

# STUDENT INTERNSHIP GUIDE



Center for Career &  
Professional Development  
at Roger Williams University

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# INTRODUCTION TO ROGER WILLIAMS UNIVERSITY INTERNSHIP PROGRAM

The internship program at Roger Williams University provides students with a hands-on learning experience related to their area of academic study or field of interest. The internship program offers an excellent opportunity for experiential education by connecting classroom learning to real world experience while contributing to a student's overall career exploration.

## INTERNSHIP PROGRAM ELIGIBILITY

Students wishing to participate in the Internship Program at Roger Williams University must satisfy the following prerequisites:

- Completion of freshman year
- Transfer students must have completed one semester at RWU
- 2.0 GPA or higher
- Students must be in "Good Standing" with the University
- Free elective remaining in academic program when applicable
- Completion of mandatory Career Seminars offered through the Center for Career & Professional Development (CCPD)

## CAREER SEMINARS

Any student seeking a credit bearing internship will be required to complete one of the following Career Seminars:

- **Career Planning Seminars**

Throughout this 10-week Career Planning Seminar, students will be immersed in an experiential simulation of the hiring process from application to candidate selection. CPS is a 0-credit pre-requisite for all students doing a credit bearing internship. Concepts covered include interest exploration, personal branding materials, application process, professional correspondence, digital identity & LinkedIn, interview skills, networking, job/internship search, career values, budgeting & negotiation, and internship registration. **Students can register for the Career Planning Seminars through Roger Central or with an add slip.**

- **Career Management Seminars**

Throughout this 6-week Career Management Seminar, sophomore level students within the Gabelli School of Business will be immersed in an experiential simulation of the hiring process from application to candidate selection. The Career Management Seminar is a 0-credit pre-requisite for students doing a credit bearing internship and is required to be taken in either the Fall or Spring of Sophomore year. Concepts covered include interest exploration, personal branding materials, application process, professional correspondence, digital identity & LinkedIn, interview skills, networking, job/internship search, career values and internship registration. **Students can register for the Career Management Seminar through Roger Central.**

## INTERNSHIP REGISTRATION PROCESS

Registering for an internship is similar to registering for a course. The student is responsible for completing an Internship Program Learning Contract through Handshake and filling out registration paperwork **by the semester's add deadline**. The Learning Contract serves as a requisite agreement between the student, site supervisor, faculty sponsor and CCPD. The student registration process is as follows:

### PRE-REGISTRATION:

- Complete the Career Planning or Management Seminar
- Secure internship
  - \*It is recommended that you search at least a full semester before you wish to intern to allow time for applying, interviewing and securing the internship position
- Obtain job description from your employer. \*Note-the internship duties must be academically-rigorous work within the student's major. An internship will not be approved for credit if the student is primarily doing basic office work – you must be practicing and developing relevant, practical skills related to a career in your major
- Confirm Site Supervisor and contact information
  - \* Site Supervisor: a member of the organization you are working for, that will be directly supervising your internship and providing feedback. They must have a background in your field, sign off on initial registration paperwork, and complete a final evaluation at the end of the semester
- Confirm a Faculty Sponsor
  - \*Faculty Sponsor: a full-time faculty member from your major department or the academic department granting the credit. Faculty sponsors are responsible for awarding the final internship grade based on the student's reflection paper and performance evaluation. The grading type for the internship (letter grade or pass/no pass) will be determined by your faculty sponsor

### REGISTRATION (two-step process):

1. **Student enters internship information in Handshake.** Once the CCPD verifies that you filled out all the information accurately, approval emails are then sent to the internship site supervisor and faculty sponsor for the electronic approval process.
2. **Student meets with Rena Piller-Thurston to fill out registration paperwork.** After approvals in Handshake are complete, Rena sends an email to the student setting up a meeting in the CCPD to fill out registration paperwork. ***\*Both steps must be complete by the semester's deadline.***

## CREDIT

Most students may complete up to 15 experiential education credits (internships, study abroad or independent study) during their academic career at Roger Williams University. The number of credits awarded for an internship are based on the number of hours students work at their internship site over a semester.

