

# What is an INTERNSHIP?

---

 MESSIAH  
UNIVERSITY

CAREER AND  
PROFESSIONAL  
DEVELOPMENT CENTER

TIPS & STRATEGIES



[MESSIAH.EDU/INTERNSHIP](http://MESSIAH.EDU/INTERNSHIP)



# TABLE OF CONTENTS

I	Introduction to Internships	1
	• <i>What is an internship?</i>	
	• <i>What are the benefits?</i>	
	• <i>What qualifies as an internship?</i>	
II	Academic Credit Options	2
III	Important Questions To Consider	2
	• Do I need to have my own transportation?	
	• Is there a minimum GPA requirement to participate?	
	• Do I have credits to use towards an internship?	
	• Is my résumé ready to send out?	
IV	Locating Internship Opportunities	3
	• <i>Resources for finding an internship</i>	
V	What To Do After Identifying Potential Sites	3
	• <i>Keeping track of potential sites and their information</i>	
	• <i>Important information regarding the company you are applying for</i>	
VI	How To Register Your Internship For Credit	4
VII	The Final Steps	5
VIII	Required Clearances (websites listed)	5



# Internship

## What is it?

Internships are credit-bearing experiential learning options at Messiah University that allow you to explore career options while gaining professional experience that is desirable by employers. All internships that are completed through the Career & Professional Development Center fulfill a student's Experiential Learning (ELI) requirement upon completion of relevant assignments.

## What are the benefits?

### Personal

- Boost maturity and self-confidence
- Enjoy greater clarity about career decisions
- Improve skills for life after graduation
- Reflect on ways to integrate your faith and values with work

### Professional

- Explore a potential career field
- Develop career-related skills and abilities
- 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

### Academic

- Integrate classroom theory with real-life experiences
- Understand the relevance of your course work
- Use resources that are not available on campus
- Experienced virtually anywhere in the world
- Prepare you for graduate school
- Potentially help you to finish college early by interning for academic credit in the summer

## What qualifies as an internship?

1. The experience is complementary to and an extension of classroom learning; it allows students to apply what they are learning in a professional setting. The student has the opportunity to put classroom learning into action.
2. The employer understands that an internship is first and foremost a learning experience for the student. The benefits to the employer of having an intern are secondary.
3. The experience comes with a professional-level job description and desired qualifications. The intern will perform work assignments that result in professional experience and skills that they will take with them following the experience's conclusion.
4. There are clearly defined learning objectives/goals related to the student's professional goals.
5. Quality and consistent supervision is provided by a professional with expertise and the appropriate educational background. The supervisor invests time in helping the student meet his/her learning objectives, along with orientation and guidance on organizational culture, expectations, and roles.
6. Supervisor cannot be related to intern.
7. There is routine, constructive feedback by the experienced supervisor.
8. There are resources, equipment, and facilities provided by the host employer that support the student's learning objectives/goals.

# How many credits can I earn?

## **INTE 391** (Sophomores, Juniors, and Seniors) – Letter graded

<u>Credits</u>	<u>Hours per Semester</u>
1 credit	40 hours total
2 credits	80 hours total
3 credits	120 hours total

## **INTE 394** (Sophomores, Juniors, and Seniors) – Letter graded

<u>Credits</u>	<u>Hours per Semester</u>
4 credits	160 hours
5 credits	200 hours
6 credits	240 hours
7 credits	280 hours
8 credits	320 hours
9 credits	360 hours
10 credits	400 hours
11 credits	440 hours
12 credits	480 hours

## **Coursework**

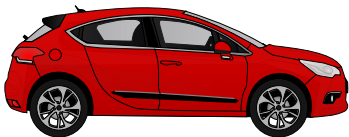
Weekly online coursework  
in CANVAS

*\*\*Sample Syllabi for INTE391 and INTE394  
can be viewed online at  
[messiah.edu/internship](http://messiah.edu/internship)*

## **Important questions to consider...**

### **Do I need to have my own transportation?**

It is not an internship requirement but not having your own transportation definitely impacts your pool of possibilities.



### **Is there a minimum GPA requirement to participate?**

In order to participate in an Internship through the Career and Professional Development Center (CPDC) your GPA must be **2.5 or higher**. If your GPA is lower, you might want to discuss the possibility of doing a practicum with your academic advisor.

### **Do I have credits to use toward an internship?**

At Messiah, you can use up to 16 credits toward experiential learning (internships and practica, specifically). Check your degree audit and discuss with your advisor how many credits you might want to use toward an internship.

### **Is my résumé ready to send out?**

If you haven't already done so, review the Résumé and Cover Letter Guide in the CPDC. After you have a draft ready, come by the CPDC for Drop-In Hours to have your document reviewed.

Click here: **Résumé and Cover Letter Guide**



### 1. Many organizations have established internship programs

- Start by looking on company websites in sections such as *Careers, Human Resources, Internships, or Contacts*.
- If you are considering a company that has never hosted an intern before, don't be afraid to ask if they would consider having an intern. You may introduce them to Messiah's internship program by sharing the Employer Page for Internships. Click here: [Employer Page](#)

### 2. Your Personal Network

- Ask family, friends, and faculty to help you brainstorm opportunities in your target geographic area. Research tells us that between 60-80% of jobs/internships are found through personal relationships.
- **Messiah alumni** are a great resource for finding opportunities. Locate alumni working for companies of interest through LinkedIn. Reach out and ask to do an informational interview.

