



Norwich University Student Internship Guide

Introduction

Norwich University has always been a place where education is anything but a passive affair. Norwich students dive into everything they learn, getting their hands dirty - both figuratively and literally – realizing that the best complement to a classroom education is a real world education.

One of the best ways to extend your learning beyond the classroom is to do an **internship**. An internship lets you go into a work environment and apply your academic skills directly, through hands-on, real world experience.

Internships can be valuable for every student, and more and more employers are expecting to see internships on resumes when they hire college grads. **Nearly 2 out of 3 people who are hired straight out of college have internship experience!**

At Norwich, there are lots of options for internships:

- You can do an internship during the school year or during the summer
- Students in any major can do internships
- You can get credit for many internships, and you can also do them without credit
- Many internships are paid

We have a full-time Internship Coordinator who is here to help you find the best internship for you. Most students do internships in their sophomore year or later, but it's never too early to come in and talk to the Internship Coordinator, to start planning.

An internship through Norwich University is a learning experience that allows students to apply their academic skills in a work environment. It combines academic learning goals with hands-on, real world experience. Internships are supervised, goal-oriented, and integrated into the student's overall educational plan.

Combining thinking and action, conception and execution, internships bring together the best of work and school into a first-class educational experience for students, and a valuable, beneficial position for the employer.

The Participants

There are several participants involved in ensuring that an internship is successful. These individuals and their roles and responsibilities are indicated below.

Student Intern's Role

The student is expected to take an active role in finding his or her internship site. With the guidance of the Internship Coordinator and other Career Center staff, students will complete all the necessary hiring documents, such as resumes and cover letters. The student intern is also responsible for selecting the internship and seeking out a faculty supervisor, when an internship is taken for credit. The faculty supervisor should be a person who has knowledge about the field in which the internship is requested. The intern is also responsible for meeting with the site supervisor prior to the internship to clarify expectations and responsibilities. Next, S/he completes an Internship Learning Contract and a Student Internship Release Form, works the required number of hours, seeks out supervision on site as needed, and completes the academically-related tasks which are agreed upon by the faculty supervisor and intern (such as a journal, supplementary research, and/or a paper). In addition, the intern maintains high standards of professionalism while at the internship site, keeping in mind that they are representing Norwich University.

Faculty Supervisor's Role (for Credited Internships)

The faculty supervisor is responsible for helping the intern integrate the internship into his or her total academic experience. S/he provides academic direction and evaluates the learning derived from the internship.

Early in the process of finding an internship, the student should approach a faculty member who has some expertise in the area which he or she wishes to pursue an internship. Once the faculty member agrees to be a supervisor, they should meet to discuss the student's goals in finding and completing an internship. The faculty supervisor can serve as a resource for the student in locating and evaluating the appropriate internship.

Once the student has found an internship, the faculty supervisor will advise the student in defining the Learning Contract objectives, tasks, and evaluation criteria, as well as the amount of credits. The faculty supervisor will also help the student in defining the academic requirements for the internship. Academic requirements can be a journal, paper, relevant research and/or projects.

The faculty supervisor maintains appropriate contact with the student throughout the internship to give direction and support. The faculty supervisor is asked to initiate a phone call to the site supervisor prior to signing the Learning Contract to establish contact and communication. Other forms of recommended contact throughout the internship are site visits, email or phone calls with the intern and site supervisor, progress reports and feedback sent between the intern and faculty supervisor, and meetings which occur off-site between the intern and faculty supervisor. The amount and form of contact is determined by the faculty supervisor, and sometimes the faculty supervisor will defer to the internship coordinator to make the majority of the contacts.

At the end of the semester, the faculty supervisor and student intern will meet to review the academic projects and to review the experience. The faculty supervisor evaluates the intern's learning and assigns and submits a grade.

Site (Field) Supervisor's Role

Student interns are supervised by a staff person employed by the site organization. Typically, the site supervisor has experience and expertise in the area in which the student is interning. Site supervisors are responsible for interviewing interns, determining qualifications for the position, orienting interns to the organization, supervising, directing, and evaluating their work. The ideal site supervisor will serve as a mentor, sharing the pros and cons of a career in the field and giving suggestions for entering the profession. S/he will also have sufficient experience in the field to draw from and will share that experience with the student intern. The site supervisor meets with the intern on a regular basis to guide performance, answer questions, and provide background information and resources related to the intern's work. Norwich University requires two evaluations during the internship. Site supervisors will complete a mid-term and a final written evaluation. A site supervisor may also help by recommending ways to enhance the intern's learning.

