

# Mills College

## Internship Guidelines for Academic Credit and Community Engaged Learning (CEL) Requirement

Undergraduate students can use an approved internship to earn course credit, and to fulfill their Community Engaged Learning (CEL) core curriculum requirement. This document outlines the process and requirements for each of these options.

SCHEDULE AN APPOINTMENT WITH THE OFFICE OF CAREER CONNECTIONS AND COMMUNITY ENGAGEMENT (CCCE) TO DISCUSS YOUR INTERNSHIP EARLY, PREFERABLY DURING THE SEMESTER PRECEDING THE ACTUAL INTERNSHIP.

### Requirements:

Credit Internship	Credit Internship for CEL
<input type="checkbox"/> Petition for Academic Credit	<input type="checkbox"/> Petition for Academic Credit
<input type="checkbox"/> Internship Learning Contract	<input type="checkbox"/> Internship Learning Contract
<input type="checkbox"/> Registration Add Form	<input type="checkbox"/> Registration Add Form
<input type="checkbox"/> Faculty Supervisor	<input type="checkbox"/> Faculty Supervisor
	<input type="checkbox"/> Two orientation workshops & On-Line Reflection Module

### Deadlines:

Forms need to be filed at the M Center no later than the day before the last day to add classes for that semester. See CCCE website for summer internship deadlines.

## College Requirements

INTERNSHIP FOR COURSE CREDIT	INTERNSHIP FOR CREDIT & CEL REQUIREMENT
1. Students must register their internship in <a href="#">Handshake</a> using the Experiences section.	Same
2. Juniors and Seniors are eligible	Sophomores, Juniors and Seniors are eligible
2. Students must have a cumulative Mills GPA of 2.0 or higher.	No GPA requirement
3. Transfer students must have completed one semester at Mills.	Same
4. Internships are graded pass/no pass only and must be contracted for 3 semester units. Students must work a minimum of ten hours per week for fourteen to sixteen weeks. <b>NOTE:</b> summer interns must work a minimum total of 160 hours.	Internships are graded pass/no pass only. Students can elect to receive 2 - 3 semester units of academic credit. Students will engage 1 hour per week in the Reflection Module and a minimum of 5-9* hours per week at their internship site. *Exact number of internship hours to be negotiated between student and internship supervisor. <b>NOTE:</b> summer interns must work a minimum total of 80-144 hours.

<p>5. Each student may receive credit for two internships. It is permissible to receive credits in the same organization IF:</p> <ul style="list-style-type: none"> <li>a. The duties and responsibilities performed in the internship are substantially different.</li> <li>b. A different person in the organization supervises each internship.</li> </ul>	<p>Students only need to complete the CEL requirement once.</p>
<p>6. Academic year interns must attend required internship meetings at the CCCE Office. All interns will complete a final evaluation of their internship experience. <b>OPTIONAL:</b> 2 professional skills-building workshops and on-line reflection module</p>	<p><b>IN ADDITION:</b> Students must attend 2 orientation and professional skills workshops (held in the beginning of each semester) AND participate in an on-line reflection module through Blackboard. <b>CRN: COLL 197 (available starting in Spring 2017)</b></p>
<p>7. If you are engaged in a credit internship, you may not take an overloaded schedule. THERE ARE NO EXCEPTIONS. See here for information on course overloads: <a href="http://www.mills.edu/academics/undergraduate/catalog/attendance_req.php">http://www.mills.edu/academics/undergraduate/catalog/attendance_req.php</a></p>	<p>Same.</p>
<p>8. No student may enroll in two credit internships concurrently.</p>	<p>Same</p>
<p>9. The CONTENT of an academic internship must:</p> <ul style="list-style-type: none"> <li>a. Be a professional experience; that is, work one would assign to an entry-level college graduate. Clerical duties are NOT considered professional and may never comprise the majority of a student's internship assignment.</li> <li>b. Provide students with a substantial body of specific information and/or identifiable technical or professional skills.</li> </ul>	<p><b>IN ADDITION:</b> Internship must be with a community-based organization. Typically this means either a non-profit organization, educational institution or government office.</p> <p>The CCCE Office maintains partnerships with a wide variety of community-based internship sites, listed on our website. We are also happy to help you identify others that are aligned with your goals and interests.</p>
<p>10. A faculty internship supervisor must provide on-going monitoring of the internship. Faculty may select assignments that provide the best academic complement to the internship experience. This could include: reading assignments, a written description and critical assessment of the internship, keeping a journal, regular meetings, etc.</p>	<p>Same. Assignments will be submitted through the on-line reflection module in Blackboard.</p>
<p>11. Students are required to submit a written paper to their faculty internship advisor no later than the last day of instruction. Summer interns must submit a summary report by the 1st day of instruction the following fall. The summary report should be a minimum of five pages.</p>	<p>Same. Paper will be submitted through the on-line reflection module.</p>
<p>12. It is the student's responsibility to keep faculty internship supervisor advised of progress.</p>	<p>Same.</p>
<p>13. Students must have their credit internship petitions approved before doing the internship. Retroactive credit approval is not granted.</p>	<p>Same.</p>
<p>14. Internships must be contracted with organizations outside of Mills College.</p>	<p>With some exceptions, internships must be completed off campus. See the CCCE Office for exceptions</p>

\*International students should see the international student advisor for curricular practical training requirements.

## Recommended Internship Planning Steps

Think about your career goals. An internship is a chance to try out a prospective career, and to gain professional work experience. If you feel unclear or confused about your career direction, discuss this with a career counselor and your advisor. Self-assessment to help determine career direction is often helpful.

1. Review internship opportunities by searching for open internships on Handshake. If using an internship to fulfill your Community Engaged Learning requirement, you can search Handshake for organizations that are already approved as CEL sites using the label "Community Engaged Learning Site."
2. Make a list, by name of the organization, of all the organizations and internships that interest you. Don't be selective, narrow later when you have more information.
3. Make an individual appointment with the CCCE Office and bring your list with you. Develop a plan for contacting all prospective internship employers. If an organization you're interested in is not currently listing an open internship, you are welcome to contact them anyway to inquire whether a position will be opening.
4. Attend a Resume Workshop and develop a professional resume.
5. Follow internship application procedures exactly as each employer requests. You may call directly and ask for an interview if there are no specific application instructions. Most of the time, you will be asked to send a resume and cover letter, followed by a screening process and an interview.
6. Prepare for your interviews. Attend an Interviewing Workshop, practice with a mock interview, and/or watch an interviewing videotape to most persuasively present yourself.
7. Decide which internship best meets your needs.
8. The internship forms are available through Handshake.

## Petition for Academic Credit

- Make an appointment with your faculty advisor or a professor who will act as your faculty internship supervisor during the internship.
- Ask your prospective internship supervisor to complete this form describing your responsibilities and the work you will perform.
- If satisfactory, your faculty internship advisor will complete and sign the form. Schedule meeting with CCCE Office staff for review and approval. Submit completed and signed forms to the M Center by the deadline

## Internship Learning Contract

The Learning Contract is a space for you to identify your personal learning goals for the internship, in collaboration with your Faculty and Internship Supervisors. Some guiding questions for developing learning goals include:

- Where do the goals of the organization intersect with my career goals and interests?
- What skills do I hope to gain as a result of this experience?
- What questions do I have about the industry?
- As a result of this internship, what do I hope to understand better about myself and my career goals?

Follow the directions on the Learning Contract for its completion and due date.