

**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 SkillSurvey Evaluation. We will email the electronic survey to you. The purpose of the evaluation is to educate your intern, both 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: Joy Fea, Assistant Director for Internships and Faculty Engagement, Messiah University, 717-691-6016 [career@messiah.edu](mailto:career@messiah.edu) <https://www.messiah.edu/career>