

Frequently Asked Questions for Academic Internship Supervisors

1. What is the focus of the academic internship experience?

The purpose of the academic internship experience is to allow students the opportunity to apply classroom theory with “hands-on” application in a professional work setting while earning academic course credit. The experience should allow the student to further their knowledge in a specialized area, gain exposure to potential career opportunities, allow them to sample various work tasks commonly performed in the field, and provide an opportunity to begin to create a professional network.

2. Do I need to complete any paperwork with the University before considering hosting an internship for academic credit?

If your organization is interested in hosting an intern, the Delbridge Career Center offers a number of options to help you get started:

- Contact the Career Center at (413) 782-1217 or via e-mail at careercenter@wne.edu with your proposed internship job description.
- Complete the [Academic Internship Approval Process Form](#) or create an employer account and post your internship opportunities with WNEU on Handshake.

Upon examination of the proposed internship details, you will be informed if the experience has been approved. This must take place prior to a student commencing the internship. A more in-depth discussion of the internship activities including the internship contact form in item #7.

3. What are the requirements if the internship is virtual/hybrid?

- a. The organization must be an established, legitimate business or non-profit, as evidence by considerations such as physical location, website, history or offering paid employment, listed telephone number, tax ID number, etc.
- b. The organization must complete a job description, contact information, and name of a supervisor to the Career Center who will then forward to the faculty member for determination if the opportunity meets the requirements/expectations to receive academic credit.
- c. The organization must agree to offer an internship that meets the criteria of a legitimate internship as outlined by NACE, the National Association of Colleges and Employers:
 - i. 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 perform.
 - ii. The skills or knowledge learned must be transferable to other employment settings.
 - iii. The experience has a defined beginning and end, and a job description with desired qualifications.
 - iv. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
 - v. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
 - vi. There is routine feedback by the experienced supervisor.
 - vii. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- d. The organization’s internship site supervisor must provide the student with regular supervision, mentoring, and feedback and complete all associated evaluations of the student’s work. The organization’s internship site supervisor must communicate with the student’s faculty sponsor regarding their progress.

4. **What is the selection process for an intern?**

As a potential Internship Site Supervisor, you have the opportunity to review submitted resumes and select students to interview. We also encourage you to ask for and review the references of potential interns. Upon completion of the interview process, the site selects the student who best meets the internship qualifications and extends the offer to the student.

5. **Our company requires special documentation to be completed prior to an intern's start date. What is the process?**

Please submit all required paperwork as soon as possible, in order to allow adequate time for review and appropriate signature authorization. The documentation can be sent directly to the Career Center via email at careercenter@wne.edu

6. **How are the intern's work schedule/hours determined?**

Academic interns earning three credits are required to complete a minimum of 120 hours of internship work. On average this is about 10 hours a week during the semester, depending on the student's start and end date.

7. **Can the internship experience be paid?**

Internships may be unpaid or paid.

8. **What is expected in my role as an Academic Internship Site Supervisor?**

As the Academic Internship Site Supervisor, you will be responsible for the routine assignment of duties and supervision of the student at your internship site. It is expected that you will have the appropriate time to meet with/manage the student and provide meaningful projects. A Faculty Sponsor in the student's field of study will also be assigned and participate in the internship experience.

At the beginning of the internship, it is the student's responsibility to arrange and participate in a meeting or call, with their Internship Site Supervisor and their designated Faculty Sponsor. Details of the internship experience, work assignments, hours required (at least 120 hours for three academic credits), and grade weight will be discussed and documented in the student's Internship Contract. At the conclusion of the discussion, the completed Internship Contract will need to be signed by the Internship Site Supervisor, the Faculty Sponsor, and Student Intern. This process ensures that all three parties agree and share the same expectations of the internship experience. The Faculty Sponsor provides the internship oversight to assure the academic standards are being met and will also participate in the internship through discussions with you as the Site Supervisor and the student.

If any unanticipated factors impact the details outlined in the Internship Contract (for example: change in anticipated project responsibilities, change in internship site supervision, student's performance) please notify the student's Faculty Sponsor immediately. If you experience difficulty after attempting to initially reach the Faculty Sponsor, you may contact the Delbridge Career Center at 413-782-1217 for additional assistance.

8. **Who will grade the student's internship experience?**

Towards the end of the internship, you will receive a Site Supervisor Internship Evaluation Form which will solicit your feedback on the student intern's performance. The evaluation will be returned to the Career Center, which will in turn forward the feedback to the Faculty Sponsor. Faculty may also assign a final paper to the student, appropriate to the internship experience, integrating theory and the work experience. You are not required to review a final paper. The Faculty Sponsor will grade the final paper. The student's final grade is given at the discretion of the faculty member.

9. **I had a wonderful student internship experience this semester, how do I continue to publicize future internship opportunities?**

If posted in Handshake, it is very easy to re-activate your internship job description within the Handshake platform. You may also connect with the Delbridge Career Center directly at 413-782-1217.

Thank you for your interest in hosting student interns from Western New England University. If you would like to discuss your opportunity with a member of the team, please email careercenter@wne.edu or call 413-782-1217.