

INTERNSHIP / PDE - APPLICATION AND REGISTRATION

The latest information may be found in the student section of www.messiah.edu/internship

How many credits may I earn?

Professional Development Experience (PDE) / 1-3 credits – Pass/Fail
Internship / 4-12 credits / 4-10 credits in the Summer – Letter-Graded

These two credit-bearing options are not just jobs or volunteer work. They are work/learning experiences, which means there is an academic component.

What do I do next?

After you decide on which credit-bearing option you want to pursue,

1. Go to www.messiah.edu/internship. You will find helpful items there such as a booklet entitled Thinking of an Internship?, as well as a simple guide for creating a one-page resume specifically geared for the Internship and PDE search.
2. Read the information in the student section, including the sample syllabi
3. Note the application deadline
4. Apply for an Internship or PDE and be sure to indicate the type of experience for which you are looking in the “Explanation of Position / Experience Desired” field
5. Read the rest of this document thoroughly

I would like to speak with someone in the Internship Center about my situation.

We would love to speak with you. You may certainly drop by during normal hours of operation (Monday-Friday 8:30-4:30), but it is better to set up an appointment. If you choose to set up an appointment, you may call x5099 or email – internctr@messiah.edu. Be sure to provide days and times you are free to meet.

I have contacted the Internship Center by phone or email, but have not heard back. Why?

Our goal is to respond to student questions within two (2) school days. Please keep in mind we do not have an administrative assistant for our office, not all staff are full-time, and we are working with our current interns while we seek to help students with possibilities for one or two semesters in the future.

After I apply, what happens, and when will I hear from the Internship Center?

Please see the next major section – After Applying for an Internship or PDE

Will I be “placed” at a site?

No. There are legal implications to a college assigning a student to a specific site. It also does not help a student begin to understand the job search process. The Internship Center serves as an initial connecting point with several organizations. It is up to employers and students to arrange interviews and make a decision.

How do I register for credit, if I have secured a site?

Please see the next major section – After Applying for an Internship or PDE

AFTER APPLYING FOR AN INTERNSHIP OR PDE

What happens next?

Securing a site can involve a number of different approaches and strategies. The best strategy is one that combines your efforts and ours. We will explore our network of contacts to see if there

are opportunities that mesh with your interests. In some cases, we will refer your resume to the appropriate organizations and then simply wait to hear if an interview invitation is extended. In other cases, you will be given the names of people within organizations to contact on your own. **Note:** *We cannot guarantee you will secure a site for any given semester, or that you will secure exactly the type of work/learning experience you desire. We will do our best, but we make no guarantees.*

What is my role in the process?

1. Be responsive and prompt. Return telephone calls and emails from employers and from the Internship Center, and follow-up on referrals from us.
2. Keep us informed of any progress (or lack thereof), including any internship offers received.
3. Continue to develop a clear sense of what your personal goals are for the internship experience. This lays the groundwork for questions you should ask in an interview and helps in determining which opportunity to select.

Can I look for my own site?

Absolutely! Every semester, a number of students find sites through their own efforts and contacts. A guiding principle for you is to find an experience that will offer the opportunity to learn something that relates in a significant way to your professional and/or academic goals. If you do contact sites on your own, please keep us informed, so that we do not also send your resume to that organization(s). We don't want to confuse employers.

When can I expect to secure an Internship or PDE site?

Please bear with us, as we seek to give everyone fair and adequate attention. Because of so many factors, timing really varies. Registration for academic credit can be completed up until the beginning of the first week of classes. For Summer, you must be registered by June 1 – keeping in mind you must complete 12 weeks for an Internship.

How do I register for the upcoming semester?

1. Register for classes as you normally would. This will secure your slot in classes should an Internship or PDE not come through for you.
2. After securing a site, drop one or two classes, if necessary, so that the Internship or PDE credits may be added without taking you over the limit of 18 credits.
3. Go to the Student section of - messiah.edu/internship. Click the pink button - "Register for an Internship" or "Register for a PDE" and fill out the form. You cannot register through MCSquare, because we must first approve the site.
4. After you submit the Registration form, we will notify the Registrar's Office to add the credits to your schedule and email a confirmation letter to your site supervisor.
5. Philadelphia campus students planning Spring internships must conclude this process by January 15.
6. The Internship class at Grantham meets Tuesdays from 5:30-7:30 p.m. If you have a conflicting class at that time, consider registering for a 1-3 credit Professional Development Experience. If you register for a PDE, you must attend the mandatory orientation class.

Are most experiences paid?

Approximately 40% of interns receive some form of compensation. Some students may need to curtail their expectations for pay and re-focus on the other benefits of the experience.