Credits	Hours
1 Credit	45 hours
2 Credits	90 hours
3 Credits	135 hours
4 Credits	180 hours
5 Credits	225 hours
6 Credits	270 hours

\*Students wishing to receive more than 6 credits please contact CCPD



Internship Site: Linden Place Museum

“ I have fun everyday I go into my internship and learn something new every time. I also am growing my network and finding positions that I want to pursue in the future.

- Bettina | Anthropology & Sociology

# DRAFTING LEARNING OBJECTIVES

During Step 1 of the registration process students will be required to complete a learning objective section as part of the learning contract in Handshake. In order for the electronic approvals to be sent out, the **learning objectives must be filled out properly** or the registration process will be delayed.

## WHAT IS LEARNING OBJECTIVE?

Learning objectives are clear, concise statements indicating particular knowledge or skills the student is hoping to obtain as a result of the internship experience. A well-constructed learning objective includes an explanation of how the objective will be accomplished (in what specific activities will the student engage in order to master the objective), and a means by which mastery of the knowledge or skill taught is measured.

## WHY HAVE LEARNING OBJECTIVES?

Drafting learning objectives requires you to think about what you would like to gain from your internship. Focusing on specific objectives allows you to better understand and prepare for your work experience. The old saying, "If you don't know where you are going you will probably end up somewhere else" is especially applicable to interns. With no goals or objectives to guide you, you may wander through your work experience hoping that you will learn something of value in the process. Drafting learning objectives will give you a road map. Trying to achieve your objectives encourages you to take an active part in the direction your internship takes. Addressing your success (or failure) in accomplishing your objectives will also give your reflection paper substance and academic credibility.

## HOW DO I WRITE A LEARNING OBJECTIVE? WHERE DO I BEGIN?

You may want to start by asking yourself, "What do I want to learn/gain from this work experience?" The answer to this query may result in a goal rather than a learning objective. If your answer is too broad, analyze your goal statement until you have determined concrete steps, observable, measurable actions, which would lead to attaining it. These steps will become your objectives. If you have one, a job description is often a good resource for developing objectives. You will have the advantage of knowing what you are likely to learn since the duties outlined are what the employer expects you to do.

\*\*\*You will be asked to fill out 4 Learning Objectives. Each of the 4 you choose must be filled out like the example below incorporating a **Learning Objective**, **Means of Accomplishment** and **Means of Measurement**.

## EXAMPLE

**Learning Objective:** Successfully write a publishable press release.

**Means of Accomplishment:** If writing a press release is not already assigned to me, I will: request the opportunity to write one. Research and seek advice on how to write press releases from co-workers and faculty. Write the press release. Have my supervisor review and edit drafts until it is in publishable form.

**Means of Measurement:** Employer publishes/uses press release or indicates that it could be used.

# PROFESSIONALISM, EVALUATION & GRADING

## PROFESSIONALISM & ADVOCACY AT SITE

Interns should become acquainted with and actively participate in the internship workplace. You will be expected to be as conscientious in attendance, attire and work assignments as any regular employee. If any problems should arise at your internship please contact the CCPD; failing to resolve problems may jeopardize your internship experience as well as the relationship with the internship site and supervisor. Please note that students should pay no out-of-pocket expenses involving the internship. Per University policy, student cannot transport clients during an internship for academic credit.

## EVALUATION & GRADING

Prior to the end of the internship, the Site Supervisor will be emailed and electronic performance evaluation to complete and return to the CCPD. Interns are evaluated according to the National Association of Colleges & Employers (NACE) Career Readiness Competencies, on areas such as Professionalism/Work Ethic; Critical Thinking/Problem Solving; Oral/Written Communications; Teamwork/Collaboration; Information Technology Application; Leadership; and Career Management. The Faculty Sponsor will determine your grade on the basis of this evaluation and the internship reflection report.

## CREDIT COST

Billing for an internship is similar to billing for a course. The tuition cost is included in your Fall/Spring tuition, if you are taking 20 credits or under. A separate tuition bill will result if taken during the Summer/Winter intersessions.

\*Call the bursar office at 401-254-3520 for any questions regarding billing.

## REPEAT INTERNSHIP POLICY

Students cannot "repeat" an internship experience----that is, they cannot receive credit for performing the same internship at the same organization for more than one semester.

