

INTERNSHIP PROCESS STEPS FOR FACULTY

- Student must complete Internship Registration Form, located in the Registration Office or at <https://manchester.unh.edu/internships> The student does not need to have an internship site selected before registering.
- Faculty member signs the Internship Registration Form. Faculty members should communicate the following:
 - What is the appropriate criteria for an academic internship?
 - Which internship course they should enroll in?
 - How many credit hours should they take?
 - What are the relevant deadlines for academic credit? (*Note: Student MUST be enrolled by the Add/Drop date, AND submitted signed Site Supervisor paperwork by the Withdraw Deadline.*)
- Student returns Internship Registration Form to Registration and is enrolled in their internship course and added to the “Pre-Internships Assignment” Canvas course.
- Once the student obtains an internship, they complete the **electronic** Internship Approval Form with their site supervisor. This form can be found in the “Pre-Internship Assignments” Canvas site, and at <https://manchester.unh.edu/internships>
- Student must complete the Internship Expectations Form and upload to Canvas.
- Faculty member electronically signs the Internship Approval Form.
- Student uploads the electronic Internship Approval Form into Canvas by the Withdrawal deadline.
- Faculty members and site supervisors are added to a Box file with individual and aggregate student information by major.
- Internships and Career Planning will conduct mid-point check-ins with employers.
- Internships and Career Planning will contact sites for Site Supervisor Evaluation of Student, which are forwarded to the student and faculty member and saved in Box.
- Students complete Student Evaluation of Site and submit to Canvas. This will be reviewed by Internships and Career Planning Staff and uploaded to Box for Faculty Members.
- Faculty submit grades to the Registration Office.

INTERNSHIP FAQ'S

Q: A student wants to get credit now for an internship they completed a year ago. Can I approve it?

A: You should not approve this internship. Part of doing an internship for credit involves completing assignments connecting the internship to course material relevant to the major. A student cannot retroactively complete the necessary reflections for this to count as an academic experience.

Q: The Add/Drop period has passed, but a student wants to enroll in a class to get credit for their internship. What do I do?

A: The student must go through the petition process in order to be enrolled in an internship course if it is passed the Add/Drop deadline.

Q: Is there a limit to how many credits a student can take for internships?

A: There is currently no limit on how many internship classes a student can take for credit. However, a student can only take 4 credits per semester and 16 credits total as Credit/Fail, a designation in which many internship courses fall into. Students can only take 12 credits of elective credit for internships/independent study, 8 credits for UMST 500 and 4 Credits of independent study.

Q: A student wants to do an internship at their current employer. Should I approve this?

A: Refer to NACE Criteria #1, *"It must not be simply...be the work that a regular employee would routinely."* You should encourage the student to think about what new skills or abilities they want to be learning. Consider a special/different project within the company.

Q: How can I know how many students in my major are on an internship?

A: Each semester I&CP will provide an accurate list of who is on internship after the Withdrawal deadline.

Q: My students are asking me questions about how to find an internship. What should I tell them?

A: See the advising resources section. You direct them to Internship Group Advising sessions, held once a month by Internships and Career Planning, or make a Career Planning Appointment.

Q: Can I have an adjunct in my department be the faculty member of record for an internship course?

A: No, the instructor must be a full time faculty member.

Q: My student needs more elective credits. Can they get internship credit to fill the requirement?

A: Yes! Students may sign up for UMST 500 twice for a maximum of 8 elective credits. It is recommended that students take an internship course rather than an independent student in order to ensure accurate data collection.

INTERNSHIP POLICIES

The National Association of Colleges and Employers (NACE) uses the following definition:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Criteria for an Experience to Be Defined as an Internship:

To ensure that the experience is eligible to be considered a legitimate 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.
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.

Interns are encouraged to bring "learning objectives/goals" that support their academic and career interests to the internship supervisor to help ensure a beneficial experience.