

Duquesne University Center for Career Development
Internship Guidelines and Recommendations for
Bayer School of Natural and Environmental Sciences
SPRG 104 Guidelines

Program Description

The Center for Career Development Internship Program was developed as an extension of the Bayer School of Natural and Environmental Sciences to provide students with meaningful professional experience related to the student's selected course of study. The Center for Career Development's internship coordinator and a faculty sponsor jointly supervise the student within the work setting, and must approve the internship responsibilities prior to the student registering for internship credit.

Objectives

The primary objectives of the Bayer School of Natural and Environmental Sciences' Internship Program through the Center for Career Development are:

- a. To introduce the student to a typical work environment in the student's chosen field of study;
- b. To provide first-hand organizational experience that affords the student the opportunity to assess organizational behavior and interpersonal communications;
- c. To provide an opportunity to assess the significance of a student's internship position and discipline as they relate to the organization as a whole;
- d. To enhance the learning process beyond the foundation provided by coursework;
- e. To enhance the student's interpersonal skills and to develop a sense of professionalism in the work environment;
- f. To give the student an opportunity to test, in an actual business setting, the principles and theories taught in the classroom and to apply them in a business organization.

Prerequisites

- The student must be of Junior or Senior standing (60 completed credits);
- Have completed 6 credits in your major
- Have an overall GPA of 2.50 or a major GPA of 2.75
- Graduate students must have an overall GPA of 3.0.

Application

1. The Center for Career Development maintains an online posting of internship opportunities (by semester and academic major) and internship registration materials.
2. Students interested in doing an internship should utilize [Handshake](#), the online job board, as one means to locate internship opportunities. Students send their resumes and cover letter to employers for consideration of internship positions.
3. Students may elect to identify their own internship. In such cases, students must request that the employer provide complete contact information and the job description. Employer registration must be approved by the internship coordinator for credit consideration.
4. The internship coordinator determines whether or not an internship is credit-worthy. Internships are not approved for credit when family members supervise the student nor when students work in businesses owned by family members.
5. Credit for an internship must be received within the semester in which the student does the internship.

Acceptance of an Internship

Upon acceptance by an organization, *the student wishing to receive credit for the internship* must then seek out a faculty sponsor. The faculty sponsor should be a professor knowledgeable in the area of the internship or the student's

area of concentration. If a student is unable to secure a faculty sponsor, the pertinent department chair should be contacted for assistance.

A student must serve 120 hours as an intern to earn 3 undergraduate credits. Individual departments or programs determine credit for graduate students.

Students may elect to take an internship for experience only; not all students will register for credit. Those students do not need the supervision of a faculty sponsor.

Responsibilities of a Faculty Sponsor

The faculty sponsor will determine:

- What must be achieved to earn credit (see Recommended Evaluation); and
- The student's evaluation and grade assignment.

Once the student and faculty sponsor have agreed on the terms of the internship, the requirements should be formally established in a "**Learning Contract.**" Students obtain a learning contract in the Center for Career Development. The student, the faculty sponsor, the employing supervisor, and the student's academic advisor sign the learning contract. The learning contract establishes each party's commitment before the internship begins.

Recommended Evaluation by a Faculty Sponsor

Grading is on a Pass/Fail basis unless other arrangements are made between a student and faculty sponsor prior to registration.

The student should submit a one to three-page typewritten report every other week to the faculty sponsor. The report should describe in detail the work done, the progress made, and any problems encountered. The reports should also provide insights on the value of the particular internship assignment.

Faculty sponsors may vary requirements as they choose, for example by either meeting with the student bi-weekly, or having the student keep daily logs, which are reviewed periodically. It is not necessary to have the on-site supervisor review and sign these reports.

It is suggested that the student also submit a four to six-page typewritten paper prior to the end of the final examination period, summarizing the learning experience provided by the internship. In addition, the report should address, specifically, the area of assignment for the internship. A critical analysis of the significant area of responsibility as it relates to the discipline and the organization in general should be provided. Management styles encountered or observed, as well as organizational behavior and interpersonal communications experiences, should be addressed.

The student is required to complete a self-review/mid-term evaluation and an evaluation of the internship at the end of the semester. The student will complete and submit these confidential evaluations to the internship coordinator.

The immediate supervisor from the sponsoring organization is required to complete a mid-term evaluation and a final evaluation and forward it to the internship coordinator.

It is recommended that the faculty sponsor visit the local internship site or communicate by phone or e-mail with the immediate supervisor between mid-term and the end of the semester. Areas of concern should be addressed and recommendations for improvement decided upon at that time.

Additionally, if the faculty sponsor is notified of a problem with an employer, please notify the internship coordinator at 412-396-4332.

Credit and Registration

The undergraduate student enrolls in **SPRG 401 01** with his/her academic advisor.

The learning contract MUST be completed BEFORE an academic advisor will process the internship registration.