

## INTERNSHIPS 101

If you are reading this, you are considering an internship; congratulations! Internships allow students to explore career opportunities, develop new skills, and establish a professional network. Many students report internships as a highlight of their academic experience. This document is a 'welcome' and provides a lot to think about. Take some time to read through this and learn more about the internship experience and how to pursue an internship. It's important for you to think about what you want from this experience. I highly recommend that you review the Student Internship Guide that contains a great deal of information, as well. (Student Internship Guide found here: <https://www.northernvermont.edu/academics/careers-and-internships/nvu-johnson-internships>)

Clearly it takes time to locate an internship site, negotiate a contract and secure all signatures, so please take action determining and securing a site ASAP. All signatures must be obtained before a student can begin an internship; please plan accordingly.

### Process for Completion & Submission of Internship Contract

1. The student investigates, with a faculty member or on his/her own, possible internship sites. Resources can also be found on the NVU website: <https://www.northernvermont.edu/academics/careers-and-internships/nvu-johnson-internships>  
Scroll down and discover forms, guides, resources and links.
2. Check out past NVU-Johnson internships here: <https://www.northernvermont.edu/academics/careers-and-internships/nvu-johnson-internships>
3. Once a site has agreed to provide an internship opportunity for the student, the student should obtain an Internship Contract from the NVU website. <https://www.northernvermont.edu/academics/careers-and-internships/nvu-johnson-internships>
4. The student should meet with the site supervisor to complete the first couple of pages of the Internship Contract, up to and including the section on the student's job responsibilities, and to review the Cooperative Education Agreement section of the contract. The site supervisor signs the contract and takes responsibility for ensuring that a copy of the agency's certificate of liability insurance will be sent to the NVU-J Academic Dean's Office (337 College Hill, Johnson, VT 05656 or to Susan Nichols, [Susan.Nichols@NorthernVermont.edu](mailto:Susan.Nichols@NorthernVermont.edu)).
5. The student can create draft language of the learning objectives and electronically sends the contract to his/her faculty supervisor. The student and the faculty supervisor will edit and complete the learning objectives and academic requirements section of the contract and review the Cooperative Education Agreement. The student and faculty supervisor sign the contract (this can be done with an email confirmation).
6. The faculty supervisor then electronically submits the Internship Contract to the Academic Advisor and the Department Chair for approval.
7. Finally, the Internship Contract is submitted to the Provost's Office for final approval by the Provost (Nolan Atkins). Once approved, the contract is forwarded to the Registrar's Office so that the student is registered for the academic credits. Scanned copies of the contract are emailed to the student, the site supervisor, the faculty supervisor, and the Provost's Office.

If you need support with your internship search, contact Beth Walsh, Director of Career Development in the NVU-Johnson Career & Internship Center (Dewey Hall) at [Beth.Walsh@NorthernVermont.edu](mailto:Beth.Walsh@NorthernVermont.edu) or 802.635.1377. For help completing your internship contract contact your academic advisor.