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PROFESSIONAL PROFESSIONAL

DEVELOPMENT CENTER

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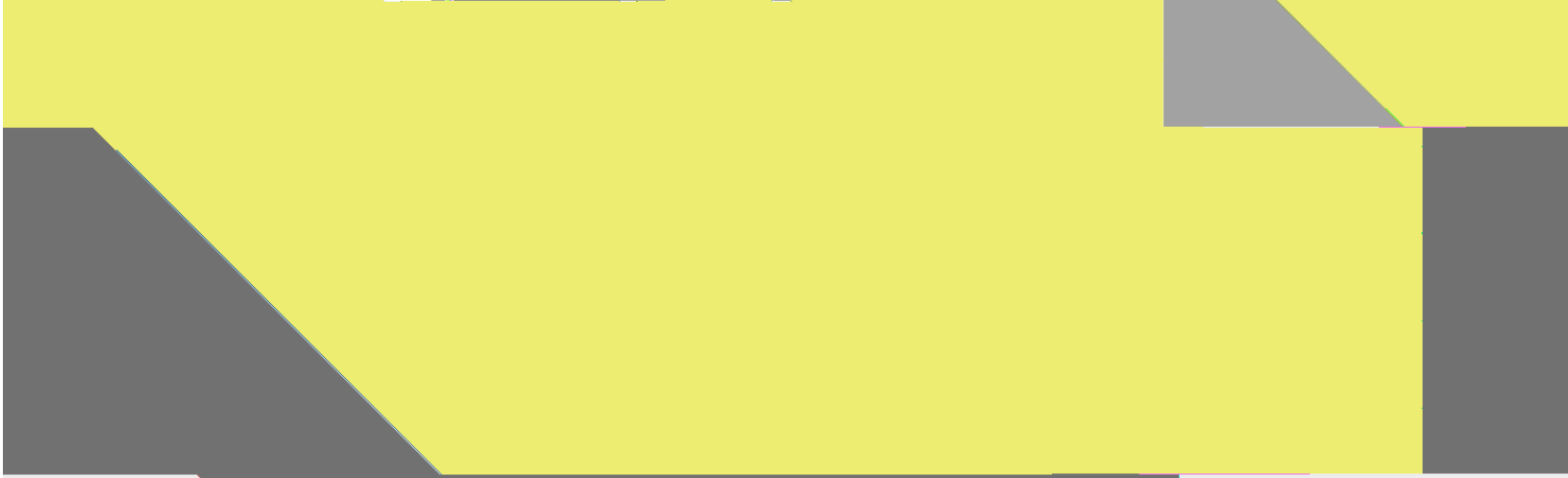


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Introduction

The Career and Professional Development Center at Messiah University thanks you for partnering with us in offering internships to our students.

Joy Fea

Why Start an Internship Program?

Sources motivated pre-professionals

Gives back by sharing knowledge and skills with future career professionals

Enables staff to pursue more creative projects

Cost-effective way to recruit and evaluate potential employees

Improves marketing on college campuses

Brings in fresh perspective on projects

What Defines a Quality Internship?

1. The experience must be an extension of the classroom; an internship must be equal parts learning experience and professional activity. It must not simply advance the operations of the employer or consist of work that a regular employee would routinely perform
2. The skills or knowledge learned must be transferable to other employment settings
3. The experience must have a defined beginning and end, and a job description with desired qualifications
4. There are clearly defined learning objectives related to the student's professional goals
5. There is supervision by a professional with expertise and an educational and/or professional background in the field of the experience
6. There is routine feedback by the experienced supervisor
7. There are resources, equipment, and facilities provided by the host employer that support the learning objectives/goals

National Association of Colleges and Employers (NACE) Guidelines for an internship

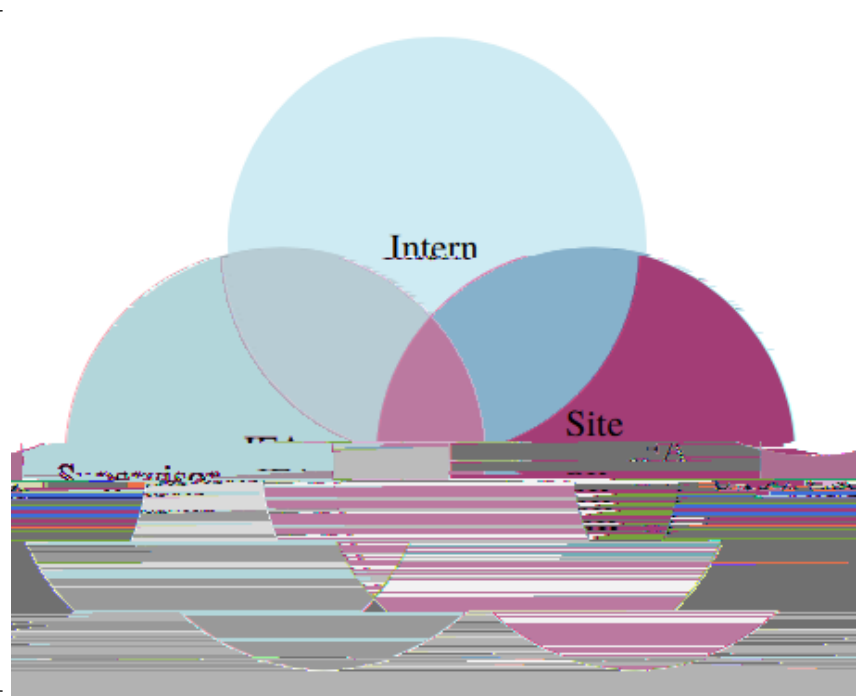
Experiences That Do Not Qualify as Internships



Internship Faculty Advisor (IFA) Responsibilities

- Bridging the gap between employers and Messiah University
- Assisting students in identifying internship opportunities
- Assisting in the establishment and maintenance of appropriate internship experiences
- Conducting internship site visits
- Maintaining communication with interns and employers and mediate potential conflicts
- Reviewing Agency Memo of Understanding
- Assisting interns in writing learning objectives
- Managing academic issues related to the internship
- Assigning relevant academic coursework
- Meeting with site supervisors upon request
- Reviewing supervisor evaluations

One Team!



How to Start an Internship Program

Factors to Consider Before Starting an Internship Program:

Your reasons for starting a program

Your

Intern accommodations (i.e., workspace, technology provisions, parking)

The availability of site supervisors (individuals within the department that can function as overseers and mentors)

Possible workload and/or projects for an intern

Potential goals for the program

Preparing interns for management positions

Writing an Internship Job Description:

What will the intern's primary responsibility include?

What will the intern have the opportunity to learn?

Will the intern need a specific major or previous experience?

Will the intern be paid?

How many hours

Hosting International Interns

An F-1 visa is granted to a person coming to the United States to attend a college, university, seminary, conservatory, academic high school, elementary school, or other academic institution or language training program approved by the U.S. Attorney General for study by foreign students. The visa holder plans to return home after completing studies. This is the most common non-immigrant visa for an international student attending undergraduate and graduate school. Students are granted F-1 status until the completion of the academic program and 12 months of post-program practical training. The purpose of the F-1 visa is to provide an opportunity for study in the United

