I went to orientation and I found an internship. What do I do next?

**Complete this Internship Proposal Checklist**

After you have obtained your internship, but before beginning to work at your site you MUST make an appointment with Jennifer Lowery in the Career Services Center. Be sure to complete and bring the following to your appointment:

___ Internship Agreement Form – Student/Site Information (*page 7 of the Student Guide*)

___ Change of Schedule Form to add your internship to your schedule (*page 8 of the Student Guide*)

___ A job description from your internship site

___ Learning Objectives Worksheet (*pages 9-10 of the Student Guide; these need to be completed before approval*)

___ Signatures (*page 11 of the Student Guide*)

Make sure your faculty advisor and Internship Supervisor have both reviewed your learning objectives and signed off on this form before we meet.

___ A current resume

___ *Request for Approval of Internship With Current Employer (*page 12 of the Student Guide*)

*Complete this form only if you are interning with your current or previous employer

---

**Registration Deadlines**

You will not be able to register for your internship with Student Services or begin clocking internship hours until you have turned in all of the above documents and received written approval from Career Services.

**The deadline to register for a spring 2017 internship is Friday, March 3, 2017.**

**The deadline to register for a summer 2016 internship is Friday, June 23, 2017.**

**The deadline to register for a fall 2017 internship is Friday, October 20, 2017.**
Tips to Remember When Proposing Your Internship

• You **MUST** complete your paperwork **BEFORE** you begin an internship. No paperwork=No credit.

• **You must register either IN-PERSON OR VIA EMAIL for your internship.** Registration must be SUBMITTED IN PERSON OR EMAILED TO STUDENT SERVICES at registration@ndc.edu. You must submit the agreement form, add/drop form and signature page to Student Services for registration.

• **Remember: when you register for internship credit hours, you are registering for an academic class,** and there are assignments and requirements for your internship just as there would be for any other class you take here at NDC. You must complete all required assignments in a timely manner and check Moodle and email daily.

• You can register for 1-6 credit hours based on the number of work hours at your site.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Hours at Work Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>135</td>
</tr>
<tr>
<td>4</td>
<td>180</td>
</tr>
<tr>
<td>5</td>
<td>225</td>
</tr>
<tr>
<td>6</td>
<td>270</td>
</tr>
</tbody>
</table>

• You can do multiple internships, in fact, we encourage it!

• Majors may require anywhere from 1-6 credit hours for graduation, however most suggest at least 3 credits. *If doing only 1-2 credits, you cannot work for less than 1 month. Check with your advisor!*

• Be sure to plan your credits accordingly. This is an academic class and you will pay for the credits. Students often try not to overload, however you are responsible for the fees if you choose to overload.

• You can earn a maximum of 6 internship credits toward your degree. You may earn additional internship credits, however only 6 will count towards your NDC graduation requirements.

• If you are completing an internship during your final semester at NDC, you will need to have your assignments submitted no later than April 19, 2017 to receive your degree at commencement.

• Additionally, you may not report to a relative or significant other at your internship site. If your family member works at the site, you will need someone else to supervise your experience to avoid any conflict of interest.
Notre Dame College Internship Proposal
Internship Agreement Form – Student/Site Information

Complete this form, your learning objectives, the change of schedule form and the signature page. Submit all documents including your resume and job description to the Internship Coordinator for final approval and registration BEFORE beginning the internship either in person or via email.

**Student Information**

STUDENT NAME: __________________________ STUDENT ID: __________

NDC Email: ____________________ Telephone: _______________________

Current Class Year (circle one): Fr/Soph/Jr/Sr   Expected Graduation Date: __________

International Student? (circle one): yes/no
(If yes, you must also get approval from Carl Nolan, the International Student Advisor)

Major(s): ____________________________

Faculty Advisor: __________________

Semester Registered (circle one):
   Fall/Spring/Summer

Number of Internship Credits Registered: _____

Course Number ______________________

EDC@NDC: Yes/No (circle one)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Hours at Work Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>45</td>
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<tr>
<td>5</td>
<td>225</td>
</tr>
<tr>
<td>6</td>
<td>270</td>
</tr>
</tbody>
</table>

**Final Project Due Date:**

(2 weeks after your last day of work at your internship)
Graduating seniors must have assignments submitted by:
4/19/17 for Spring 2017 degree conferral
8/15/17 for Summer 2017 degree conferral
12/5/17 for Fall 2017 degree conferral

**Work Site Information**

Projected Beginning and End Dates: _________________________________

Organization/Company Name: _________________________________

Address: _________________________________

Company Website: _________________________________

Profit or Non-Profit Organization: _________________________________

Supervisor: ____________________________ Title: __________________

Supervisor’s Email: ____________________________ Telephone: ____________

Your Position Title: _________________________________

Hourly Rate or Stipend (if applicable): ________________________ Hours per Week: __________

