

## What is an internship?

The internship program at Viterbo University is one component of the career development process available to students through the Career Services office. The program is designed to extend students' learning opportunities beyond the traditional classroom setting into professional work environments. A student intern is offered the opportunity to undertake a professionally supervised and planned work experience related to their academic program and career interests. It also provides the student intern with the opportunity to apply textbook knowledge and gain on-the-job experience. Internships are available for- credit or not-for credit in all academic semesters.

### Expectations of Internship Sites and Supervisors:

- Orient the student to the placement site's history, structure, mission, etc.
- Be a co-educator in the internship process:
  - Provide the student with meaningful projects/assignments to enhance their development and knowledge in connection with their academic interests and career goals.
  - Establish guidelines for the evaluation of the student's learning experience and overall progress within your organization.
  - Meet with the student on a regular basis to discuss performance and assist the student in reflecting on their experience in terms of their professional development.
  - When appropriate, expose the student to the behind-the-scenes work and management of the organization. Invite student to attend meetings with leaders in the organization and community.
- Complete program evaluations required by the intern program.
- Validate the intern's hours by signing their end-of-semester hour report.
- Follow established labor laws (i.e. non-discrimination) outlined by the US Department of Labor.

### Expectations of Students Selected:

- Develop professional-level learning objectives with assistance of the site supervisor and academic advisor, and complete all assignments, projects and requirements specified by academic requirements.
- Participate in intern orientation, various professional development opportunities, and self-evaluations.
- Maintain an internship hour log, documenting internship activities and learning achieved. Logs will be evaluated and signed at the end of term by internship supervisors.
- Complete the number of contact hours required by the program and agreed to by the placement site.
- Meet with site supervisor on a regular basis to reflect on internship experiences.
- Exhibit professional behavior at all times and be a positive representative of the University.

### Hiring International Students:

International students can work off campus, provided they have received prior approval through Curricular Practical Training (CPT) or Optional Practical Training (OPT)

- CPT – **No visa sponsorship required.** CPT must be an "integral part" of a student's program. This means the off-campus work must either be required by a major or must provide a student with internship credit.
- OPT – Includes visa sponsorship. OPT is work experience in the student's field of study, usually performed after a student's degree completion.

## **Why hire an intern?**

Hiring an intern should be a positive experience for your organization. Some of the benefits an employer may receive from participating in the internship program include:

- The services of mature, academically qualified students who approach projects with fresh insight and a high level of enthusiasm and motivation
- The opportunity to preview potential employees
- The perspective of current academic knowledge in specialized fields
- Freedom for professional staff to pursue other creative projects
- Increased visibility of your organization on campus
- The opportunity to share in the preparation of future members of a profession

## **Internship Hiring Process**

As varied as organizations are in size, industry, and product, so too are their internship activities. An intentional discussion with your staff can create a consensus on internship program goals that can be understood by all involved.

1. Set Goals
  - a. What does your organization hope to achieve from hiring an intern?
2. Write a Plan
  - a. Draft a job description that clearly explains the intern's duties. As a reminder, an unpaid intern cannot replace or duplicate the position of a paid employee.
  - b. Where will you put the intern?
  - c. What sort of academic background and experience do you want in an intern?
  - d. Who will supervise the intern?
3. Recruit an Intern(s)
  - a. Post your position description directly to Handshake at <http://www.viterbo.edu/career-services>
  - b. Ask about tabling on campus, attending a Career Services event, or speaking in a classroom.
4. Hire an Intern(s)
  - a. Students will apply to your internship through Handshake or an external website, and you decide who to interview.
  - b. The hiring process for an intern should closely mirror that of a full-time employee to provide the student with a realistic hiring experience. Request of a resume, cover letter, phone/in-person interview, or company tour are all encouraged.
  - c. Once your selection process is complete, both you and the student intern, with the help of the student's academic advisor, will create a learning outcomes agreement where expectations regarding hours, duties, and other details are clearly stated and agreed upon. You will then receive the student's approved learning outcomes for reference.

**For More Information, Contact: Alyssa Gostonczik, 608-796-3829, [argostonczik@viterbo.edu](mailto:argostonczik@viterbo.edu)**

## Viterbo and Paid Internships

Academic internships are a great opportunity for students to get hands-on experience and explore career options that may have the potential to turn into future employment. We appreciate you aligning your business with our internships program, by doing so your business is providing an enriched educational experience for our students.

