

Thinking of an Internship?



**MESSIAH
COLLEGE®**

CAREER AND PROFESSIONAL
DEVELOPMENT CENTER

Messiah.edu/internship

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What is an Internship or Practicum?

Internships and Practica are experiential learning options at Messiah College that are done for academic credit. Each of these opportunities takes place within the context of a work environment. The experience enables students to explore potential career opportunities and enrich their classroom experience. All internships that are completed through the Career & Professional Development Center automatically fulfill a student's Experiential Learning (ELI) requirement (*this only applies to students who matriculated to Messiah beginning in the fall of 2015).

Why Should I do an Internship or Practicum?

Personal

- Boost your maturity and self-confidence
- Enjoy a greater clarity about career decisions
- Improve your skills for life after graduation
- 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
- Can be completed in the Fall, J-term, Spring or Summer terms
- Experienced virtually anywhere in the world
- Prepare you for graduate school
- Help you to finish college early by interning for academic credit in the summer

Why Should I Do An Internship or Practicum for Credit?

1. Many sites require academic **accountability** so you are required to do the experience for credit
2. Think about, and develop, **personal and professional skills** which will help you succeed in your career and lifelong learning
3. Open doors to **graduate school** by having an internship recorded on your transcript
4. Protect yourself **legally** under the college's liability policy
5. Process **opportunities and challenges** through personal interaction with peers and faculty
6. Develop a Web Portfolio, which highlights your **self-directed learning** ability - great for job and graduate school interviews!
7. Internship Faculty Advisor is available to provide you with guidance, direction and help with resolving difficulties.

What is the Difference Between...

Question	Practicum	Internship for Credit	Internship – No credit	Part - time Job
Number of Credits	Earn 1-3 credits May be required by some majors	Earn 1-12 credits 1-3 credits - Letter graded or Pass/Fail 4-12 credits - Letter graded	No credit	No credit
How many hours would I need to work?	Work a minimum of 40 hours per credit for the semester or J-term	Work a minimum of 40 hours per credit for the semester or J-term	Whatever is agreed upon with supervisor	Whatever is agreed upon with supervisor
How do I start the process?	Done through your Academic Department Speak with your Academic Advisor	Completed through the Career and Professional Development Office (CPDC) website *Register online using link above	Identify an internship site and apply	Identify a job site and apply
Who Supervises me?	Faculty in your department and on-site supervisor	Internship Faculty Advisor and on-site supervisor	On site supervisor	On site supervisor
What coursework is required in addition to work at the site?	Coursework mutually agreed upon by faculty supervisor and student	Coursework done through the Internship program-primarily online in CANVAS	None	None
What insurance am I covered by?	Messiah College's liability insurance policy	Messiah College's liability insurance policy	Your own	Your own
Is it paid?	Depends, usually not	Depends on the site	Depends on the site	Yes
GPA requirement?	Depends on the major department	2.5	Depends on the site	Depends on the site
Does this meet the ELI requirement?	Yes, if the practicum is designated as an ELI course by the department	Yes	No	No
Briefly, what are the pros and cons?	-Work closely with academic department to enhance in class learning with real life experience -Covered by college liability insurance -Faculty support for creating the best learning environment possible and resources to resolve on-site difficulties	-Emphasis on professional development -Supervised guidance -Connecting the internship to your career plans -Covered by college liability insurance -Advisor provides on-going professional feedback	Pro: Any experience is valuable and looks good on a resume Con: No liability insurance coverage -No support to ensure that your experience is valuable and enhances your career options	Pro: \$\$ Con: The experience is not necessarily providing career enhancing opportunities. <i>(The job site is not required to provide you with learning opportunities.)</i> -Not covered under the college liability insurance

What are the Academic Credit Options?

