Verbal

Ability to use SPOKEN standard American English

Ability to speak in content, style, genre, and/or format

Ability to use non-verbal communication

Other outcomes

Ability to organize

Ability to work independently

Ability to work in a group

Ability to learn

Ability to identify valid problems

Ability to formulate significant questions

Ability to examine multiple perspectives

Ability to analyze

Ability to synthesize

Use of technology

Performs assigned tasks responsibly

Willingness to seek help when needed

Resourcefulness and initiative

Task-related motivation

Tolerates ambiguity

Spirit of cooperation

Rapport with co-workers

Respectful of others

Understanding of organizational procedures

Ability to accept constructive feedback

Healthy, positive, and self-confident attitude

Adaptable/flexible

Appearance: neatly groomed and appropriately attired

Punctuality

Dependability

Integrity/Character

Leadership

Value to your organization

Promise of success in profession

Overall performance