

WILKES UNIVERSITY

**CENTER FOR CAREER
DEVELOPMENT AND INTERNSHIPS**



**INTERNSHIP
GUIDEBOOK**



INTERNSHIPS AT A GLANCE



INTERNSHIP PROGRAM GOALS

The goal of the Cooperative Education and Internship Program is to provide real-world work experience to undergraduate students in their majors. In completing an internship, students gain knowledge and experience in their area of interest. Internships may also expose students to previously unexplored career possibilities.



STUDENT REQUIREMENTS

An internship formally integrates an undergraduate student's academic studies with a productive work experience in a professional setting. Along with their undergraduate courses during the semester, internships generally add 3 credits to the student's course schedule. Set within the 15 week semester, an internship must be a minimum of 10 weeks in order to mirror the timing of the typical university calendar, accumulating 150 hours at approximately 15 hours a week. **Interns must discuss the credits they register for with their advisor prior to registering.**

HOURS PER CREDIT

Remember: you must achieve these hours over a minimum of 10 weeks.

CREDITS	HOURS
1	50
2	100
3	150
6	200

ACCOUNTING AND HOSPITALITY LEADERSHIP CREDITS/HOURS

CREDITS	HOURS
3	170
6	340

WHY COMPLETE AN **INTERNSHIP** FOR CREDIT?

Internships provide real world experience and an examination of possible career paths to students. Internships may also:

- Be required for a student's major (see page 4)
- Increase grade point average
- Allow students the experience of a career path they did not think applied to their major or interests

STUDENTS WHO OPT TO RECEIVE CREDIT MUST:

- Have a current overall GPA of 2.0 or higher
- Be of undergraduate sophomore, junior, or senior standing (30 completed credits or more)
- Have obtained course prerequisites as outlined by faculty advisor
- Register for internship by the deadline set by the Internship Coordinator (as published on Wilkes Today or reach out to the Internship Coordinator for details)
- Achieve the required hours for the credits registered for within 10-15 weeks of the semester

WHICH MAJORS REQUIRE AN INTERNSHIP?

- Accounting and Hospitality Leadership* (see credit hour differences on page 2)
- Business: all majors
 - Finance
 - Management
 - Marketing
 - Sports Management (two required)
- Digital Design and Media Art
- Psychology

A FEW THINGS TO CONSIDER:

- Where is your internship located? Do you need transportation? Can you work remotely?
- Can you fit between 10-15 hours a week into your existing course schedule and extra curricular activities?
- Will you be paid? How much?
- Are the projects/assignments enough to keep you busy for 150 hours?

INTERNSHIP OPPORTUNITY RESOURCES

INTERNSHIP COORDINATOR

Jenna Weiss, Center for Career Development and Internships

jenna.weiss@wilkes.edu

Instagram: @wilkesccdi

(570) 408-4064

NETWORKING

Networking provides students the opportunity for growth in their future career goals. Creating relationships with professionals results in internship and job opportunities.

CAREER AND INTERNSHIP FAIRS

Students network with employers and find internship opportunities at the Career and Internship Fair, every Fall and Spring semester.

HANDSHAKE

Networking with employers through Handshake is a great way to find an internship. Free for Wilkes University students with their university email.

LINKEDIN

Find jobs and internships through LinkedIn, as well as building connections with professionals, fellow students, and Wilkes' faculty and staff.



Scan to join
Handshake

READY FOR AN INTERNSHIP?



1

CHECK FOR PREREQUISITES

Check with your faculty advisor/department chair to confirm any prerequisite courses for your major before attempting to register for the internship course.

MEET WITH FACULTY COORDINATOR

Reach out to your faculty coordinator and faculty advisor to be sure that the internship is viable and related to your major!



2



3

REGISTER FOR INTERNSHIP COURSE

Navigate to the Wilkes Co-op webpage. Click on “Apply for an Internship/Co-op.” You will find more detailed information about the registration process here. Complete the documents and attach them to the registration Etrieve form (see page 7).

ATTEND MANDATORY INTERNSHIP SESSION

Internship meetings at the beginning of the semester are mandatory to help students with paperwork and beginning the internship process. Meetings are announced via Today at Wilkes and emails from the Internship Office.



4



5

MEET WITH INTERNSHIP COORDINATOR

Schedule a one-on-one meeting with Internship Coordinator to discuss your internship, and get to know one another!

WHO IS INVOLVED?

STUDENT INTERN: You!

FACULTY COORDINATOR: Wilkes University faculty member overseeing the academic side of the internship.

SITE SUPERVISOR: On-site professional who mentors student intern and oversees projects at the internship site.

INTERNSHIP COORDINATOR: CCDI Internship Coordinator who facilitates the administrative aspects of your internship (forms, timesheets, etc.)

