

FISHER COLLEGE FACULTY INTERNSHIP GUIDE



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Glossary of Terms

This list is meant to clarify how Fisher College defines roles/courses/etc. as it pertains to our program.

Internship Learning Agreement

This form must be completed in order for students to receive credit. It is also available online: www.fisher.edu/internships.

FACULTY

Faculty Internship Overview

An internship should be treated equally to any other credit bearing course at Fisher College. This means that the hours worked plus additional coursework should be equal to any other 3-credit course. Internships should be related to the student's major and/or concentration.

The Faculty Instructor will:

- Be the primary academic contact during the course.
- Be an academic professional and be familiar with the field in which the student is majoring.
- Approve internships for academic credit and assign final grades for the course.
- Ensure every student submits a signed Internship Learning Agreement and that every student and site supervisor completes the end of semester evaluation.

PRE-REQUISITES

In addition to major specific requirements, all students **must pass IS210: Preparation for Internship & Career**, prior to enrolling in their major designated internship course. IS210 may be taken in the second semester of a student's sophomore year, or any subsequent semester prior to enrolling in their degree specific internship class. Students who plan to study abroad should plan accordingly.

INTERNSHIP APPROVAL PROCESS

Faculty Instructors are responsible for approving internships for academic credit. Students must complete the **Internship Learning Agreement** and submit the completed form to the Faculty Instructor for the internship to be officially approved. Faculty are responsible for submitting forms to the Internship Coordinator by add/drop of the semester.

NOTE: the form will be considered incomplete without the faculty instructor's signature.

No credit will be granted to students who have not submitted their signed Internship Learning Agreement*.

FACULTY

GUIDELINES FOR FACULTY INTERNSHIP SUPERVISION

A successful internship administration experience should include the following:

1. An orientation (typically held the first day of class) that outlines student expectations for their course credit and the internship class.
2. Student goals/objectives for the internship and a journal/time log.
3. Written assignments such as a paper, analysis, reflection or other assignment that demonstrates learning objectives.
4. A portfolio/other tool that demonstrates student work & skills gained, including updated resume.
5. An oral presentation of what the student has learned and achieved during internship.
6. Contact with the site supervisor at the beginning of internship to introduce oneself.
7. Contact with site supervisor mid-way through the internship to address any problems or concerns.
8. Ensure completion of site supervisor evaluation at end of semester.
9. Ensure completion of student evaluation at end of semester.

INTERNSHIP EVALUATION PROCESS

The Office of Career Services will distribute two evaluations towards the end of the semester: one to site supervisors and one to students. Faculty Instructors are responsible for ensuring all evaluations are completed. STUDENTS SHOULD NOT BE GIVEN A FINAL GRADE without the receipt of these required evaluations. Results of evaluations are sent to Faculty Instructors as evaluations are completed.

No credit will be granted to students who are missing site supervisor evaluations at the end of the semester*.

BACHELOR DEGREE HOUR REQUIREMENTS

Fisher College believes in the importance of an experiential learning: all day bachelor degree candidates are required to complete a minimum 120-hour, semester long internship that pertains to their major. Students have the option of completing a second internship for credit and/or enrolling in an internship class that requires more internship hours to earn additional credit-hours (see table below).

Course Number	Minimum Hours Required	Credits Available
IN203	120	3
IN212	240	6
IN303	360	9
IN412	420	12

*in some extenuating circumstances an exception may be made at discretion of the faculty member with approval from the VPAA.

GLOSSARY OF TERMS

The following terms are used throughout the guide. This list is meant to clarify how Fisher College defines roles/courses/etc. as it pertains to our program.

IS210. PREPARATION FOR INTERNSHIP & CAREER COURSE: the required course students must pass before they register for the required internship. This course will prepare students for the internship experience and future employment.

IS210 INSTRUCTOR: the instructor for the Preparation for Internship & Career course who will help you learn how to find and secure an internship.

CAREER SERVICES: the office that supports you in helping to find an internship. Staff from this office also serve as instructors for IS210: Preparation for Internship & Career.

INTERNSHIP COORDINATOR: the person in the Office of Career Services that oversees the delivery of evaluations. This person cannot approve internships nor collect forms directly from students.

INTERNSHIP COURSE: the course students enroll in WHILE they are completing their internship hours.

FACULTY INTERNSHIP INSTRUCTOR: the instructor for your internship course who approves your internship and meets with you during your internship for support. You will submit time sheets and academic assignments to this person for a final grade in the class.

PROGRAM DIRECTOR: the faculty member that manages your program. Sometimes this person is also the faculty internship instructor for your internship course.

FACULTY ADVISOR: the faculty member that advises you on which classes to take while you are at Fisher

SITE SUPERVISOR: the person sponsoring your internship at the organization where you will be working. This person also signs off on your internship hours and completes a final evaluation on your behalf.



Internship Learning Agreement

(Return this form to Faculty Instructor)

Internship Learning Agreement

This Internship Learning Agreement is an agreement amongst the Internship Site Supervisor, student and Internship Faculty Instructor for a learning experience that will lead to academic credit. This agreement must be completed and signed in order for the student to receive required or elective internship credit at Fisher College.

Internship Course Information:

Course Enrolled in (NOT IS210): _____

Hour requirement (120 hours per 3-credits): _____

Student Information:

Name: _____

Fisher Email: _____

Your internship/job title at the internship, if any: _____

Internship Organization:

Name of Organization: _____

Site Supervisor

Name: _____

Title and Department: _____

Work Address: _____

Email: _____

Phone: _____

Start Date: _____

End Date: _____



Internship Learning Agreement

(Return this form to Faculty Instructor)

Signatures

Student Intern

Your signature indicates that you have read and will abide by the following internship policies and expectations:

- Must complete a minimum of 120 hours per 3 credit hours. See page 1 for hour requirements agreed upon.
- Must abide by the policies and procedures of the organization in which you are interning.
- Must fulfill requirements of internship syllabus.
- Must complete final evaluation and return to Career Services at the end of semester.
- You acknowledge and agree that internships or travel carries with it potential hazards which are beyond the control of the College and its agents or employers.

I understand and agree to the expectations listed above.

Student Name: _____

Student Signature: _____

Site Supervisor

Your signature indicates that you have agreed to sponsor a Fisher College internship and will abide by the following policies and procedures:

- Must provide 120-hours of relevant experience before the end of semester for each 3 academic credits. See page 1 for hour requirements agreed upon.
- Will abide by all applicable state and federal laws under the Fair Labor Standards Act (FLSA).
- As the site supervisor, you will provide or arrange for professional development feedback when possible/appropriate.
- Complete a student performance evaluation and return to Career Services upon completion of internship.

I understand and agree to the expectations listed above.

Site Supervisor Name: _____

Site Supervisor Signature: _____

Faculty Instructor

Your signature indicates that you have agreed to supervise a Fisher College intern and will abide by the following policies and expectations:

- Review the job description and confirm that it provides experience relevant to the student's major and abides by the Fair Labor Standards Act (FLSA), as outlined in Internship Packet.
- Have met with the student, reviewed the job description and approved the internship.
- Will supervise and mentor student for the duration of the internship.

I understand and agree to the expectations listed above.

Faculty Instructor Name: _____

Faculty Instructor Signature: _____
