

# Introduction to Internships

A Betty Kohl Initiative

# What is an internship?

- An internship is a learning experience and NOT intended to be considered a job
- It is related to the students course of study
- It is most commonly is done for credit but can be done as non-credit
- In a for credit it is designed to replace a class that you would have to take
- Non credit is to gain experience
- Internships are full or part-time, credit or non-credit bearing, short-term, supervised, work experiences. Faculty members, collaborate with an on-site supervisor, monitor and supervise student progress, detail content, and evaluate final achievement



# Requirements

- Most majors require an internship. Check with your faculty advisor
- Credit can be offered to students on a 1-9 credit hour basis. The intern must meet the minimum requirement of 45 clock hours for each semester hour of credit the student is seeking
- Your faculty supervisor must approve the internship
- It must be related to the class you are replacing
- Internships must be started and completed within a specific semester

# Finding the Paperwork

The screenshot shows a university portal interface. On the left is a navigation menu with a search bar at the top. The search bar contains the text "Enter keywords to search" and a "Search" button. Below the search bar are several menu items: Home, WebMail (Outlook), Calendar, My Groups, Office 365, and Bookmarks. Further down are sections for "For Students" and "For Employees". At the bottom of the menu are folders for "My Account Settings", "Colleges", "Departments" (circled with a black oval and a mouse cursor), "Committees and Organizations", "SGA Clubs and Organizations", and "Campus Media".

The main content area is titled "My Student Class Schedule" and includes a "More..." dropdown. Below the title is the text "Schedule for Spring Semester 2024 (Save as Excel)". A table lists several courses with their details and Canvas links.

Course ID	Course Name	Course Type	Term	Meeting Info	Instructor	Canvas Link
ACAF-120D	Foundations II: Rhetoric of Labor	Blended Course	(1/8/2024 - 5/3/2024)	Meets in NORTH-N311 on MW from 9:00am – 9:50am Meets ONLINE	Taught by Popp	Enter Canvas
BIOL-211E	Microbiology	Lecture/Lab Course	(1/8/2024 - 5/3/2024)	Meets in NORTH-N225 on MWF from 10:10am – 11:00am Meets in BROWN-B101 on TR from 12:45pm – 2:35pm	Taught by Whitlock, Birk	Enter Canvas
BIOL-221B	Human Anatomy	Lecture/Lab Course	(1/8/2024 - 5/3/2024)	Meets in BROWN-B114 on MWF from 7:50am – 8:40am Meets in BROWN-B201 on R from 9:35am – 12:25pm	Taught by Doll	Enter Canvas
HONS-394B	For Real Life: Developmental Psychology Lessons from Bluey	Lecture Course	(1/8/2024 - 5/3/2024)	Meets in NORTH-N225 on R from 8:25am – 9:15am	Taught by Jones	Enter Canvas
NURS-260A	Human Nutrition	Online Course	(1/8/2024 - 5/3/2024)	Meets ONLINE	Taught by Whiteaker	Enter Canvas
PHIL-101D	Introduction to Philosophical Thinking	Online Course	(1/8/2024 - 5/3/2024)	Meets ONLINE	Taught by Weldon	Enter Canvas

1.) Enter your portal and click on the DEPARTMENTS folder

## 2.) Open on the CAREER SUCCESS folder

The screenshot displays a university portal interface. On the left, a navigation sidebar lists various services, with the 'Career Success Center' folder highlighted by a black circle and a mouse cursor. The main content area is divided into several sections:

- Course Listings:** A table showing course details for 'from Bluey' and 'Lecture Course (1/8/2024 - 5/3/2024)'. Below this are two rows for 'NURS-260A Human Nutrition' and 'PHIL-101D Introduction to Philosophical Thinking', both online courses with 'Enter Canvas' links.
- My Other Online Courses And Workspaces:** A section containing three entries: '2023-2024 Math Assessment course', 'Duns Scotus Honors Program', and 'USF Saints Ambassadors 2023-2024', each with an 'Enter' link.
- My Jobs:** A section titled 'View My Employment Information' showing a job for 'Student Ambassador (ST5946-00)'. Below this is a table with the following data:

	Status	Pay Period	Check Date	Deadline	Payroll #
<a href="#">View/Edit Timesheet</a>	In Progress	2/4/24 - 2/17/24	2/29/24	2/21/24 8:00 PM	4

### 3). Open on the INTERNSHIP folder

The screenshot shows a university website interface. On the left is a sidebar with a list of folders. The 'Internships' folder is circled in black, and a mouse cursor is pointing at it. The main content area is divided into two sections: 'My Other Online Courses And Workspaces' and 'My Jobs'.

