

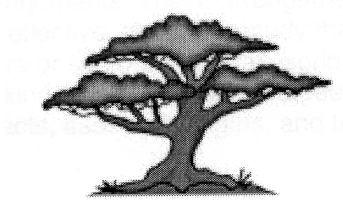
VII. INTERNSHIP CENTER

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Academic Internships

www.messiah.edu/internship



DECISION TREE

| Practicum | Professional Development Experience | Internship |
|--|--|---|
| Earn 1-3 credits Minimum 40 hours for the semester or J-Term | Earn 1-3 credits Minimum 40 hours for the semester or J-Term | Earn 4-12 credits (Summer 4-10) Minimum 10 hrs/wk for 12 weeks |
| Start by speaking with your Academic Advisor | Start by speaking with Internship Center Staff | Start by investigating the Internship website: www.messiah.edu/internship |
| Supervised by faculty in your department and Site Supervisor | Supervised by Internship Center Staff | Supervised by an Internship Center Advisor and Site Supervisor |
| Academic requirements – mutually agreed upon by faculty supervisor and student | Academic requirements – Executive Summary and other requirements | Academic requirements – learning objectives, concise papers, portfolio, and seminar |
| Covered by Messiah College's liability insurance policy | Covered by Messiah College's liability insurance policy | Covered by Messiah College's liability insurance policy |
| Forms available in the Internship Center, Registrar's Office and online* | Forms available in the Internship Center, Registrar's Office and online* | Forms available in the Internship Center, Registrar's Office and online* |

What Is An Internship?

An internship is a semester-long, supervised work experience related to your major or career goal for which you earn academic credit. The work experience may be part-time or full-time, paid or unpaid, and primarily in an off-campus environment. Important elements structured into the experience which distinguish it from a short-term job or volunteer work are an intentional self-directed learning strategy, reflection - both verbal and written, discussion of faith integration, and an emphasis on professional development.

Internships for academic credit are available to juniors or seniors in the fall, spring, or summer and must be at least twelve weeks in length. By embarking on one or more of them, you will be able to sharpen your skills, begin a network of employer contacts, assess your strengths, and test classroom theories in real world settings.

How Can I Benefit From An Internship?

Personally:

Boost your maturity and self-confidence; improve your human relations skills; prepare for life after graduation; integrate your faith and values with work; enjoy a greater clarity about career decisions.

Academically:

Integrate classroom theory with real-life experiences; understand the relevance of your course work; increase your motivation to learn; use resources that are not available on campus.

Professionally:

Explore a potential career field; develop career-related skills and abilities, including effective job search, resume writing and interviewing techniques; establish a work history; observe professional people and behavior; build a network of professional contacts, potentially developing mentoring relationships; gain a competitive edge for employment or graduate school admission.

Financially:

Approximately 50% of all interns receive some form of compensation. It is often used to subsidize tuition costs or help pay for transportation expenses.

Why Experience An Internship For Academic Credit?

- 1) Gain access to selective internship sites
- 2) Many sites require academic accountability
- 3) Think about, and develop, personal and professional skills which will help you succeed in your career and lifelong learning
- 4) Open doors to graduate school by having an internship recorded on your transcript
- 5) Protect yourself legally under the college's liability policy
- 6) Process opportunities and challenges through personal interaction with peers and faculty
- 7) Develop a Masterwork Portfolio, which highlights your self-directed learning ability great for job and graduate school interviews!

Internships, in general, allow to you to
Cultivate future job possibilities and...

Expand your professional career references for employment and/or graduate school

What About Curriculum And Credits?

Messiah's internship curriculum combines experience and academic reflection. The experience must be at least 12 weeks in length and a minimum of 10 hours per week. The minimum number of credits a student can earn is 4; the maximum is 12.

| Hours/Week | INTE394/Internship & Monthly Seminar | INTE395/Internship & Weekly Seminar |
|------------|--------------------------------------|-------------------------------------|
| 10 | 4 Credits | 6 Credits |
| 15 | 5 Credits | 7 Credits |
| 20 | 6 Credits | 8 Credits |
| 25 | 7 Credits | 9 Credits |
| 30 | 8 Credits | 10 Credits |
| 35 | 9 Credits | 11 Credits |
| 40 | 10 Credits | 12 Credits |

Notes:

- 1) Internships are letter-graded (A-F).
- 2) No academic credit can be approved retroactively for any experience.
- 3) The only option for Summer internships is INTE394 (4-10 credits).