FORMS TO REGISTER



DATA FORM

to be completed by student intern with their site supervisor. The Data Form gives the Internship Coordinator information about the intern's site, site supervisor, and internship objectives.



ACADEMIC AGREEMENT FORM

to be completed by student intern with their faculty coordinator. The Academic Agreement form holds both student and faculty coordinator accountable for academic assignments due throughout the internship.



INTERNSHIP AGREEMENT FORM

to be completed by student intern. The Internship Agreement Form is an agreement between the student intern and the Internship Coordinator, and University policies.

***THESE FORMS CAN BE FOUND AT WILKES.EDU/COOP UNDER "APPLY FOR AN INTERNSHIP/CO-OP"**

FACULTY GUIDE

Faculty Coordinators are responsible for the academic portion of their students' internship experiences. Faculty Coordinators assign academic assignments for the intern to complete throughout the semester and a final project as a capstone to their internship experience. In partnering with the Cooperative Education and Internship Office, Faculty Coordinators and the Internship Coordinator will support each other's internship rules and guidelines via regular communication with student interns.

ACADEMIC AGREEMENT

The Academic Agreement Form must be signed by the faculty coordinator and student, and is one of three forms students must submit to register their internship for credit. This agreement covers the student's academic assignments and projects throughout their internship.

INTERNSHIP TIMELINE

The time commitment requirement of *150 hours over 10 weeks* is instated in order to allow interns a productive and enriching experience while earning credits towards their degree. Take this requirement into consideration when assessing students' internship timelines. Make sure your students are aware that the deadline to register for their internship is the beginning of week 5 of the semester. This deadline allows students to still complete their 150 hours in the 10 week minimum requirement. There may be occasional exceptions as some businesses' intern programs already have a timeline set in place. In order to be approved prior to registering the internship, the timeline must be discussed with the internship and faculty coordinators.

GRADING YOUR INTERN

Student interns' grades are ultimately up to the faculty coordinator. Grades are determined by:

- The completion, or lack thereof, of academic assignments and projects assigned to the intern by the faculty coordinator
- Feedback as given by the site supervisors on midterm and final evaluations (sent and processed by the Internship Coordinator)
- Fulfilled requirements of the Internship Coordinator

EMPLOYER GUIDE

Internships are a learning opportunity for undergraduate students navigating their degree programs. While we encourage site supervisors to think of ways interns may enhance their teams, it is important to remember the internship should be treated as a time of mentorship and career exploration as students begin to make decisions about their futures.

RESPONSIBILITIES

Employers should be prepared to have a dedicated mentor for the student intern who:

- Holds weekly/bi-weekly check-in meetings with the intern
- Sets objectives, goals, and projects to follow up on during these one-on-one meetings
- Signs off on the student's weekly timesheets to approve their hours
- Completes the Internship Program's Midterm and Final Evaluations (see below)
- Maintains open communication with Internship Coordinator

PAYING YOUR INTERN

Although not required for our Internship Program, we highly recommend interns are paid. Many organizations do pay interns for their work and have found an increased applicant pool because of this decision.

INTERN EVALUATIONS

Part of the agreement employers sign with the Cooperative Education and Internship Office is to complete a Midterm Evaluation and Final Evaluation, and sign their student intern's weekly timesheets.

- Midterm evaluations are sent out toward the middle of the semester and should be returned within two week of receipt. Completion of the midterm evaluation is important as it acts as a check-in for the interns and whether they need guidance or are doing a great job!
- Final Evaluations are due at the end of the intern's completed 150 hours (within at least 10 weeks)

INTERESTED IN HOSTING INTERNS?

Hosting student interns is a great opportunity for both students and employers. Students apply what they learn in the classroom to real-world experiences, while employers mentor and advise upcoming college graduates.

NEXT STEPS

First, create a job description for each position available that includes:

- Duties of the position
- What the student will learn and how it applies to their major
- How your organization will mentor the student (weekly meetings, formal evaluations, mentorship, etc.)
- If the position is paid or not
- Location (in-person, remote, hybrid, as well as physical location as it applies)
- Any other information students might want to know about the opportunity (e.g., Do you hire upon graduation?)

NETWORKING WITH STUDENTS

Employers can utilize resources such as Handshake and the Internship Coordinator (see page 5) to network with Wilkes University students. Job and Internship postings can be uploaded to Handshake.

Attend the Career and Internship Fair to meet with students on campus. Fairs are held in both the Fall and Spring semesters. Join Handshake to network with students through hosting events, info-sessions, and job and internship postings. You may also set up a campus visit through the Internship Coordinator in order to promote your organization and open positions to students.

SITE VISITS

Internship Coordinator may request a site visit in order to obtain an understanding and “behind the scenes” look at interns’ experience and learning opportunities.

Wilkes University

CENTER FOR CAREER DEVELOPMENT AND INTERNSHIPS

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