**Internship Information Packet**

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**Lyndon State College Internship Program**

**Introduction**

***EXPERIENCE IT!***

This manual will facilitate your participation in Lyndon State College’s internship program. It includes definitions of terms, an outline of procedures, a memo of understanding (MOU), and the student’s and site supervisor’s required evaluation forms.

***Please note that some of the official paperwork needs to be sent to the Career Services office while other forms need to be sent directly to the student’s faculty advisor.***

LSC Career Services has administrative oversight responsibilities of the Internship Program. Thus, the Internship Contract and MOU are held in the Career Services Office.

The Faculty Supervisor is the person who is supervising the intern’s learning experience and is the person who evaluates the student’s work during the internship. The Initial Report, Bi-Weekly Reports, Site Supervisor’s Mid-Term Report and Final Evaluations, the student’s Self-Evaluation, and reports and/or other projects are to be sent directly to the Faculty Supervisor. These forms may be sent via e-mail for ease, or if necessary can be mailed to:

Lyndon State College

Attn: (Name of Faculty Supervisor)

P.O. Box 919

1001 College Road

Lyndonville, VT 05851

For your convenience all of the LSC forms are available on the Career Services’ website at [www.lyndonstate.edu/offices-services/career-services/](http://www.lyndonstate.edu/offices-services/career-services/) Use the “Internships” link to access all forms.

If you have any further questions please contact us.

Career Services

802-626-6441

Careers@lyndonstate.edu

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**Intern Compensation**

Arrangements for compensation are made between the student and employer and generally do not involve the college. Students may be compensated for their work in the form of wages or stipends, which may or may not include room and board and other benefits. Students are not encouraged to seek intern positions solely on the basis of remuneration. It should be noted that students are required to pay for their internship credits and, if working at a site away from their home, they must also support themselves. Thus, compensation would likely increase a student’s ability to intern without hardship.

For your information, the *Fair Labor Standards Act* requires employers to pay employees at least minimum wage for all hours of work performed. One exception is if a worker is considered a “learner/trainee” (the term *intern* does not appear in the law or regulation.)

The following are the six criteria the US Department of Labor uses to exclude a “trainee” from being classified as an employee:

1. His/her training, even though it includes the actual operation of the facilities of the employer, is similar to training that would be given in a vocational school,
2. The training is for the benefit of the individual,
3. The individual does not displace regular employees, but works under their close supervision,
4. The employer that provides the training derives no immediate advantage from the activities of the individual, and on occasion, its operations may actually be impeded,
5. The individual is not necessarily entitled to a job at the conclusion of the training period,
6. The employer and the individual understand that the individual is not entitled to wages for the time spent in training.

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**Definition of Terms**

**Advisor-** the faculty member who assists and guides the student’s program including registration.

**Bi-Weekly Report-** a critical assessment tool which helps facilitate an ongoing communication between the student and his/her faculty supervisor. Every two weeks the student submits these reports directly to his/her faculty supervisor.

**Faculty Supervisor-** the faculty member who is responsible for evaluating (grading) the intern and serves as the college’s liaison with the Site Supervisor.

**Initial Report-** the first report the student submits to the Faculty Supervisor within the first week of the internship.

**Internship-** a credit-bearing work experience directly related to the student’s professional interests. The student must be of at least sophomore standing, have approval of his/her academic department, and maintain a GPA of 2.0 or higher.

**Internship Contract-** the signed LSC agreement between the student and his/her Faculty Advisor outlining the learning objectives and evaluation criteria for the internship. This contract must be signed by the student, the student’s Faculty Advisor (whom the student sees in regards to course planning), the Faculty Supervisor (the faculty member coordinating the internship and assigning the grade), and the Department Chair. If these three lines are the same person, alternate signatures within the department are required.

**Learning Objectives-** a set of statements that clearly and precisely describe what the student intends to accomplish during the internship.

**Memo of Understanding (MOU)-** a document outlining the general expectations and responsibilities of the intern, the internship site, and LSC. It is signed by all parties within the first week of the internship and returned to the Office of Career Services.

**Site Supervisor-** the person at the worksite to whom the student is directly responsible and who serves as the intern’s mentor. This person maintains regular contact with the intern and conducts a midterm and final evaluation of the intern.

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**General Procedures**

1. In advance of enrolling in an LSC Internship a student must complete an *Internship Contract* in consultation with a *Faculty Supervisor*. The contract outlines the student’s *learning objectives* and establishes evaluation criteria and basic expectations of the internship. The *Internship Contract* is signed by college officials and the student. It is an internal LSC document.

\*Some LSC departments require the student to obtain a listing of the internship site’s expectations (on company letterhead) in advance of writing an *Internship Contract*.

1. Within the first week of the internship:
* The *Site Supervisor* must return the *MOU* to LSC’s Career Services Office. (LSC Career Services provides administrative oversight of many students’ internships.)
* The student must return his/her *Initial Report* to their *Faculty Supervisor*.
1. Throughout the course of the internship the student must submit *Bi-Weekly Reports* to his/her *Faculty Supervisor*. The *Site Supervisor* signs and writes comments on these *Bi-Weekly Reports*.
2. Midway through the internship the *Site Supervisor* completes the student’s *Mid-Term Evaluation* and send it directly to the student’s *Faculty Supervisor.*
3. The *Faculty Supervisor* will personally contact and/or meet with the *Site Supervisor* approximately half-way through the internship.
4. At the completion of the internship the *Site Supervisor* submits a *Final Evaluation* of the student’s performance directly to the *Faculty Supervisor*.
5. At the completion of the internship the *Student* submits his/her *Final Evaluation* forms and any other *projects or reports* that were internship requirements to his/her *Faculty Supervisor.*

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**Learning Objectives**

Learning objectives are a set of statements that clearly and precisely describe what it is you intend to accomplish during your internship. Learning objectives must be *measurable, feasible* and *job-related*. Each objective should be defined in terms of a single result.

An internship is primarily an academic program. Credit is granted not for working but for learning, which occurs as a result of working. Learning objectives are the most effective methods yet devised to assess the extent and value of this learning.

Start by carefully reviewing the internship position, noting areas where you feel you can gain new skills, increase your knowledge or improve your attitudes or feelings. It is important that you avoid broad, general statements and confine your objectives to those which you can accomplish in one semester.

A description of job duties does **not** constitute a learning objective. Each Learning Objective must indicate some definite change which will occur as a result of your work. Some tips to help you are:

* Identify a single key result for each objective
* Start with an action verb: to write, to revise, to develop, to assemble, to apply, to increase, etc.
* Words that should be avoided: to know, to appreciate, to understand, to believe, etc.

Some examples of Learning Objectives:

* To increase my sales by 10% while keeping complaints at or below the present level.
* To improve my interview technique so I can determine during the first fifteen minutes what prompted the client to visit.
* To learn to edit videotapes well enough to have my work aired at least once per week.
* To write clear, concise press releases suitable for release after one redraft.
* To gain five new craft skills, so I can either make a finished product or demonstrate the skill to others.
* To revise the current filing system to achieve a more effective, method of handling, storing and retrieving records.
* To increase by 100% communication with non-verbal students by learning sign language.