

Orientation to Academic Internship Program

2011-2012

Amica Center for Career Education

www.bryant.edu/career

BRYANT UNIVERSITY ♦ AMICA CENTER FOR CAREER EDUCATION

ACADEMIC INTERNSHIP RECRUITING PROGRAM

The Amica Center for Career Education provides students with numerous resources for a successful internship search. One particular resource is the Bryant Career Connection, listing pre-approved academic internships. To have the privilege of applying to this group of internships, students must attend an Orientation to Academic Internships Session and abide by all program policies.

STUDENT ELIGIBILITY FOR ACADEMIC CREDIT

- Must have completed a minimum of 60 credits, with a minimum overall GPA of 2.0
 - Open electives in Business or Arts and Sciences requires a minimum overall GPA of 2.0
 - Concentration/Major internship elective requires a minimum GPA of 2.0 in the Concentration/Major area of study, with the exception of Finance and International Business requiring a minimum GPA of 2.5.
 - Minor internship elective requires a minimum GPA of 2.0 in a Minor area of study, with the exception of Finance requiring a minimum GPA of 2.5
- Must meet all prerequisites for the internship as determined by the specific academic department and stated in the course description in the course catalogue
- Transfer students must complete one full semester of study to establish a GPA at Bryant University prior to applying for an internship opportunity

ACADEMIC INTERNSHIP POLICIES

- All internship opportunities must be approved by the Academic Department Chairperson prior to starting the internship for academic credit
- An academic internship within a student's family business is not permitted
- Students will not be given credit for current or past jobs
- Faculty advisors must be tenured or tenured-track professors unless otherwise approved by the Academic Department Chairperson
- BRYANT UNIVERSITY does not REQUIRE credit for any internship
- The EMPLOYER may REQUIRE credit, therefore, a student must be eligible to earn credit and elect to do the experience for credit
- A maximum of nine credit hours of any combination of internships may be applied to fulfill degree requirements
- A maximum of three credit hours may be applied to a concentration or minor area of study
- No more than one internship can be done per semester

OFF CAMPUS RECRUITING THROUGH BRYANT CAREER CONNECTION (BCC)

Employers will select candidates from resumes submitted by students and contact selected candidates to schedule an interview at their organization's location.

ON CAMPUS RECRUITING THROUGH BRYANT CAREER CONNECTION (BCC)

Some organizations will schedule an interview date on-campus. Recruiters will review resumes submitted by students and select candidates that will be notified by email at least one week before the interview dates. Candidates must sign up for interview time on BCC and attend an Information Session if offered.

INTERNSHIP RECRUITING POLICIES

- If selected for an interview, you will be contacted either by phone or email and you are expected to respond immediately to schedule an interview.
- If selected, you **MUST** either sign up for, or decline the interview via the BCC system. All interviews are held in the Amica Center for Career Education, unless otherwise stated.
- All students are expected to attend company information sessions if offered prior to interview dates (listed in the event section of BCC).
- Interview cancellation notice of less than 48 hours and/or interview no-shows will result in suspension from the Internship Recruiting Program.
- Inclement weather: if classes are cancelled, interviews will be cancelled and rescheduled. If recruiter cancels interviews candidates will be notified by phone.

INTERNSHIP OFFERS:

It is important to act professionally when accepting or declining internship offers. If you need assistance in evaluating an offer, please see a member of the Career Center staff.

Academic Enrollment Process

PREPARATION

- Attend one Orientation to Academic Internships Workshop offered in the fall and spring semesters.
- Attend workshops to prepare for a successful search, such as: resume writing, cover letter lab, interviewing workshops, etc.
- Set an internship goal based on self-assessment and career research
- Prepare and submit a resume to the Amica Center for Career Education to be critiqued
- Meet with an Academic Advisor in the Undergraduate Advising Office to assess eligibility and obtain an Internship Enrollment Form

BRYANT CAREER CONNECTION (BCC) – PREAPPROVED INTERNSHIPS

- Complete profile on the Bryant Career Connection located on Career Center's website- Bryant.edu/careered.
- Review Internship Listings and apply to those of interest after reviewing description and looking at employer's website
- Upload resume and other materials that may be requested by employers (cover letter, unofficial transcript, writing sample)
- Employer may also require each applicant to apply on the company website, or fill out an application

STUDENT CREATED OPPORTUNITIES

- Obtain an Internship Data Sheet and Employer's Guide Brochure from the Career Center and provide these materials to your prospective employer to follow and complete
- Submit the completed Internship Data Sheet with job or project description to Internship Coordinator by deadline established for each semester and review the description
- Meet with the appropriate Academic Department Chairperson to discuss internship opportunity
- **Department Chairperson will discuss the materials with you and approve; approved with revision; or not approved for 3 credits.**

