

Special Topics ND 230

Career Connections Internship

St. Lawrence University

Students will develop a significant learning experience outside the classroom setting, often with a company, non-profit or community-based organization. Students undertake the internship class for a variety of reasons including: opportunity to reflect and think critically about the internship as it relates to the student's academic program and interests, as an additional deliberate means of developing skills and abilities for future professional endeavors, to fulfill academic requirements for the university and/or the internship sponsor. The internship experience and the requisite learning objectives, reflection and analysis is an educational strategy linking classroom learning with the application of knowledge in an applied work or professional setting.

Students will participate in an internship for at least six weeks and no less than 50 hours of supervised work. ND 230 Internship Course: counts for .25 course units and is taken under the pass/fail grading option. Only two ND 230 Internship courses may be counted toward the degree. Students must undertake a different internship to enroll in a subsequent ND 230 Internship class. ND230 Internship credit does not meet divisional distribution requirements.

To enroll in ND 230: Internship Course

1. Interested students should meet with the Director of Career Connections to seek guidance regarding the proposal and potential internships. Career Services is available to help students identify potential internship opportunities and appropriate application materials. Students are responsible for finding and securing their internships. The internship must last **at least six weeks** and involve **no less than 50 hours** of supervised work.

2. The student must submit a **Proposal** to the Director of Career Connections. The Proposal will be reviewed and approved by the Director of Career Connections. The course is taken under the pass/fail option only.

The **Proposal** (form provided by the Career Connections Program) will include:

- the nature of the internship and location
- hours per day and total number of weeks participating in internship
- contact information for the supervisor who will assign tasks and duties as well as evaluate the student's work at the completion of the internship
- credit requirements and confirmation information
- an Internship Risk and Release Agreement

By completing the proposal and returning it to the Director of Career Connections, you signify that you are prepared to complete all necessary requirements and understand that, once the ND 230: Internship Course has been officially established, **failure to complete the requirements will result in a zero grade and no credit for the course will be given.**

During the internship and upon completion:

1. The student must complete:

- a) The **Learning Objectives**. This form must be completed with the supervisor specifying objectives and clarifying expectations for the internship.
- b) An **administrative log and journal** recording the hours worked as well as the projects involved, the contributions made to the workplace, and reflections on what you are experiencing. The journal

should go beyond a list of tasks and focus on what you are learning. The log proves the hours you have worked.

c) An **evaluation and reflection** (form from Career Connections) of the internship experience and how it relates to your academic plan.

2. The supervisor must provide an **evaluation** (form provided by Career Connections) of your performance throughout the internship. *You are encouraged to review both evaluations with your supervisor as part of the exit interview for the internship.*

All of the above materials must be submitted to the Director of Career Connections by the end of the internship experience in order to complete the course requirements. After review, the materials will be forwarded to the Registrar for credit approval. The student must complete all requirements of the internship and fully satisfy the agreed upon term of the internship in order to receive credit.

Note: Once the ND 230 has been officially established for the student, **failure to complete these requirements by the end of the semester following the internship will result in the student receiving a zero grade**, and no credit for the course will be given.

Please retain a copy of the following for your records

Contact Director of Career Connections Geoff Falen (gfalen@stlawu.edu) to begin the process.

ND 230 MATERIALS COMPLETED

Date

Prior to internship:

1. Proposal form complete and turned into Career Connections Director _____
2. Internship Risk and Release Agreement _____

Within first two weeks of internship:

1. Learning Objectives completed by intern and supervisor _____

After completion of internship:

1. Administrative Log & Journal _____
2. Student Evaluation & Reflection _____
3. Supervisor Evaluation- should be returned to Career Connections Director by supervisor _____

Return all materials to Geoff Falen, Director of Career Connections, at: gfalen@stlawu.edu

Adapted with permission from Colorado College Career Center