Internship Manual

P rocedures and Guidelines for the
Otterbein University Internship Program

This manual and accompanying forms can be found at
www.otterbein.edu/sscd

CONTENTS

GOALS OF THE INTERNSHIP PROGRAM 4

POLICIES OF THE INTERNSHIP PROGRAM 4-7
Student Eligibility
Academic Credit

GOA LS OF THE INTERNSHIP PROGRAM

An internship, as defined by the Otterbein University Internship Program, is a structured academic opportunity that allows students to apply academic skills and knowledge in the workplace. Experiential education that is based on a set of learning objectives helps students to prepare to meet career responsibilities after graduation. The goals of the program are:

To allow students to

Financial Considerations

To participate in the Otterbein internship program, students must pay tuition for an internship based on the semester hours attempted. A student's financial aid will apply to internship hours as well as hours attempted in traditional courses. Any extra travel or work-related expenses are the student's responsibility. Some student interns may be paid a salary or stipend by their host organization; other internships are unpaid. There is funding available through the Five Cardinal Experiences and Otterbein Ready, for more information, email Leah Schuh (lschuh@otterbein.edu).

Geographic Location

Most internships obtained by Otterbein students are local. However, internship opportunities exist in other areas of Ohio as well as in other states in the U.S. The Philadelphia Center and The Washington Semester are only two examples of the many out-of-state programs or opportunities that exist. There are also increasing numbers of students who are choosing to do an international internship.

Timelines

The faculty coordinator is responsible for seeing that all paperwork is completed by the student prior to sub

provides the support of a faculty mentor during the difficult first entry into a professional career.
furnishes academic credit for learning that takes place on the job.

Requirements of the Otterbein Internship Program

In order to earn credit for your internship, you will need to work closely with a faculty member who will coordinate certain aspects of your internship experience. You may ask any faculty member in any department to be your faculty coordinator. Be sure that you make this request at least one semester before you intend to do an internship. Your faculty coordinator will help you develop your learning contract, serve as a liaison between you and your work supervisor, and support you through the internship experience.

Complete and submit the Undergraduate Registration Permission Form for Internship 4900 to the Registrar's Office, prior to beginning your internship, in order to receive credit for your internship(s). You may register for several internships in any subject area, but may not exceed a total of 15 internship credit hours to count towards graduation requirements.

You will need to complete the Learning Contract, available at www.otterbein.edu/sscd in the

2. Orientation
   If there is no formal orientation program for you, try to give yourself one by:
   Reading everything you can about the organization.
   Introducing yourself to your co-workers.
   Making lists of questions so that you can use your supervisor's time wisely.
3. Getting the job done
   Schedule your time; keep a to-do list.
   Space out your tasks; one big task can be broken down into stages.
   Pace your energy. Too much enthusiasm at first may overwhelm you and leave you burned out at the end.

Problems during your Internship

If you encounter any of the following challenges in your internship:

1. "Go fer" work . As a member of a team, you will want to help with routine tasks occasionally, but you don't want them to become your permanent job. A good learning contract should prevent this problem, but if you feel your work activities are not challenging enough, consult your work supervisor. Make sure that if you ask for additional assignments, you have demonstrated your capacity to handle them.

2. Pressure. Meeting deadlines is your responsibility, but if the pressure to finish assignments on time begins to overwhelm you, let your supervisor know. The quality of your work is as important as the time element. The best planning can fall through, so don't be afraid to say you can't finish on time or think that the project is too much for you to handle.

3. Overtime. You may be asked, or feel pressured, to work late or on weekends, and working extra hours may help you learn more by experiencing roles or situations not otherwise available. Your commitment to your supervisor and your organization may demand that you put in the extra work. However, you are an independent person, and everyone has a personal life to maintain. So, if you feel confused about work hours and time, talk to your supervisor and negotiate a solution that takes into account both your needs and those of the organization.

4. Discrimination or Harasif3 (k. n (e)4 (d a)to9v04 To)ctt 44a94 1 Tf -0 Td [(Td Tw 12 -0 0 12 72 27[(Rn

www.otterbein.edu/sscd in the Internship Manual & Forms link. Faculty should pay special attention to the sections related to learning objectives and activities.

The learning activities should relate to the objectives. While many of the activities will be determined by the work supervisor, you may ask the student to follow through on other activities such as reading, research, or informational interviewing that will add an additional dimension to the internship. Faculty members often ask interns to keep a journal or log. It is important that activities are defined in a precise