**My Other Online Courses And Workspaces**

2023-2024 Math Assessment course	Enter
Duns Scotus Honors Program	Enter
USF Saints Ambassadors 2023-2024	Enter

**My Jobs** [View My Employment Information](#)

**Student Ambassador (ST5946-00)**

	Status	Pay Period	Check Date	Deadline	Payroll #
<a href="#">View/Edit Timesheet</a>	In Progress	2/4/24 - 2/17/24	2/29/24	2/21/24 8:00 PM	4

**Career Success Center Student Worker (ST3630-00)**

	Status	Pay Period	Check Date	Deadline	Payroll #
<a href="#">View/Edit Timesheet</a>	In Progress	2/4/24 - 2/17/24	2/29/24	2/21/24 8:00 PM	4

# 4). Open the INTERNSHIP INFORMATION AND FORMS folder

- Academic Technology Support
- Accessibility Services
- Accreditation and Compliance
- Alumni and Family Relations
- Athletics
- Bookstore
- Business Office
- Career Success Center
  - Exploring Careers
  - Internships
    - CCCI - College Career Consortium of Illinois
    - Helpful Internship Sites
    - Internship Information & Forms**
    - Job Search Tools & Resources
  - Online Workshops
- Handshake
- USF Spring Career Fair 2020

## My Other Online Courses And Workspaces

2023-2024 Math Assessment course	<a href="#">Enter</a>
Duns Scotus Honors Program	<a href="#">Enter</a>
USF Saints Ambassadors 2023-2024	<a href="#">Enter</a>

## My Jobs [View My Employment Information](#)

Student Ambassador (ST5946-00)					
	Status	Pay Period	Check Date	Deadline	Payroll #
<a href="#">View/Edit Timesheet</a>	In Progress	2/4/24 - 2/17/24	2/29/24	2/21/24 8:00 PM	4

Career Success Center Student Worker (ST3630-00)					
	Status	Pay Period	Check Date	Deadline	Payroll #
<a href="#">View/Edit Timesheet</a>	In Progress	2/4/24 - 2/17/24	2/29/24	2/21/24 8:00 PM	4

# Internship Benefits

- Internships provide experience in your field of study
- Internships can help a student to see what it is like to work in their field of study first hand
- Internships can be used to replace a class with your faculty advisor's approval
- Internships can help an undecided student to test the area to see if it is truly right for them
- Sometimes internships lead to a permanent job upon graduation





# Tuition

In a traditional semester for a traditional undergrad, tuition between 12-18 credit hours is the same. Therefore, if the internship still falls between that 12-18 range, there is NO additional cost.

Students under 12 or over 18 are charged per credit hour rate.

Summer tuition is billed per credit hour regardless and that fee adjusts every summer. Please check with the cashier's office for that exact fee.

# Internship Learning Contract

- Scroll down to the internship learning contract
- Print this form
- Sections I & II: Student fills out
- Section III: Employer Supervisor fills out (Hours per week must be a specific number such as 15. For example, it cannot be 12-15 hours)
- Section IV: Academic Supervisor fills out
- Section V: Signatures 1-4 must be signed before returning to the Career Success Center for signature 5

## INTERNSHIP LEARNING CONTRACT & PROCEDURES

1. If planning to do an internship for academic credit, please meet with your Academic Advisor to learn more about potential credit hours and scheduling.
2. If a student needs assistance with internship leads or resume editing please visit the Career Success Center to make an appointment at 815.740.4295 by email: [careerservices@stfrancis.edu](mailto:careerservices@stfrancis.edu) or stop by N204.
3. After the student has been accepted by an employer as an intern, the student requests the Internship Learning Contract from the Career Success Center, or can download it on the portal or on the Career Success Center, which you are on.