REGISTRATION PROCESS – ACADEMIC INTERNSHIP ENROLLMENT FORM

- Obtain the signature of your site supervisor after accepting the offer
- Obtain the signature of the internship coordinator, who will provide you with the Learning Agreement Packet
- Choose a faculty supervisor (full-time) from the department for which credit is being received, and he/she will provide a syllabus to follow. Obtain the faculty supervisor's signature.
- Obtain the signature of the department chairperson on the Academic Internship Enrollment Form
- Submit the completed form to the Academic Records Office by the deadline date listed on the bottom of the form

LEARNING AGREEMENT PACKET

The Career Center will provide you with the Learning Agreement that contains materials for your employer and faculty supervisor regarding schedule and assessment of your internship

Employer/Student materials:

- Schedule Form: establish a time schedule to follow with your site supervisor, determine a date for your mid-semester and final evaluation to be completed and submit to the Career Center no later than the second week of your internship
- Mid-semester evaluation: complete at the mid-point of your internship, review with your site supervisor, sign and fax or drop off to the Career Center
- Final evaluation: complete during the final week of your internship, sign and fax or drop off to the Career Center

Faculty/Student materials:

- Establish and follow a syllabus provided by your faculty supervisor, also known as a learning agreement
- Maintain contact with your faculty supervisor throughout the semester and fulfill academic requirements
- Faculty supervisor will assess learning and post letter grade on Banner at the end of the semester
 - *Summer grades may be posted in September*

EVALUATION-REFLECTION

You will be emailed an Intern Assessment Form by the Career Center at the conclusion of your Internship. This allows you the opportunity to candidly assess your learning experience at the site, your academic experience with your professor and support from the Career Center. All information is confidential.

ACADEMIC INTERNSHIP OPPORTUNITIES

AN ACADEMIC INTERNSHIP (COURSE CODE: 391)

- A three credit elective course offered as a concentration, minor, general business or general arts & science area of study in a professional work setting approved by an Academic Department Chair or Coordinator
- Monitored by a faculty advisor who assesses learning and grades the assignments and experience
- Requires a minimum of 120 hours of practical experience
- Can be paid, unpaid, offer a stipend, or require credit as determined by the employer

A GENERAL BUSINESS PRACTICUM (BUS 491) LIBERAL ARTS AND SCIENCES (AS 491)

- A six to nine credit elective course working and learning in a business, educational, or private institution
- Students develop a major research project directly related to the practicum
- Can be paid, un-paid, offer a stipend or require credit as determined by the employer
- Requires a minimum of 240 hours of practical experience

SPECIAL ACADEMIC INTERNSHIP PROGRAMS

THE WASHINGTON CENTER (TWC)

FALL 2011/SPRING, SUMMER 2012

A full-time internship and seminar program offered each semester in DC. Previous students have worked in the White House, Environmental Protection Agency, District Attorney's Office, and Lobbying consultant firms. Eligible students can earn up to 15 credits for one semester by living, learning and working in DC. Internship and housing is provided, tuition fees apply and Financial Aid is available only in the Fall and Spring semesters. Interested sophomores, juniors and seniors should attend to prepare for the enrollment process which is very aggressive.

Eligibility: Junior or Senior status, overall GPA: 2.75 or higher.

EUROPEAN STUDY ABROAD (EUSA) LONDON

SUMMER 2012

A ten week summer program providing a living, learning and professional working experience in London. The program includes a supervised internship and a course taught in London by Dr. Terri Hasseler with opportunities to explore London, as well as travel in Europe. Internship and housing is provided, tuition fees apply for 6 credits and no Financial Aid is available.

Eligibility: Junior or senior standing, completing minimum of 75 Credits, overall GPA of 2.5 or higher.

DEPARTMENT CHAIRS OR COORDINATORS SUITE LOCATIONS

Accounting:	Dr. Witner, Coordinator (F)
Actuarial Math:	Dr. Bishop, Coordinator (C)
Arts and Sciences:	Dr. Carter, Interim Chair (K)
Communication:	Dr. Samter, Chair (H)
Computer Information Systems & IT:	Dr. Pritchard Chair (K)
Economics:	Dr. Mirmirani, Chair (J)
Financial Services:	Dr. Saraoglu, (G)
Finance:	Dr. Louton, Chair (G)
History & SS:	Dr. Martin, SS Coordinator (C)
International Business:	Dr. Annavarjula, Chair (J)
Literary and Cultural Studies:	Dr. Prescott, Chair (C)
Legal Studies:	Dr. Boggio, Coordinator (F)
Management	Dr. Beldona, Chair (J)
Marketing:	Dr. Quigley, Chair (K)
Math & Stats:	Dr. Olinski, Coordinator (J)
Modern Languages:	Dr. Xiao, Chair (J)
Political Science/Global Studies:	Dr. Dietrich, Coordinator (C)
Psychology:	Dr. Ron Deluga (Spring 2011)
Science and Technology:	Dr. Langlois, Chair (B)
Sociology:	Dr. McDonnell, Coordinator (C)
Women, Gender, and Sexuality Studies	Dr. Nancy Weinberger, Chair (J)