**EXCEPTION:** If an internship site wishes to rehire a student to continue to intern at their organization for more than one semester and receive credit, their second internship description must be significantly different from their previous internship. The student should learn new aspects and different skills of the career field. Added duties must be substantially different in nature or more advanced than the previous internship duties. To ensure that the second internship experience is approved by the CCPD, the site supervisor and student should have the new internship description reviewed by a CCPD staff member prior to registration.

# STUDENT REPORT GUIDELINES

## CONTENT

Report should be typewritten, double-spaced, on 8 1/2 x 11-inch paper with suitable margins and **headings**, 12 point and Times New Roman font. A title page consisting of your name, employer's name, faculty sponsor and date of assignment. Please examine your report for grammatical and spellings errors. You may want to have your draft reviewed before submitting your report. Pages should be numbered. APA style citation. MLA style may also be used if commonly used within your major.

Internship Credits	Total Pages
1 Credit	2-4 pages
2 Credit	4-6 pages
3 Credit	10-12 pages
4 Credit	12-14 pages
5 Credit	14-16 pages
6 Credit	18-20 pages

- I.** A summary statement of the nature of the agency or business where you worked, its funding patterns, staffing patterns, and structure. Explain the "big picture" - the context within which you performed your duties and tasks. Give any organizational background you think will be helpful in understanding your position and how it relates to the whole. **Remember, if you use the organization's website or literature be sure to refer to your source to avoid plagiarism. Proper citation format is required!**
- II.** A statement that addresses your orientation to the position as well as the specific duties and the tasks performed during your assignment. You might include activities such as attendance at staff meetings, interaction with other employees, or any other activities that advanced your understanding of the job. Please include any materials related to your job that will help us to better understand the nature of your assignment. If not addressed in section I, include your understanding of how your activities and those of your immediate co-workers fit into the "big picture" discussed in section I.
- III.** A summary of the knowledge and/or skills you have acquired through your internship assignment. This section of the report should give evidence of your academic growth and professional development. In what ways were you able to integrate classroom theory with the practical experience gained at your work site? If you are returning to the classroom (everyone except second semester seniors) how will your work experience enrich your future studies? What can you now offer to a classroom as a participant, which you could not have offered, had you not had an internship experience? Any positive or negative aspects of the internship experience or the program should be included.
- IV.** A statement reflecting back on the learning objectives you selected during the registration process. Here you will explain what activities you engaged in to achieve the objectives you selected. Ask yourself, "What have I learned from this experience that I didn't know at the beginning?" Please be sure to align your response with the learning objectives you selected.

### Learning Objective Example:

**Learning Objective:** Successfully write a publishable press release.

**Means of Accomplishment:** If writing a press release is not already assigned to me, request the opportunity to write one. Research and seek advice on how to write press releases from co-workers and faculty. Write the press release. Have my supervisor review and edit drafts until it is in publishable form.

**Means of Measurement:** Employer publishes/uses press release or indicates that it could be used. Press release is added to appendix of student paper.



## FOR GABELLI STUDENTS

- V. **All Gabelli students** (including arts management minors): must include additional scholarly research in this report. Use periodicals to examine current research on a topic of your selection that is relevant to your industry and compare that information with your placement experience. The research section of your paper is intended to give you the opportunity to take some aspect of your internship and do some research on it. It might be similar to the type of research you would do once you are working in the field. Think about what you have been doing and see if there is some aspect of it you would like to know more about, or if there is information you could find that would be helpful going forward. The term theoretical means you should emphasize current theories as opposed to practice.

In marketing, for example, you might research the applications, advantages, and drawbacks of using Twitter as a marketing tool (theory) but not how to set up and maintain a Twitter account (practice). In Accounting or Finance, you might research how the 2008 crash impacted the industry of your internship, and how your internship site compares to other similar companies. Also, project how things may change again in the next 5-10 years. How the economy is impacting business would work for just about everyone at this point, but you may think of something that interests you more. The research section doesn't have to be long; a couple of pages. A reference page should list the publications used in writing your report. Use proper citation form. **Use of appendices is encouraged.**

## UPLOADING PAPER TO HANDSHAKE

To submit your report, upload it into Handshake.

Go to [rwu.joinhandshake.com](http://rwu.joinhandshake.com) - enter ID and password - Click on your name - Documents, click Select from Computer or Add New Document if adding to already existing documents. Add your paper to "Other Documents" **Please do not submit your report directly to your faculty sponsor.** Your report is only one part of the grading e-packet your faculty sponsor receives and disregarding procedure causes confusion and slows the grading process.

