



CAREER AND
PROFESSIONAL
DEVELOPMENT CENTER

Internship Program Information

Thank you for your willingness to partner with the Career and Professional Development Center!
You are providing a valuable educational opportunity for our students.

Internship Basics

- Students completing an internship for credit are covered under Messiah's liability insurance policy.
- Internships run concurrently with the semester schedule.
**An intern may work before or after these dates; this is just the time frame for the online course. Interns may continue work at the site prior to and after the course itself is complete.
- One credit hour is the equivalent of 40 hours of onsite work over the semester (e.g., three credits will work a minimum of 120 hours during the semester).
- Students can work more than the minimum number of hours that they have registered.
- Messiah University does not regulate the compensation of student interns. If your organization is a for-profit business, compensation is expected and virtually mandated by federal regulations. Many students work their way through college and often give up paying, part-time positions to take an internship. Receiving some form of remuneration is appreciated. If your organization (for-profit or non-profit) is unable to offer a regular wage, consider helping the students with a stipend or internship-related expenses such as parking fees, mileage, meals, etc.
- Students are required to complete assignments for the internship class component.

Supervisor Requirements

- Read & sign the Agency Memo of Understanding, unless an Affiliation Agreement is already in place.
- Read & sign the intern's Learning Objectives. The intern will write the objectives but may need your input.
- Sign the Work Reflection Log at the end of the semester. This log provides the documentation of the intern's hours and accomplishments and will affect the student's final grade.
- Complete the Suitable "Observer Assessment." The electronic email will be emailed to you by Suitable and will take 10-15 minutes to complete. The purpose of the evaluation is to educate your intern to encourage them and help them grow.
- Students will have additional internship course assignments that you are not responsible for.

For additional information, please contact: Ashley Jones, Director, Career and Professional Development Center, Messiah University, 717-691-6016 career@messiah.edu
<https://www.messiah.edu/career>