Academic Internship Enrollment Form

Sample Form

Eligibility Information:

STUDENT NAME		P.O. BOX	PHONE #	ID NUMBER	MJR/CONC
E-MAIL ADDRESS:				MINOR:	
CLASSIFICATION		CUMULATIVE G.P.A.	MJR/CONC G.P.A.	MINOR G.P.A.	
5	6	7	8		
INTERNSHIP/PRACTICUM CRS #		CREDITS		SEMESTER & YEAR	

Program Requirement that the Internship will fulfill: _____ G.P.A Information reflective of _____ term.

COMMENTS: Must be currently enrolled in course work that will result in the completion of 60 credits or currently completing course work within the major/concentration. Please list here:

GPA Requirement Agreement: It is my understanding that I will be unable to earn academic credit for this internship if my **cumulative/concentration/major, or minor** GPA does not meet the minimum required GPA of 2.0 (Finance, International Business must be 2.5) upon submission of my final grades at the conclusion of the semester prior to enrolling in the internship.

I understand the eligibility requirements and know that I will be ineligible to register for the academic internship if the GPA requirements are not met as stated in the University catalogue.

Advisor Signature: _____ Student Signature: _____ Date: _____

Employment Information: Compensation (please circle one): **PAID** **UNPAID** **STIPEND** **ACADEMIC CREDIT REQUIRED**

Name Organization: _____

Address: _____

Site Supervisor: _____ Date: _____
 Signature

Phone: _____ Email Address _____

Academic Approval: *Obtain Signatures in the following order:*

Academic Internship Coordinator: _____ Course #: _____ Job Code: _____
 Signature /Date

Faculty Supervisor: (please sign after reviewing job description from student):

Signature _____ Faculty Suite _____ Date _____

White Copy—
 Academic
 Advising Office
 Yellow Copy—
 Career Center
 Pink Copy—
 Faculty

Department Chair (please check "Comments" box before signing): _____
 Signature _____ Date _____

**To complete the enrollment process,
 Submit this completed form to the Registrar's Office MRC 206**

ACADEMIC INTERNSHIP TIMELINES

FALL SEMESTER 2011

March 1 – September 11* (Apply)

Pre-approved internship opportunities:

- Search the **Bryant Career Connection** - Submit resume and other requested materials to employers
**most listings will appear between July – August*

Student created opportunity –

- Obtain an **Employer Data Sheet** from the Amica Center for Career Education
- Meet with Internship Coordinator to discuss completed Employer Data Sheet
- Meet with Department Chairperson to discuss for academic credit

After April 1 September 23(Process for credit)

- Discuss eligibility with your academic advisor in the Undergraduate Advising office to obtain the **Fall** Academic Internship Enrollment Form

September 20 (Registration Deadline)

- Submit **Internship Enrollment Form** to the Registrar's Office to complete registration

SPRING SEMESTER 2012

September 26, 2011– January 31, 2012 (Apply)

Pre-approved internship opportunities:

- Search the **Bryant Career Connection** - Submit resume and other requested materials to employers

Student created opportunity –

- Obtain an **Employer Data Sheet** from the Amica Center for Career Education
- Meet with Internship Coordinator to discuss completed Employer Data Sheet
- Meet with Department Chairperson to discuss for academic credit

After October 1, 2011 – January 31, 2012 (Process for credit)

- Discuss eligibility with your academic advisor in the Undergraduate Advising office to obtain the **Spring** Academic Internship Enrollment Form

February 7 (Registration Deadline)

- Submit **Internship Enrollment Form** to the Registrar's Office to complete registration

SUMMER SEMESTER 2012

October 1, 2011 – May 10, 2012 (Apply)

Pre-approved internship opportunities:

- Search the **Bryant Career Connection** - Submit resume and other requested materials to employers

Student created opportunity –

- Obtain an **Employer Data Sheet** from the Amica Center for Career Education
- Meet with Internship Coordinator to discuss completed Employer Data Sheet
- Meet with Department Chairperson to discuss for academic credit

After February 1 – May 4 (Process for credit)

- Discuss eligibility with your academic advisor in the Undergraduate Advising office to obtain the **Summer** Academic Internship Enrollment Form

June 9 (Registration Deadline)

- Academic Internship Enrollment Form due to the Registrar's Office to be entered into Banner