INTE391 (Sophomores, Junior, and Seniors) – Letter graded or Pass/Fail

<u>Credits</u>	<u>Hours per Semester</u>	<u>Coursework</u>
1 Credit	40 hours total	One in-person class meeting; regular online coursework in CANVAS
2 Credits	80 hours total	One in-person class meeting; regular online coursework in CANVAS
3 Credits	120 hours total	One in-person class meeting; regular online coursework in CANVAS

INTE394 (Juniors and Seniors) – Letter graded

<u>Credits</u>	<u>Hours per Semester</u>	<u>Hours/Week</u>	<u>Coursework</u>
4 credits	160 hours	13 hours/week minimum	For all 394 credits, there will be two in-person class meetings and regular online coursework in CANVAS
5 credits	200 hours	17 hours/week minimum	
6 credits	240 hours	20 hours/week minimum	
7 credits	280 hours	23 hours/week minimum	
8 credits	320 hours	27 hours/week minimum	
9 credits	360 hours	30 hours/week minimum	
10 credits	400 hours	33 hours/week minimum	
11 credits	440 hours	37 hours/week minimum	
12 credits	480 hours	40 hours/week minimum	

****Syllabi for INTE391 and INTE394 can be viewed online**

Initial Questions

- How do I know what kind of internship I should look for? Answer the following questions to the following questions to better direct your search:**

Personal Interests	What do you enjoy doing? What issues are you passionate about?
Academic Interests	What do you most desire to learn and/or experience?
Career or Grad School Goals	What do you see yourself doing every day for the next few years?
Work Values	What rewards do you seek? What cause do you advocate?
Personal Abilities	What skills and abilities do you have to offer? Want to test/develop?

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

If you do not have your own transportation, your pool of potential internships will be limited. There are very few internships on campus. Shuttle services may be available to and from the Harrisburg Campus. You should not rely on transportation from friends.

- What is my GPA?**

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 major advisor.

4. Am I aware of the types of experiential learning opportunities that are required and/or beneficial for my specific major/career interests?

Step One → Talk with your advisor and other professors in your major

Step Two → Research your professional organizations and associations: www.weddles.com/associations

Step Three → Conduct [Informational Interviews](#) with people in your field. (Handout in Career and Professional Development Center)

Step Four → Visit our website: messiah.edu/career for opportunities listed in our job and internship database, [HANDSHAKE](#)

Step Five → Talk with a Career Coach in the Career and Professional Development Center (CPDC)

5. Is my resume professional and up to date?

First - Review handout on [Resume and Cover Letters](#) - Located online or hard copy in the Career and Professional Development Center (CPDC)

Second - Schedule an appointment with a Career Coach in the CPDC to review your resume

6. Do I have enough elective credits available to complete an internship?

- ◆ Check with your academic advisor, if you have not already done so.
- ◆ The college allows up to 16 credits of experiential education (Internships and Practica, specifically).
- ◆ Find out if you need specific approval for an internship to count toward your major or minor.

How Do I Locate Internship Opportunities?

- ◆ Some organizations have an established internship program. To find the information on these internships on an organization's website, look for sections called: *Careers*, *Human Resources*, *Internships*, or *Contacts*.
- ◆ You may choose a company that is new to internships and you may be their first intern. You may even suggest ways that an intern might benefit them. The CPDC has a free helpful guide for employers - [Starting and Maintaining an Internship Program](#).

RESOURCES FOR FINDING AN INTERNSHIP

1. Family & Friends

- ❑ Ask them to help you come up with the top 10 organizations in your geographic area (Research tells us that between 60-80% of jobs are found through personal relationships)

2. Messiah's Career and Professional Development Center Web Resources

- ❑ Messiah's Career and Professional Development Center - job and internship database - [HANDSHAKE](#)
- ❑ Messiah.edu/career > Job Search Resources lists many online resources
- ❑ Messiah.edu/career > Internship Program lists many online resources for identifying internships

3. Internet Search Engines

- ❑ For example: www.google.com or www.bing.com
- ❑ Type in a simple phrase such as "History Internship in Washington, DC"

4. Websites of Professional Organizations for Your Career Field

- ❑ For example: Association of Electrical Engineers (AEE) or the American Psychological Association (APA) – go to: www.weddles.com/associations

5. State Government Internships

- ❑ Go to the Civil Service section and look for internships.
- ❑ In Pennsylvania, go to:
<http://www.portal.state.pa.us/portal/server.pt/community/jobseekers/11372>

