

FACULTY SPONSORS

INTERNSHIP GUIDE



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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.

THE FACULTY SPONSOR'S ROLE & RESPONSIBILITIES

Students are required to have a non-adjunct Faculty Sponsor for all internships that are credit bearing. The Faculty Sponsor does not have to be their assigned faculty advisor, but must be from the area of study granting the credit for the internship. Specific responsibilities of internship Faculty Sponsors include:

- 1 Discuss with the student whether the internship will satisfy the internship requirement of their major or a selective credit for the academic area for which you are a full-time member**
 - The internship must be academically-rigorous work. An internship will not be approved for credit if the student is primarily doing basic office or clerical work – he or she must be practicing and developing relevant, practical skills related to a career in his or her major.
 - Before the start of registration, the student should meet with you, asking you to serve in this capacity and inform you of the internship job description.
- 2 Approve the internship through our online Handshake database**
 - During the semester's registration period in which the student is trying to enroll you will receive an e-mail from our office through Handshake with a link to the student's internship information. (The email from Handshake may go to your junk mail or clutter.) Please review the information: job description, grading type and learning objectives, which have been provided by the student.
 - If you approve, please click "Approve Experience" at the top of the page. If you have questions or feel this is not an appropriate internship for the student, please click "Decline Experience" and write comments in the text box about why this is not an approved internship experience.
- 3 Assign Internship Grade**

Prior to the end of the semester, you will be e-mailed an internship grading packet that includes:

 - **Student's final reflection report** (see page 5 for reflection report guidelines).
 - **Student performance evaluation** (Based on the National Association of Colleges & Employers Career Readiness Competencies) completed by the student's internship site supervisor.

You will be asked to review these materials and assign a grade based on the reflection report and evaluation and return the grade to the Center for Career & Professional Development (CCPD).

INTERNSHIP PROGRAM ELIGIBILITY STUDENT INTERNSHIP REGISTRATION PROCESS

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

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

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 is 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

EVALUATION&GRADING

Prior to the end of the internship, the Site Supervisor will be emailed an electronic performance evaluation to complete and return to the CCPD. Interns are evaluated according to the National Association of Colleges and 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 a grade on the basis of this evaluation and the internship reflection report.

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 University 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:

1. **Student enters internship information in Handshake.** Once the CCPD verifies that the student 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, Assistant Director, Experiential Learning to fill out registration paperwork.** Once all the approvals in Handshake are complete, Rena sends an email to the student setting up a meeting in the CCPD to fill out the registration paperwork. * Both steps must be completed by the semester's add deadline.

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. APA style citation.

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 accidental plagiarism. Proper citation format is always impressive!**
- 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 experience. 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 assignment 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.

- 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.

HANDSHAKE

Handshake is an online job/internship and career event management platform. Approval requests for student internships (called Experiences in Handshake) will be sent to faculty sponsors through Handshake. The subject line for the approvals will read "An Experience Needs Your Approval".

Faculty can have access to Handshake beyond approving internships/experiences. It is recommended that if a faculty member would like to have an account in Handshake they create a student account. In this capacity, faculty can see exactly what students can see and they can find jobs that are relevant to their students.

To log in go to:

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

Click on "Sign Up For An Account"

Choose Student/Alumni

Enter in your First Name, Last Name, Email address and create a password.

A confirmation e-mail to confirm your account will be sent to the e-mail address you provided. This email is sent from Handshake so please check your "junk mail" if you do not receive it in your inbox.

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.)

For a general overview of Handshake, please view this quick [video](#)

For more information on creating a Handshake account or Handshake support, please visit the [Handshake Help Center](#).

ADDENDUM

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