

INTERNSHIPS AT URSINUS COLLEGE

We appreciate your interest in our students. Specific information regarding internships at Ursinus is below.

WHAT IS AN INTERNSHIP?

The internship is a structured and supervised career-related professional experience that promotes the integration of classroom theory with practice in the workplace.

TYPES OF INTERNSHIPS

Academic Internships combine practical experience with a reflective, academic component. Students engaging in Academic Internships receive academic credit. Students who complete academic internships have typically completed their sophomore year. Internships may be done during fall, spring, or summer.

The following minimum criteria must be met in order for an internship to be eligible for academic credit:

- 120 hours of on-site work for 3 credits and 160 hours for 4 credits.
- Student must complete a Learning Agreement between themselves, site supervisor, and faculty internship advisor prior to start of internship. Document outlines academic and site-related goals and requirements.
- Student should be evaluated throughout internship. Supervisors will be asked to complete mid-term and/or final evaluations.
- Projects & goals are determined prior to start of internship by Site Supervisor, Faculty Adviser & student.
- Internship work experiences are substantive and challenging and relate to student's internship course. No more than 25% of intern's time should be spent doing clerical work.
- Site Supervisor provides on-going supervision. Supervision should include regularly scheduled meetings in which student has opportunity for questions and feedback. Site Supervisor must be a professional in field related to student's major. A student's relative may not be involved in supervision.
- Site Supervisor provides orientation to the work site and training for specific job duties.
- Internship must take place in professional setting. In-home and remote work are not ordinarily acceptable.
- Internship experience must meet criteria of departmental internship course description.
- Student must have opportunities to develop specific skills (research, writing, computer, & presentation)

Non-academic Internships do not require a formal academic learning component, and no formal evaluations need to be completed. Any student may do a non-academic internship.

POSTING YOUR INTERNSHIP AT URSINUS COLLEGE

1. **First step is to develop a position description and application instructions. Position description should include:**
 - Detailed description of your organization and link to your website.
 - Activities & responsibilities for internship. Should include appropriate, substantial work that allows student to experience career field. Describe duties of intern as specifically as possible.
 - Desired qualifications: What qualities/skills/knowledge the successful candidate should possess.
 - Semester(s) the internship is offered (i.e., fall, spring, summer, or winter break).
 - Whether any compensation is provided and how much.
 - Application procedures and deadline.
 - Whether the internship can be considered for academic credit.
 - Be sure to indicate if you are a UC alumnus. Students are always interested in opportunities with alumni.
2. All internships are posted in Handshake. Once you have developed the internship description and application instructions, you may post by logging on at <https://ursinus.joinhandshake.com/>. Alternately, you may email the internship description and application instructions to career@ursinus.edu and we will post it for you.

Internships may be paid or unpaid. If your organization does not provide compensation for internships, we recommend that you familiarize yourself with **Fair Labor Standards Act** as it relates to Internship Programs -- <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf> 1-12-12 ERT.