How did you obtain your internship? _________________________________

---

For Office Use Only:
Enrolled in Moodle: ☐   Sent to Student Services to Register: ☐   Scanned/Emailed Registration: ☐   Entered into DB: ☐
CHANGE OF SCHEDULE FORM

Fall 20____  Spring 20____  Summer 20____  Online/WECO Session _______

Full name___________________________________  Student ID# __________________

Phone ______________________________  Email ________________________@students.ndc.edu

Student athlete? (Select one)       Yes      No  If yes, specify sport: ________________________

Do you receive VA benefits? (Select one) ☐ Yes  ☐ No

If semester hours exceed 19, Overload Approval is required from the Office of Academic Affairs.
Total Max Hours Approved _______  OAA Signature _____________________________

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Add</th>
<th>Drop</th>
<th>Dept</th>
<th>Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Advisor Signature: __________________________

1. Students with financial aid dropping below full-time status MUST check with the Financial Aid Office to determine if dropping below full-time will have any effect on financial aid.

2. Student-Athletes MUST obtain signature approval from the Registrar of Athletic Eligibility if dropping a course(s).

Registrar Signature: __________________________

3. Veteran Beneficiaries MUST notify the certifying official of your change in schedule. Dropped courses may affect benefit level.

By signing this form, you have read and agreed to the policies above:

________________________________________________________________

Student Signature        Date

For Office Use Only
Processed by:______________
Processed on:______________

Rev.10/2010
Learning Objectives Outline

Learning Objectives
Review your job description to create solid objectives. Your objectives should be SMART:

Specific-Be specific and avoid general goals such as “I want to learn about marketing.”
Measurable-Is the objective quantifiable? “Implement brand standards to design 3 new logos.”
Attainable-Given the time, tools and expectations, is the objective attainable, or is it too large?
Results-oriented-How do you know the objective was completed? What will you have at the end?
Time-bound-Taking into account the time you have, can you achieve the objective in time?

When designing your objectives, use clear and effective verbs; tell us exactly what you plan on doing during your work experience. Avoid using general, vague and ineffective verbs.

Use Effective Verbs
- Compile
- Coordinate
- Create
- Plan
- Utilize
- Demonstrate
- Identify
- Compare
- Compute
- Prepare
- Implement
- Enhance
- Facilitate
- Organize
- Develop

Avoid Using Ineffective Verbs
- Gain knowledge
- Know/Learn
- Become aware of
- Appreciate
- Observe/Shadow
- Understand
- Become familiar with
- See if I like

Examples of vague learning objectives transformed into SMART learning objectives:

<table>
<thead>
<tr>
<th>Vague Objective</th>
<th>Specific Objective</th>
<th>Specific Tasks, Tactics, Strategies to complete the objective</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn everything and get an A in my comm class.</td>
<td>I want to utilize effective learning strategies to earn an A in my Intercultural Communication course in the spring 2016 semester.</td>
<td>I will attend all classes, keep up on the weekly reading assignments, create and study the vocabulary flashcards and seek assistance from the professor if necessary. I will do any extra credit assignments possible.</td>
<td>I will have earned an A by working hard, attending class and following through on all assignments.</td>
</tr>
<tr>
<td>To gain experience and knowledge in order to further my career in marketing.</td>
<td>Assist the Marketing Director at Falcon Fest College with the capital campaign to raise $1 million through the creation of effective marketing materials</td>
<td>I will attend meetings with clients to get information on their marketing collateral needs for each campaign. I will design collateral options using Adobe InDesign, Photoshop and Illustrator and then pitch my designs at the conclusion of my first month. I will implement suggestions into my final designs.</td>
<td>I will have approved marketing collateral that is utilized by the clients to help promote the capital campaign.</td>
</tr>
</tbody>
</table>

Use the learning objectives worksheet on the following page to design 3 effective objectives with strong strategies and tactics as well as a way to evaluate if you have achieved the objective. These objectives must be approved by your Internship Site Supervisor, NDC Faculty Advisor and NDC Internship Coordinator before final internship approval and registration.
<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>Learning Tasks/Strategies</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall objective of what you will learn and accomplish?</td>
<td>How specifically will I learn and do it? What resources will be necessary? Technology? Skills/strategies used?</td>
<td>How will I determine if I have accomplished the objective?</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If typing your objectives, please keep Objective 1 with Task/Strategy 1 and Evaluation 1.*
Notre Dame College
Internship Agreement Form - Signatures

Signatures

As the **Student**, I agree to perform all assigned duties to the best of my ability, satisfactorily meet all requirements of the employer, complete all academic requirements in a timely manner, and abide by the rules, regulations and the policies of Notre Dame College’s Internship Program as well as the Student Handbook and Code of Conduct. I understand that once approved, I will provide the Employer with a copy of my Learning Objectives from which I will be evaluated. I understand that my failure to meet these requirements will result in my withdrawal from the assignment and the forfeiture of any benefits of the Internship Program. By signing below, I certify that I have reviewed the Internship Program Guide on the Notre Dame Career Services website or have received a copy of it, and understand the requirements of the Program including registration and payment of all applicable fees. I also understand that I may not receive credit for any hours worked prior to this Internship approval. I will promptly contact the Internship Coordinator with any questions or concerns regarding my internship experience.

