**COLGATE UNIVERSITY CAREER SERVICES**

**Internship Credit Student Application Packet**

Colgate students may be eligible to receive internship credit when accepting of an internship is absolutely conditional (i.e., non-negotiable) upon the student receiving credit from the University.

All of the following criteria must be met for a student to enroll for internship credit:

* The internship must **require** academiccredit as a condition of hiring.
* The student must complete a minimum of 120 hours of work in this specific internship.
* The student must be matriculated at Colgate and have completed a minimum of one semester, but may not have graduated.
* The student must be accepted into the internship credit program before beginning the internship: This credit will not be applied retroactively.

Once enrolled, to earn internship credit, a student must:

* Participate in at least 120 hours on-site at the internship.
* Complete in a satisfactory manner, and submit to Career Services by the deadline, all assignments required by Colgate University.

Students will be graded on a Pass/Fail basis. Internship credit carries .05 course credits, and will be reflected, along with a student’s grade, on Colgate University’s official transcript. **Internship credit may not apply toward the requirements of a Colgate degree.** Students are eligible to enroll for a maximum of four unique internship credits. There is no fee associated with earning internship credit.

Students should complete the Internship Credit application only after receiving an internship offer from an employer. **To enroll for internship credit all application materials must be submitted to Career Services at least 5 business days prior to the start of the internship**. ***It is strongly suggested that applications are submitted as soon as the internship is secured.*** Career Services will then issue a letter confirming the student’s enrollment to the employer and the student; and will provide a detailed assignment packet for the student.

If the internship sponsor (i.e. employer) requires a written statement regarding Colgate’s internship credit policy prior to an offer being extended, the student should correspond with Career Services as soon as possible.

**Questions?** Please email [internship@colgate.edu](mailto:internship@colgate.edu) or come to “quick questions” to speak with a career advisor. Daily times are posted on our [website](https://www.colgate.edu/about/offices-centers-institutes/dean-college/career-services).

**Internship Credit Application**

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| **STUDENT DATA** | |
| **First Name:** | **Last Name:** |
| **Major:** | **Class Year:** |
| **Address during your internship:** | **Will you be abroad during this academic year?** |
| **Phone:** |  |
| **INTERNSHIP SPONSOR’S INFORMATION** | |
| **Company/Organization:** | **Department:** |
| **Hours per week:** |  |
| **Start Date:** | **End Date:** |
| **INTERNSHIP SUPERVISOR INFORMATION** | |
| **Name:** | **Title:** |
| **Address:** | **Phone:** |
| **Email:** | **Fax:** |
| **If different from supervisor, the enrollment letter should be sent to:** | |
| **Name:** | **Title:** |
| **Address:** | **Phone:** |
| **Email:** | **Fax:** |

**Please double click on grey boxes and select “Checked.”**

By checking this box, I agree to complete all required assignments by the deadline or accept a failing grade to be reflected on my Colgate academic transcript and factored into my GPA.

**Please attach the following to this page to complete your application:**

A copy of the job description and internship sponsor’s statement requiring credit for the internship.

A copy of the internship offer.

Proposal outlining your learning objectives for the internship (see next page for details).

Return the completed application electronically to Career Services ([internship@colgate.edu](mailto:internship@colgate.edu)) at least five days prior to the start of your internship.

**Internship Credit Learning Objectives Proposal**

In 750-1000 words, describe your objectives for the internship. You may need to communicate with your supervisor prior to completing this proposal. Please address:

* From your understanding of the internship describe your main responsibilities.
* What existing skills, experience or knowledge will help you succeed at this internship?
* What would you like to learn from this experience? How do you plan on achieving your learning

objectives?

* What are two ways that you plan to challenge yourself this summer?
* In your view, how does this internship align with your academic and future career goals.

**Summary of Final Required Assignments for Internship Credit**

All written assignments should be typed, 12pt. font, double-spaced and with 1” margins. **YOUR WRITING SHOULD BE THOUGHTFUL AND PROOFREAD**. Please submit all assignments electronically to Career Services (internship@colgate.edu).

**Please be aware that any of the following will result in a failing grade, which will be visible on your transcript:**

* Failure to complete the 120 hours of work after beginning the internship.
* Failure to complete these assignments by the deadlines.
* Poor quality of assignments.

**Final Assignment Deadlines**

**For Spring 2020 Enrollment: Friday, May 1, 2020**

**For Summer 2020 Enrollment: Wednesday, August 19, 2020**

**1) Final report**

Content: This report should be a synopsis of the main achievements of your internship experience, including a self-evaluation of your performance and achievement of the objectives (your proposed learning objectives).

Details: Reports should be a minimum of 350 words.

**2) Two informational interviews and reports**

Content: Conduct two informational interviews with a professional in your career field of interest who can provide your insight into their work or professional path. Interviewees can be at another company/ organization, or your internship site, but may NOT be your supervisor. Please review the Tips for Informational Interviewing included in your assignment packet as well as the [informational interview guide](https://www.colgate.edu/about/campus-services-and-resources/career-services-toolkit) for a list of suggested interview questions.

Details: **Informational interviews should last at least 30 min.** You should set aside time specifically to engage in this conversation. Each report must be at least one typed page. Reports are NOT a transcript of the conversation, but rather a synopsis of what you learned.

**3) Final evaluation by on-site internship supervisor**

Content: Please provide the following evaluation to your supervisor and schedule a time to debrief their feedback before the end of your summer experience.

Details: Please email the completed evaluation form to [internship@colgate.edu](mailto:internship@colgate.edu).

**COLGATE UNIVERSITY CAREER SERVICES**

**Internship Credit Supervisor Evaluation**

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| **Student’s name:** | |
| **Employer:** | |
| **Supervisor name:** | |
| **Title:** |  |
| **Phone:** | **Email:** |

Please respond to the following questions.

* How would you describe the intern’s performance throughout this internship? Please provide examples of the intern’s accomplishments and contributions.
* How would you assess the intern’s potential for working within this career field/industry?
* Are there additional areas of improvement you might suggest for this individual?

By signing below, I verify that this intern completed at least 120 hours of work with my employer.

Supervisor/Sponsor Signature Date

*Thank you for completing this evaluation. We ask that you share its content with the student prior to their departure from the internship. Please return the form to Colgate Center for Career Services* ***by Friday May 1, 2020 for spring enrollment or Wednesday, August 19, 2020 for summer enrollment.*** *Email: internship@colgate.edu*