Internship Coordinator's Role

The internship coordinator is a staff member in the Career Center and serves as the central information resource for all questions concerning internships at Norwich University. The coordinator is responsible for informing the participants in the internship of their roles and responsibilities. The coordinator addresses questions and, if necessary, mediates problems and issues among the participants in the experience. S/he also works with faculty, students, and employers to create student learning contracts

The internship coordinator is responsible for informing prospective interns about the process and requirements of securing and participating in both credit and non-credit bearing internships. Students can learn this information by meeting regularly with the coordinator or through meeting with other career center staff. The coordinator can also help with the internship search process elements, such as setting goals, contacting faculty and employers, writing resumes and cover letters, and interviewing.

Required Paperwork

Within the first week of a credit-bearing internship, the student must create a [Learning Contract](#) and complete a [Student Internship Release Form](#). The Student Internship Release Form addresses issues of insurance coverage and personal conduct ([Appendix A](#)). All credit-bearing internships require a faculty signature on both forms.

[Learning Contract \(Appendix B\)](#)

A learning contract is a planned, purposeful agreement by the student and faculty supervisor that indicates the objectives, learning methods, and evaluation of the internship. It is to be created within the first week of an internship with the faculty supervisor's help and approval. The three sections to be included are:

Objectives/Goals: what the student plans to learn from the internship experience.

Learning Methods: how the goals will be implemented at the site and academically: the actual tasks, job duties and academic assignments

Evaluation: the criteria for evaluation used by the faculty and site supervisors

Samples of learning contracts are available in Appendix B and in the Career Center.

Contacting and Interviewing With Potential Internship Sites

The process of applying for and securing an internship can vary widely between organizations. The process can be as informal as talking to an employer on the telephone about the position or it can be as formal as submitting a resume/cover letter/portfolio and having an interview. Regardless of how informal or formal the process is, interview preparation is especially important to a student's success in securing the desired internship.

Prior to Contacting the Internship Site:

- Determine your goals for the internship. What specific skills or experiences do you want to have? Some internships are very flexible (particularly if it is an internship that is created by the intern). If you don't plan and ask for the experiences you want, they may not happen.
- Research other internships similar to the one you are seeking using Google, Linked in or other internet resources, including Norwich University's Career Compass. This will provide a background of information for you to assess the opportunities at the internship and give you ideas about ways to adapt the internship for your particular needs.
- Assess your experiences and skills in the field you are seeking an internship (this will probably include coursework, involvement in activities and part-time jobs) so you can be better prepared to answer questions.
- Determine any limitations on the duration of the internship, hours per week, transportation availability, financial considerations, and housing that you may have regarding the internship.

Contacting the Internship Site:

- Use the name and number given in the resource to contact the internship site. If there isn't a name, ask the receptionist for the name of a person who coordinates internships. If there isn't such a person, ask for a supervisor in the department in which you are interested in doing the internship.
- Once you are speaking to the correct person, identify yourself and the fact that you are a student at Norwich University. Tell the person how you found out about the internship and inquire if it is available for the period of time in which you are interested. If it is available, ask about the application process.
- Ask any other questions you may have and allow them to ask you questions. Thank the individual for their time.
- When you apply, be sure to mention your phone call in any correspondence you send.

Steps to an Internship

1. Assess your skills, interests, and values

Why do you want to do an internship? What would you like to learn from an internship? What kind of work do you especially enjoy, and what kind do you prefer to avoid? Think as broadly as you can about what you can put into an internship, and what you hope to get out of one.

2. Prepare your resume

Visit the Career Development Center website and the Optimal Resume website to start a draft of your resume. Then make an appointment with a career counselor to review this draft and finalize it.

3. Figure out how an internship fits into your overall academic plan

Do you want credit for your internship? When do you want to do it? Do you have other commitments you need to work around, such as study abroad or military training? Speak with your advisor early to make sure that your overall plan includes an opportunity for an internship.

4. Research prospective internship sites

Visit the Internships website for resources to help with this. Utilize the NU Alumni Online Community, LinkedIn NU Connections Group, career fairs, Club networking nights for networking with alumni. Speak with your professors. Let everyone around you (friends, family, coworkers, etc.) know that you are interested in an internship so they can be networking resources for you.

5. Make a list of internship sites that interest you

From your research, identify the sites that you would like to actively pursue.