Often, college students with financial needs are unable to accept unpaid internships in their field of study because they need to earn money to pay their tuition. That is why Viterbo University is grateful to have paid internships sponsored by our business community. **We respectfully and graciously ask for the internship rate per hour to be at least \$10.00.** Several businesses in the area are paying between \$12.00 - \$15.00 to remain competitive.

When you invest in a student through a paid internship, you are helping students apply what they have learned in the classroom into a real work experience. Your business is a key tool students need to develop workplace skills that help them grow and transition to a full-time job. We value your commitment to our internship program. Thank you for investing in Viterbo University students.

### What is the difference between an unpaid intern and an employee?

To ensure that an experience is educational, and thus eligible to be considered a legitimate high-impact internship by the NACE definition, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

The January 2018 Fair Labor Standards Act ([see FLSA Fact Sheet #71](#)) also questions that among other things: *The extent to which the [unpaid] intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the [unpaid] intern.*

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## Preliminary Internship Development Questionnaire

**Employer Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Describe your organization and its mission.

When do you typically recruit interns? What is the length of the internship?

Has a job description been created for the internship(s)?

What talents, academic background or skills are you looking for?

How will the intern(s) be trained and supported?

Who will provide supervision and mentorship to the intern(s)?

What projects or tasks would the intern be working on?

In what departments would an intern work?

How will applicants apply?

**Notes:**

## For-Credit Internship Hour Requirements

Credits	Total Hours Required	Average Hours Per Week Fall & Spring Semester (16 weeks)	Average Hours Per Week Summer (12 weeks)
1	48	3	4
2	96	6	8
3	144	9	12
4	192	12	16
5	240	15	20
6	288	18	24
7	336	21	28
8	384	24	32
9	432	27	36
10	480	30	-
11	528	33	-
12	576	36	-

# CAREER



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## Viterbo Majors

- Accounting
- Biochemistry
- Biology
- Business Administration
- Broad Field Social Studies
- Criminal and Community Justice
- Education (Art, Business, English, Mathematics, Music, Science, Secondary, Social Studies, Spanish, Theatre, Technology)
- Elementary Education
- Engineering
- English
- Environmental Biology
- Finance
- Health Care Management
- Health Care and Wellness Management
- Liberal Studies
- Management and Leadership
- Marketing
- Mathematical Physics
- Mathematics
- Music (Performance and Theatre)
- Neuroscience
- Nursing
- Nutrition and Dietetics
- Nutrition Science
- Organizational Management
- Pre-Health
- Psychology
- Religious Studies and Theology
- Social Work

- Spanish
- Sport Management and Leadership
- Theatre
- Undecided/Exploring

## Viterbo Minors

- Art
- Arts Management
- Chemistry
- Cross-Categorical Special Education
- Dance
- Early Childhood Education
- English Language Arts
- English Literature
- English Writing
- Environmental Science
- Ethics
- Family Studies
- Gerontology
- History
- Human Resources Management
- Interpreting Studies
- Latin American and Latinx Studies
- Legal Studies
- Philosophy
- Political Science
- Sacred Music
- Servant Leadership
- Sport Science
- Substance Abuse Counseling



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Sample Position Description:

# Event Planning Intern

Supervisor:

Job Type: Internship

Job Major:

Number of Positions Available:

Salary:

Position Description:

Responsible for supporting the planning, marketing, and implementing of events for the organization and all its subsidiaries for various special events throughout the year.

This includes securing sponsorships, securing raffle and auction prizes, planning logistics, attending committee meetings, assist in event day set-up and take down and any other event detail as needed. Attend and contributes ideas to event planning meetings. Create promotional materials as needed, assisting in social media efforts, and participating in marketing events. Work with staff and volunteers on event day to insure the event's success. Take photos at events for the organization to use on FB, Twitter, Instagram, etc. Assist with procuring supplies for events. Complete an event summary report

\_\_\_ hours/week

Requirements:

Experience with communications & event planning. Schedule must be flexible and allow for attendance on event days and other special occasions. Should have excellent oral and written communication skills, well organized, attentive to detail, and strong project management abilities. Ability to work independently and as part of a team.

Preferred: Completion of some college level courses in marketing or related fields; additional marketing and/or event planning. Understanding of or prior work/volunteer experience in a non-profit organization is a plus.

Application:

Send resume and cover letter to supervisor, at (email address). Questions can be directed to supervisor at (phone number).