6. Federal Government Internships

- ❑ <https://www.usajobs.gov/>

7. Chambers of Commerce

- ❑ Use Google.com or another search engine
- ❑ Type in "Chamber of Commerce" for your area of choice. For example: "Chamber of Commerce for Richmond, VA"
- ❑ Follow the link and look for the online member directory
- ❑ Some Chambers will list members by categories such as accountants, engineering, etc.
- ❑ From there, follow the links to specific organization websites

8. Business Journal for Your Region

- ❑ Use Google.com or another search engine
- ❑ Type in "Business Journal" - for example: "Business Journal for Minneapolis, Minnesota"
- ❑ At the link, look for the Business Journal's "TopList" or "Book of Lists" Online

9. Non-Profit Organizations

- ❑ Many links are listed on the Messiah.edu/careers > job search > non-profit
- ❑ Including: Accord Network, Idealist.org, Non-Profit Career Network, OneWorld jobs, etc.

10. Websites of Companies You Have Already Identified

- ❑ On the site look for links to Career Opportunities or Human Resources
- ❑ Remember not all organizations keep their websites updated promptly so even if something is not listed or current, you should still inquire about opportunities .

After I Have Identified Potential Internship Sites, Then What Do I Do?

1. **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 College job and internship database allows you to track information and applications to all your potential sites within the system.

2. **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? What clearances are needed? – See Attachment "Clearances"
Hours	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.)

3. **Contact Employers – there are several situations in which you might need to contact an employer:**

- You need more information about a potential internship
- You are following up after you have sent a resume and would like to confirm that they have received your resume and checking to see if they need any additional information from you
- You are checking on the progress of the internship hiring process



Sample Phone Conversations:

(Please be pleasant, prepared and direct)

Dial the number and confirm the name of the person listed as intern coordinator or ask to be forwarded to the appropriate person.

"Hello, My name is _____. Is _____ still the person in your office who handles the student intern program? If so, may I speak with her (or him)?"

(If you don't have a contact name)

"Hello, My name is _____. May I please speak with the person who coordinates internships in your organization?"

Next steps...

- Immediately ask whether this person is willing to take a few minutes to discuss the internship and answer your questions, or whether they prefer to email materials to you.
- Be prepared. Some site sponsors may want to interview you right away by phone. Be ready to briefly describe who you are, where you go to college, your goals, and why you're interested in that organization.
- Always express gratitude for their time and information before you hang up.

◆ If the organization indicates they have never had interns, ask if they may be willing to explore the possibility. The Career and Professional Development Center has a short manual to assist employers - "Starting And Maintaining A Quality Internship Program". It may be found in the Employer Information section of our web page - messiah.edu/career

4. Apply to Internships by sending your resume and any requested supporting materials

Be prepared to have some, or all, of the following ready to send and/or take to an interview:

-
- Cover letter
 - Resume
 - References
 - Writing samples (when requested)
 - Transcripts
 - Other materials (Clearances or application forms required by organization)
 - Portfolio of previous work samples/accomplishments
-

5. The Wait

- Be prepared to wait at least five (5) business days for a response. If you don't hear anything in that amount of time, follow-up with a telephone call. Be polite and courteous.
- Ask if the organization has received the materials you have emailed or mailed.
- Ask where they are in the decision making process.
- Ask if they need any further information from you.
- Feel free to briefly restate why you are interested in their organization.
- Thank them for their time and for consideration of your credentials.

6. Interviews

Treat the internship interview with the same professional manner that you would for an entry-level job interview in that profession. Go prepared – read the organization's website again, and review Interviewing Guidelines. See [Interviewing Guide](#) in the Career and Professional Development Center. Remember to send a thank you note immediately following the interview.