6. Make contact and apply

Approach the sites on your list – either by following their established application process or by approaching them directly to inquire about internships. For those you approach directly, follow their application instructions if they are open to having an intern.

7. Finalize academic and personal arrangements

Once you accept an internship offer, finalize your plans for obtaining credit (if you wish to), traveling, and finding housing.



Internship ID _____

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STUDENT

INTERNSHIP

RELEASE FORM

Student Name _____

Class year _____

A # _____

Major _____

Internship to be done in: Semester _____

Year _____

Agency/organization/business name _____

Site Supervisor Name _____

Faculty Supervisor _____ Department _____

Course number (if applicable) _____

Norwich University itself does not control the way in which the internship work experience and the internship site are structured or operate. In granting academic credit or other recognition of the educational value of this internship, the University affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in Norwich University's program of study but makes no other assurances, expressed or implied, about any travel or living arrangements the student has made.

INSURANCE COVERAGE

I have sufficient health, accident, disability and hospitalization insurance to cover me during my internship; I further understand that I am responsible for the costs of such insurance and for the expense not covered by this insurance, and I recognize that Norwich University does not have an obligation to provide me with such insurance.

I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the experience, and I release Norwich University from any liability for injury to myself or damage to or loss of my possessions.

I understand that if I use my personal vehicle for the benefit for the agency with which I perform my internship, Norwich University has no liability for personal injury or property damage that may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by my internship agency.

I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship. Further, I understand that Norwich University assumes no liability for personal injury that I may suffer in the course of my internship and agree to be responsible for ascertaining whether my internship agency provides workers' compensation coverage for me.

PERSONAL CONDUCT

I understand that in undertaking this internship I am at all times subject to Norwich University policies as written in the Student Rules and Regulations Handbook, including the Honor Code, and all federal, state, and local laws, and that in the event of violation of these, or behavior which is considered by the University to be detrimental to me, other participants, or the University, the University shall have the right to pursue judicial charges and/or initiate legal action as deemed appropriate.

GENERAL RELEASE

I understand that Norwich University reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions or in the general interest of the Internship Program. I understand that the Norwich University Internship Coordinator may take any actions she/he considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience.

It is further expressly agreed that the internship site and its use of any and all facilities shall be undertaken by me at my sole risk and that Norwich University shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or to my property arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship, whether or not it is sponsored by Norwich University. I release, discharge and covenant not to sue Norwich University, its governing board, employees or agents as to any and all liability that may arise out of injury or harm to me, death, or property damage, resulting from my participation in this internship.

I give Norwich University permission to release my comments on the internship experience, the academic curriculum or other related information for the purpose of improving or promoting the Internship Program.

I warrant that I have disclosed all relevant, pertinent information in written form to the Internship Coordinator that could affect my ability to successfully complete the internship.

I have carefully read the Release Form before signing it. No representations , statements, or inducements, oral or written, apart from the forgoing written statement, have been made.

Student's signature _____ Date _____

Date of birth _____



Internship ID _____

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INTERNSHIP LEARNING AGREEMENT

Norwich University Student

Name _____ Class Year _____
 A# _____
 Major _____ Minor _____ Corps ___ Civilian ___
 NU Email _____ Personal Email _____
 Phone _____ Cell phone _____
 NU Box # _____
 Permanent address _____

If internship is for credit (leave blank if not for credit):

Faculty Supervisor _____
 Department _____

Internship Site

Agency/organization/business name _____
 Address _____
 Phone _____
 Site Supervisor Name _____ Position _____
 Phone _____ Email _____

Year of internship _____ Spring ___ Summer ___ Fall ___

Please fill in the following, attaching additional sheets as necessary.

Learning Goals

To be determined by the student in consultation with the Faculty Supervisor (if credit is received) and the Internship Coordinator

Activities to be done to meet goals

Work to be performed at internship site (to be determined by the position description from the internship site)

If internship is for credit:

Additional academic work to be completed (to be determined by the Faculty Supervisor, if applicable – leave blank if credit is not received)

Schedule and Number of Hours

(to be determined by the position description from the internship site)

By signing below, the student agrees to perform the tasks outlined in the agreement, and the faculty supervisor indicates that this agreement meets the academic standards required, if applicable.

Student's signature _____ Date _____

Faculty Supervisor's signature _____ Date _____

Norwich University Internship Coordinator signature _____ Date _____