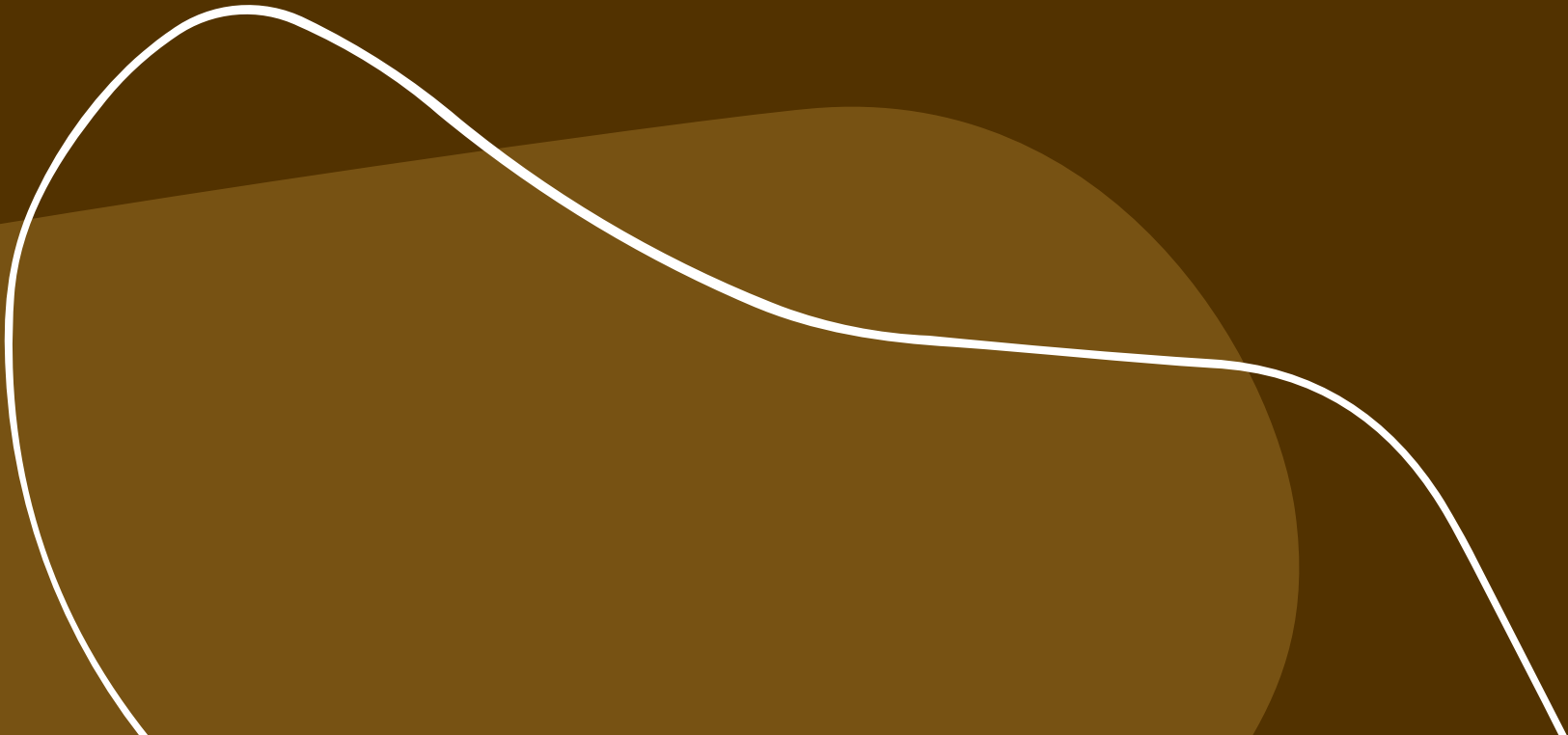
- [Internship Program Information](#)
- [Internship Learning Contract](#)

# Approval

Once signatures are obtained, the form needs to be brought to the Career Success Center for review and the 5th signature

Once completed, it will be forwarded to the registrar. The registrar will review and sign once it is approved

Once approved, the registrar will assign a CRN number, and the internship will appear on your class schedule

A decorative white line graphic that starts as a large loop on the left side of the slide and then extends as a wavy line towards the bottom right corner.

# Learning Log

The learning log will be your USF required time sheet

This form is filled out by the student on a weekly basis. Employer or weekly supervisor will sign the form to verify the hours the student worked and what the student did at that time

This form is turned in on a regular basis to your faculty supervisor

9. Student weekly Log Forms, Midterm, and Final Evaluation Forms links are listed below:

## FORMS

[Student Learning Log](#)

[Employer Midterm Evaluation](#)

[Student Intern Final Evaluation](#)

[Employer Final Evaluation](#)

# Evaluations

Midterm Evaluation- filled out by the student's employer and returned to the faculty supervisor

Employer Final Evaluation- filled out by the employer and returned to faculty supervisor

Student Intern Final Evaluation- filled out by the student to evaluate the employer and turned into the faculty supervisor