_______________________________________________________
Student Signature
Date

As the **Faculty Advisor**, I have informed the student of the academic expectations required during his/her internship. I have reviewed and approve the employer, learning objectives, and job description set forth in this agreement by the student.

_______________________________________________________
NDC Faculty Advisor Signature
Date

As the **Employer**, I will abide by the guidelines set forth in the Notre Dame College Internship Program Employer Guide. I will provide guidance, mentorship and supervision of the student, evaluate his/her performance in forms provided by the College at the end of the internship experience, and provide the same consideration of health, safety, and working conditions afforded to other employees. I also agree to contact the Internship Coordinator in a timely manner with any concerns or questions.

_______________________________________________________
Internship Supervisor Signature
Date

________________________________________
Supervisor Name and Title (please print)

As the **Notre Dame College Internship Coordinator**, I agree to maintain communication with the employer, the student, and the faculty advisor in an effort to answer questions, resolve potential problems, and otherwise endeavor to make the experience productive and rewarding for both the employer and student. I approve the work site, learning objectives, and job description set forth in this agreement by the student.

_______________________________________________________
NDC Internship Coordinator Signature
Date

- **Submit this form to the Internship Coordinator** **BEFORE** you register for Internship hours and **BEFORE** your first day at your work site.
- **You must present these completed forms to Student Services** when you register for Internship credit hours.
Notre Dame College
Request for Approval of Internship with Current Employer

COMPLETE THIS FORM ONLY IF YOU ARE INTERNING WITH YOUR CURRENT OR PRIOR EMPLOYER

If your internship will be completed with your current or prior employer, there are certain additional requirements you must meet to receive approval to begin working:

- You cannot work in the same job position for the internship as you are currently working in with your current employer.
- You must provide a copy of your current/prior job description. This will need to be on your employer’s company letterhead and signed by your current supervisor.
- You must also provide a job description for your proposed internship. This, too, must be on your employer’s company letterhead, and signed by the supervisor that will be overseeing your internship.
- You must submit this completed form along with your Internship Agreement Form.

EMPLOYER POSITION VERIFICATION

I, ____________________________________ (Supervisor Name) hereby verify that ______________________________________ (Student Name) will be performing the job duties as described in the attached job description. I further certify that this position is not the same job description that ______________________ (Student Name) has previously or currently held at our company.

____________________________________________________________
Student’s Original Job Title

____________________________________________________________
Student’s Internship Job Title

____________________________________________________________
Internship Supervisor Name

____________________________________________________________
Internship Supervisor Signature                      Date
On the Job Responsibilities:

- Your Internship Moodle course will be listed as Internship Master. Access moodle.ndc.edu for your internship assignments.
- Complete and submit all bi-weekly Progress Updates via Moodle rather than at the conclusion of the internship regardless of the billing semester.
- Identify and interview a professional for your Career Related Interview Summary; submit your paper via Moodle.
- Keep a personal journal to help you remember everything for your final reflection paper. Topics to cover in your journal include:
  - what you’re learning and experiencing (observations, accomplishments)
  - how it relates to what you’ve learned in the classroom at NDC
  - how it relates to your learning objectives
  - other areas you might like to investigate further
  - any challenges faced or mistakes made and how you corrected them
  - personal thoughts and conclusions about your experience

On the Job Tips

DO:

- Research internships AND the company beforehand
- Arrive on time
- Dress appropriately
- Be polite, professional, and cooperative
- Conduct a career-related interview
- Seek a mentor
- Ask good questions as often as possible

- Take initiative
- Network
- Listen and observe carefully
- Accept constructive criticism gracefully
- Take the job seriously
- Observe confidentiality
- Avoid office politics and gossip
- Leave on a positive note

DON’T:

- Be late
- Dress too casually
- Leave work unfinished
- Wait for your supervisor to realize you need a new task
- Overstep your authority

- Use the telephone or internet for your personal use
- Use your iPod or cell phone (texting or calling) during work
- Seem uninterested in the profession
- Be intimidated

Remember, you are not only representing yourself – you are representing Notre Dame College. Do your best to represent us both in a professional manner. This is an opportunity for you to create a good impression of your college in the community.