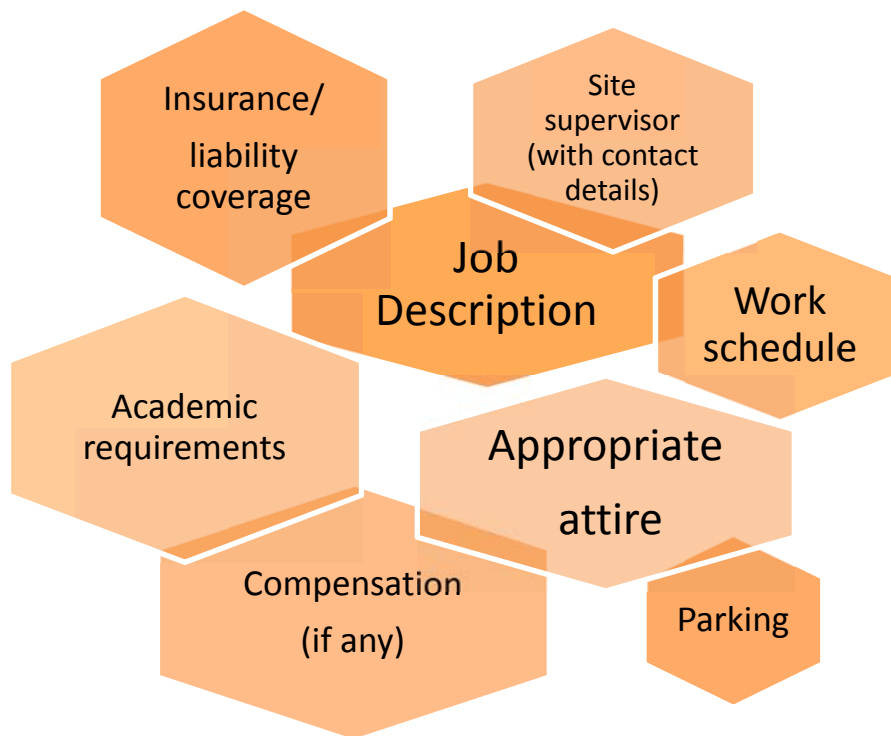
7. Offers: Your Final Decision

- Will the internship offer valuable, relevant experience?
- Are your abilities suited to the organization?
- Do co-workers and supervisor appear to be enthusiastic and supportive of interns?
- How much personal attention will you receive?
- How well does the project/assignments relate to your career goals? Academic goals?

Accepting/Rejecting Offers:

If you have the privilege (and dilemma) of multiple offers, ask for a few days to respond to their offer. This allows you to weigh the pros and cons of each offer. Never, ever say “yes” to an organization and then go back later and say “sorry, but I have accepted another internship.”

8. When you accept, confirm these details in writing:



9. Show Appreciation by Sending a “Thank You” Note

- **Be sure to send a thank-you note within two business days to each of your interviewers.**
- Thank them and restate your interest in the position.
- You may want to reiterate something that was discussed during the interview.
- Thank-you notes can be in the form of a handwritten, professional-looking, thank-you card or a well-crafted email.
- If you are no longer interested in the position, alert them to that fact.

How Do I Register My Internship for Credit?

1. Go to the Career and Professional Development Center's home page (messiah.edu/career). Click on the **"Register for an Internship"** link and fill in the necessary information.

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
- ◆ Firm Start and End Dates
- ◆ Number of hours you plan to work per week
- ◆ Number of credits you wish to earn



It is very important to note that a site supervisor cannot be a family member.

2. Once your registration has been accepted, you will receive an email with instructions about how to sign up for the credit through the Registrar's office.
3. 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.

What are the Final Steps?



1. Check to see if your site requires **Clearances** – see page 10 for instructions. Some medical facilities may also have a number of health-related requirements (i.e., immunizations, drug screening, etc.).
2. Make sure to save the date for the **Mandatory Intern Orientation Class**.
3. Ask your site supervisor for a job description, if you have not already received one.
4. Watch on CANVAS for your course to open for the semester.
5. FOR SUMMER INTERNSHIPS:
 - a. If you are doing an internship in the summer, the cost of credits is normally one-third the cost during the regular academic year, but you must still pay for them.
 - b. Housing is your responsibility.

REQUIRED CLEARANCES

(For those students who are at a site that requires clearances)

- ◆ Students applying for an internship with a significant likelihood of regular contact with children in the form of care, guidance, supervision or training must obtain FBI, Criminal, and Child Abuse History Clearances.
- ◆ To obtain clearances, you will be required to have quite a bit of 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 www.pa.cogentid.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.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

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