The Center for Calling & Career

NORTHWESTERN COLLEGE

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 NWC intern?
Requirements vary by major. Go to the following web page:
www.nwc.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?
NWC 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@nwc.edu
651-631-5265

LinkedIn
http://www.linkedin.com/in/lindaraeashworth

CAREER CONNECT
Post Jobs & Internships
https://nwc-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: nwc..edu/career

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AGREEMENT OF RESPONSIBILITIES

NWC'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. NWC 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. NWC is not directly involved in the work assignments of the intern. The list of responsibilities are given below.

INTERNSHIP PROVIDER RESPONSIBILITES

- 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 NWC of critical changes in status, schedule or performance that may significantly alter the internship
- Allow NWC to conduct a site visit to confer with the intern and the On-Site Supervisor

ON-SITE SUPERVISOR RESPONSIBILITES

- 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

NWC RESPONSIBILITES

- Certify intern's academic eligibility
- 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 NWC 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 NWC and the Internship Provider

Primary NWC Contact for Internships:
Linda Ashworth LRAshworth@nwc.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 Northwestern College'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