What are the Requirements of an Internship?

Students develop a set of learning objectives within the first two weeks of the start of the internship. These learning objectives become the basis for the production of a portfolio, a showcase piece which documents the learning that has occurred during your experience. Other requirements may include such items as readings, presentations, and short papers.

What is a Professional Development Experience (PDE)?

INTE291 - Professional Development Experience (1-3)

This practical work experience will provide sophomore students with a means to gain initial exposure to career-related work settings under the professional supervision of Internship Center staff. This does not substitute for departmental practicum credit.

INTE391 - Professional Development Experience (1-3)

This practical work experience will provide juniors and seniors with a means to explore career options and to enhance their skill set under the professional supervision of Internship Center staff. This does not substitute for departmental practicum credit.

Requirements for PDEs:

- 1 credit (40 hours) - Executive Summary
- 2 credits (80 hours) - Executive Summary and one other assignment
- 3 credits (120 hours) - Executive Summary and One Learning Objective

What About a Practicum or Service Learning?

Practica must be initiated through your academic department, which may approve an experience from one to three credits. Academic departments have primary ownership and oversight responsibilities, but the Internship Center may assist with placement and referral resources. Service Learning opportunities, both voluntary and for credit, can be explored in the Agape Center.

Who Is Eligible?

Those who meet the following criteria are eligible:

- 1) Enrolled full-time at Messiah College as a junior or senior
- 2) Maintain a cumulative GPA of 2.5 or above
- 3) Approved by the student's academic advisor, including verification of fulfillment of departmental prerequisites
- 4) Able to provide their own transportation at the time of application
- 5) Be a responsible ambassador for Messiah College to the community

How Does A Student Get Started?

First, contact your academic advisor to discuss how an internship would best fit into your curriculum plan. Then, if you desire our assistance in locating a site, go to the student section of the messiah.edu/internship and fill out the Application for an Internship. As soon as all the required components are received by the Internship Center, you will be notified as to whether or not you have been accepted into the program. From that point, we will assist you with a variety of resources.

Note: You are not guaranteed acceptance into the Internship Program.

Note: The Internship Center cannot guarantee a student will secure a site for any given semester, or that they will secure exactly the type of work/learning experience desired. We also cannot guarantee a job before or after graduation.

If you have already located a site on your own, you do not need to complete an Internship Application. Go to the student section of messiah.edu/internship and fill out the Registration for Academic Credit - Internship.

Philadelphia Internship Semester

Live and work in Philadelphia - one of our nation's most historic cities. Complete an internship that will develop you personally and professionally.

You may seek to earn anywhere from 4-9 credits for an internship by gaining career-oriented work experience and participating in an integrated class. In addition, select one or two Messiah College-Philadelphia Campus courses, and take an optional one credit urban cross-cultural course.

International Internships

Live, learn, and work in London, England for a semester. Exciting opportunities await you in the British Isles. Through our arrangement with Arcadia University, you will live in the heart of London, study British culture and work life, and participate in an internship related to your major.

Students with Disabilities

Messiah College is committed to making reasonable accommodations for qualified students with disabilities. For students planning an off-campus experience, such as a practicum or internship, the College does not have authority over cooperating agencies and cannot therefore guarantee that a student's unique needs can be accommodated. The College will make every reasonable effort to locate a suitable site that does offer the needed accommodations. Students for whom practica or internships are being requested must demonstrate an ability to meet the essential skills of a specific assignment, with or without assistive technology.

Application & Registration Deadlines

Applications for Students Requesting Assistance Locating a Site:

Fall – April 15
Spring – October 15
Summer – March 15

Registrations for Students Securing Their Own Site:

Fall – September 1
Spring – February 1 (Philadelphia Campus interns – January 15)
Summer – May 1

For More Information, Contact:

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