

Coop 319 - STEPS FOR COMPLETING AN INTERNSHIP FOR CREDIT

Step 1: Research internship opportunities through the Career Services office, by talking with members of the Simpson faculty, or exploring company websites. The Career Services staff can assist you with writing a resume, composing a cover letter, and interview preparation.

Step 2: Before you accept an internship offer from a company, be sure to find a faculty sponsor. The faculty sponsor will determine if the internship will meet any academic requirements for your major, if applicable, and will set the academic requirements for earning credit for the internship. A written paper, journal, or other assignment may be required by the faculty sponsor. Please note that 40 hours of work must be completed for each hour of credit earned (ex. 3 credits=120 work hours).

Step 3: To get registered for internship credit, complete the following forms (all forms are available at the Career Services office, BSC 109, or at <http://www.simpson.edu/career/career/internshipsearches.html>):

Internship Coop319 Registration Form

- a) Complete the **Student** portion of this form and sign on the back page.
- b) Meet with your workplace Site Supervisor and complete the **Employer** portion of the form. Finalize your job responsibilities and hours. Attach a brief job description to the form. Your Site Supervisor must sign the form on the back page.
- c) Meet with your Faculty Sponsor to complete the **Faculty: Evaluation Plan**. Obtain the signature of the Faculty Sponsor and the Department Head.
- d) Submit the completed form to the Career Services Director (BSC 107) for approval. The Career Services Director will sign and forward the approved registration form to the Registrar for processing. (Note: For summer credit internships only, the registration must also be approved by the Evening/Weekend/Graduate Programs office.)

Experiential Activity Agreement (Release Form) – this form must be completed for all off-campus credit internships prior to the start of work. Submit to the Career Services Director with your Internship Registration Form.

Step 4: To receive credit and a grade (H/P/NP) for the Internship, you must do the following (all forms may be downloaded at <http://www.simpson.edu/career/career/internshipsearches.html>):

- a) Fulfill your work hours and turn in all required work to your faculty supervisor.
- b) Near the end of your internship, schedule an appointment with your Employer Site Supervisor to discuss the experience and complete the Employer Evaluation Form. Turn this completed form into Career Services (BSC 109).
- c) Near the end of your internship experience, schedule an appointment with Career Services for a reflection session (Call 515-961-1667 or e-mail careers@simpson.edu). Complete the Student Feedback Form/Internship Self-Evaluation and turn it in, along with the Employer Evaluation, when you attend the reflection session.
- d) Upon completion, Career Services will notify your Faculty Sponsor that all requirements of Career Services have been met. Assuming you have completed all academic requirements, your Faculty Sponsor will submit your grade to the Registrar's Office so that credit can be granted.