



Professional Internship Program Fact Sheet

DEFINING AN INTERNSHIP:

- An internship is a pre-professional guided learning experience that typically occurs during one semester (fall, spring, or summer).
- To earn three academic credits, Nazareth requires the student to complete at least 10 weeks (8 during the summer) for a minimum of 120 hours in the internship.

DESIGNING AN INTERNSHIP:

- The experience must be an extension of the classroom—a learning opportunity that provides for application of knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.

- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the site that support learning objectives/goals.

*For-Profit internship sites offering **unpaid internships** should review national standards to ensure compliance: <http://www.nacweb.org/advocacy/position-statements/united-states-internships.aspx>

SUPERVISOR RESPONSIBILITIES:

- Ensure the internship is a meaningful learning experience for the student.
- Effectively train your intern and provide all necessary resources for the position.
- Develop learning objectives and goals with the student (student will provide a form at beginning of internship).
- Evaluate your intern's progress and provide feedback (student will provide evaluation form at end of internship).
- Monitor progress and provide opportunities for increased responsibility.

Getting Started

Send us an internship position description (internships@naz.edu)-we'll post it in our database and get the word out to students! We accept and promote internship postings throughout the year, but student schedules align best with positions that are offered during fall, spring and summer terms.

WHAT DO I INCLUDE IN MY POSTING?

- A brief description of the organization
- A listing of responsibilities, tasks, and learning opportunities available to the student(s) in your internship.
- Time frame
- Compensation (Paid or unpaid?)
- Instructions on how to apply (Through your website? Email a resume?)

Questions?

CONTACT:

**Professional Internship Program
Center for Life's Work**

internships@naz.edu
585-389-2878