If you wish to receive your grade on time and avoid an Incomplete, upload your report into Handshake by the deadline specified on the internship deadline sheet. To access the deadline sheet click on "Career Center" then Resources on your homepage in Handshake. This is especially important for seniors who will need the credits earned through internships to graduate on time, and those who wish to make the Dean's List.

If you have any questions please contact The Center for Career & Professional Development at 401.254.3224.

# HANDSHAKE

Handshake is an online job and event management platform. Students and alumni have access to the system and can view internships, part/full-time jobs that have been posted with the University, register for career related events, sign up for on-campus recruiting, store resumes and access instructional handouts.

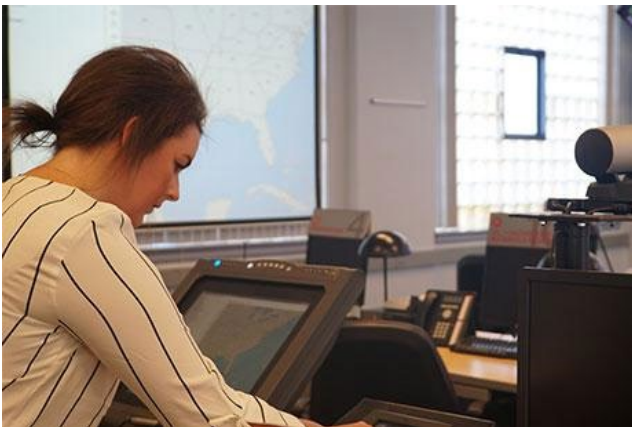
**Student's profiles have been preloaded into Handshake. To log in and complete your profile go to:**

Handshake Link: <https://rwu.joinhandshake.com>

1. Click on Roger Williams University Single Sign-On
2. Enter in your in your academics.rwu (Roger Central) e-mail address (i.e. tsmith122@academics.rwu)
3. Enter in your Roger Central Password

*\*Once logged into your profile, please ensure your information is accurate, such as your major and class year etc.\**

*\*Since our office will be sending you emails through Handshake, including internship approvals, please ensure you designate Handshake email as an approved sender (to avoid emails going into the clutter/or spam folders.)\**



*Internship Site: Providence Emergency Management Agency*

"Interning at PEMA gave me experience and exposure to the field of emergency management and how to work at the government level. I was constantly making connections between my education and the work in this field. Combining my education and interest into this internship has prepared me to be successful in the future."

- Emma | Public Health



*Internship Site: NBCUniversal Media*

"'Live from New York' it is the end of an incredible semester with NBCUniversal Media, LLC. I am so grateful I had the opportunity to work for an amazing company on such a hard working team. I am thankful for the hands-on experience and exposure I was able to get while working on the Content Distribution Marketing team."

- Christina | Business Management & Marketing

<b>Majors: Required Internship</b>	<b>Majors: Elective Credit Internship (optional)</b>
Accounting	American Studies
Arts Management (minor)	Anthropology+Sociology
Communication & Media Studies * Also can do Senior Thesis Capstone as requirement	Applied Mathematics
Cybersecurity (practicum model)	Aquaculture & Aquarium Science
Educational Studies (practicum model)	Biochemistry
Graphic Design	Biology
International Business	Business Law (3+3)
Journalism	Chemistry
Legal Studies (practicum model)	Computer Science
Legal Studies and Law (3+3) (practicum model)	Construction Management
Management	Creative Writing
Networking and Security Assurance (practicum model)	Criminal Justice (practicum model)
Psychology	Dance/Performance
Public Health (practicum model)	Economics
Public Relations	English Literature
Visual Arts	Environmental Science
Web Development	Finance
	Foreign Language
	Forensic Science (practicum model)
	History
	International Relations
	Marine Biology
	Marketing
	Mathematics
	Music
	Performing Arts
	Philosophy
	Political Science
	Theatre
	Writing (minor)



Internship Site: CSEA

“I would say for anyone who is considering doing an internship in his or her field of study to do it. Doing an internship provide real life experience that will make one more marketable to employers. It’s also a great way to put in practice the knowledge that you learn inside the classroom.”

- Rosalvens | Accounting