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## Student Learning Contract

Student name: \_\_\_\_\_ Internship course number (e.g. MKTG 487): \_\_\_\_\_

Number of academic credits requested: \_\_\_\_\_ Total hours required: \_\_\_\_\_

Proposed start and end date of internship: \_\_\_\_\_

Internship site name: \_\_\_\_\_

Successful internship experiences are built upon departmental learning outcomes. These outcomes form the foundation of the Learning Contract, which is an agreement negotiated between the student, academic advisor, site supervisor, and intern coordinator that clearly articulates the expectations of all parties and provides a means for the student to direct, manage, and reflect upon the internship experience. The Learning Contract should be completed by the intern with input from their internship site supervisor and academic/program advisor. Students will be given permission to register for the internship class after this completed form is returned to Alyssa Gostonczik and has all necessary signatures.

### STEP 1: DEPARTMENTAL LEARNING OUTCOMES

**Copy and paste learning outcomes for your major, word for word via this link:** <https://bit.ly/2OH8smd>.

Select one learning outcome per credit, up to 4 credits (internships with 5+ credits only need 4 learning outcomes). Select outcomes that represent areas you wish to work on in your internship experience that reflect areas of potential learning.

Learning Outcome #	<i>Example: Professional communication – Learners demonstrate professional communication skills.</i>
1	
2	
3	
4	

### STEP 2: ACTIVITIES/RESOURCES

**In collaboration with your site supervisor and academic advisor,** identify one to two tasks, projects, assignments, resources, or activities that you could potentially engage in which will help you to achieve each learning outcome stated in step 1.

	<i>Example: Attending weekly staff meetings will help me to understand the ways in which projects are communicated to work teams</i>
1	
2	
3	
4	

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**STEP 3: EVALUATION**

**In collaboration with your site supervisor and academic advisor**, identify one measurable result per learning outcome which will demonstrate you've achieved each learning outcome in step 1 via the means in step 2.

	<i>Example: I will ask my intern supervisor to give me written feedback on the effectiveness of my presentation.</i>
1	
2	
3	
4	

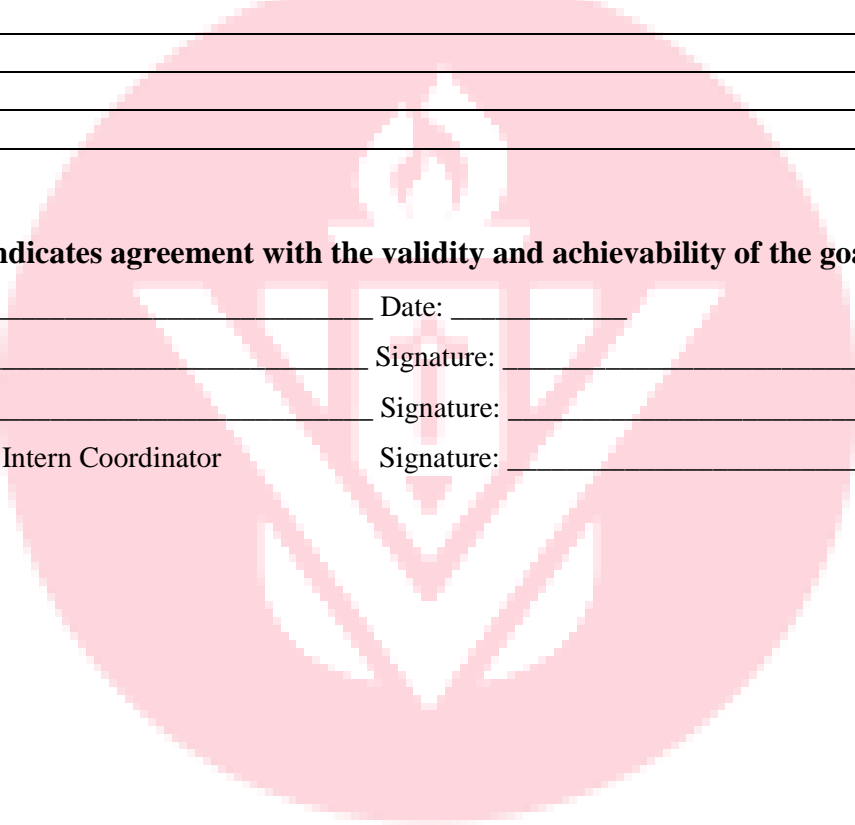
**Your signature indicates agreement with the validity and achievability of the goals listed above.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alyssa Gostonczik, Intern Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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