### 3. The Career and Professional Development Center Web Resources

- View resources in the "Job Search" section of the CPDC's website.
- Check out the CPDC's job and internship board, "[HANDSHAKE](#)".
- Internship postings on the CPDC's job and internship board.
- An appointment with a career coach in the CPDC.

### 4. Internet Search Engines

- Type in a simple phrase such as "History Internship in Washington, DC".

### 5. Professional Organizations for Your Career Field:

- Ask for recommendations of associations from faculty and check for the associations career page.
- [Informational interviews](#) with professionals in your field of interest.

## What to do after identifying potential sites

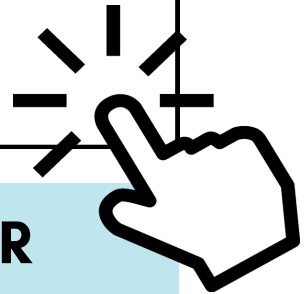
- **Make a list of potential sites you will be applying to and keep track of their important information, any contact you have had with them, and what materials you have sent them.**
  - Important Tip: [HANDSHAKE](#) – Messiah University's job and internship database allows you to track information and applications to all your potential sites within the system.
- Important information that you need to know about each organization you are applying for:

### Be sure to read the organization's website thoroughly.

Organization Information	What is its mission? What are its goals?
Internship Availability	Have they hosted interns? When are internships available?
Job Description	What do interns do? How are they utilized?
Requirements	What qualifications/eligibility criteria are desired?
Hours	What clearances are needed? – See Attachment "Clearances"
	How many hours a week do they expect vs. what you need to work?
	Is the organization willing to work with your schedule?
Application Procedures	What materials are needed? Deadlines?
Academic Credit	Will they work with the college's academic requirements?
Compensation	(Exercise caution when/how you ask about this.)

# Accepting an offer, confirm details

- Internship job description
- Proposed start and end dates; weekly schedule
- Supervisor contact information (Important! A supervisor cannot be a relative!)
- Appropriate attire
- Parking (if necessary)
- Compensation (if provided)



## How do I register my internship for credit?

- Go to the CPDC's website, and click on "Internship Program". Then go under students and click ["CLICK HERE TO REGISTER FOR A CREDIT-BEARING INTERNSHIP"](#).
  - In order to register, you must have the following information for the internship you have obtained:
    - All organization information including valid address
    - Site supervisor name, title, phone, and email
    - Start and end dates
    - Number of hours you plan to work per week
    - Number of credits you wish to earn
- Once your registration has been approved by the CPDC, you will receive an email with instructions about how to complete your registration for the credit through the Registrar's office.
- When you complete an internship for credit it meets the ELI requirement upon completion of relevant assignments.
- Within a few days of receiving your registration form, a confirmation letter will be emailed to your site supervisor from the Career and Professional Development Center.

## REMINDER

**Make sure to check registration deadlines on the CPDC website homepage.**

*Because the internship is accompanied by a course, we must adhere to the University's drop/add date deadlines.*

## SUMMER INTERNSHIPS

### NOTE ON SUMMER INTERNSHIPS:

Because internships are academic experiences with accompanying coursework, there is a tuition cost for the credits just like any other course offered during the summer. During the fall and spring, the cost is part of your semester tuition (except for overload credits). During the summer, you will be billed for the cost of the credits you choose to earn.

- If you are doing an internship in the summer, the session courses cost \$585/credit; you will be billed for this separate from the normal academic year.
- Summer housing is your responsibility if you will be away from home.

## Final Steps - you're almost there!

- Save the date for the **Mandatory Intern Orientation Class** facilitated by the CPDC.
- Ask your site supervisor for a job description, if you have not already received one.
- Watch on CANVAS for the internship course to open for the semester.

## When clearances are required for internships

- Students applying for an internship with a significant likelihood of regular contact with children in the form of care, guidance, supervision or training are often required to obtain FBI, Criminal, and Child Abuse History Clearances.
- To obtain clearances, you will be asked to submit past and current personal information, including all previous addresses and names of people with whom you have lived.

### FBI Clearance

The Department of Public Welfare is utilizing Cogent Systems to process fingerprint-based FBI record checks. The fingerprint-based background check is a multiple step process. The Cogent Systems website <https://uenroll.identogo.com/>, allows individuals to apply online, as well as provides detailed information regarding the application process. The cost of obtaining the FBI clearance is \$28. After applying online you will be required to be fingerprinted. The Cogent website provides options for where to have the fingerprinting done.



### Criminal Record Check

Using the link below to PATCH, created by the Pennsylvania State Police, a requester can apply for a criminal background check on an individual (in this case, yourself). There is a fee, but the site accepts credit cards. If there is "No Record," a certificate is returned immediately. Print this certificate.

<https://epatch.state.pa.us/Home.jsp>

### Child Abuse History Clearance

This form can be completed online at: <http://www.dhs.pa.gov>

There are directions on the website for paper submission if you cannot submit electronically.

