

Coop 319 – STEPS TO COMPLETE AN INTERNSHIP FOR CREDIT

Considering an Internship? Before you complete the Registration form:

- Research internship opportunities:
 - ___ Career Services Office and recommended sites at www.simpson.edu/career
 - ___ Simpson Career Paths: <https://simpson-csm.symplicity.com/students/>
 - ___ Simpson faculty
 - ___ Personal and professional network
- Prepare a draft resume and cover letter
 - ___ Resume and cover letter reviewed by Career Services staff
- Schedule and complete an interview preparation session with Career Services staff



Before you accept an internship offer from a company or organization:

- Find and request a faculty sponsor, who will:
 - ___ Determine if the internship will meet academic requirements for your major, if applicable
 - ___ 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 30 hours of direct contact and 5 hours of outside academic work as determined from faculty must be completed for each credit earned (ex. 3 credits=90 contact hours and 15 hours of outside work, 4 credits=120 contact hours and 20 hours of outside work).

To register for internship credit:

Complete the following forms (available at Career Services office or at (www.simpson.edu/career/career/internshipsearches.html)).

- Internship Registration Form**
 - ___ Complete the **Student** portion (Part A) of the form and sign the document.
 - ___ Meet with your Site Supervisor to complete the **Employer** portion (Part B and Part C) of the form, finalize your job responsibilities, start/end date and hours, and provide a list of primary internship responsibilities.
 - ___ Meet with your Faculty Sponsor to complete the **Faculty** portion (Part D) of the form and obtain signature.
 - ___ Set appointment with Career Services Internship Coordinator (or Director of Career Services, in absence of Internship Coordinator) for a pre-internship meeting to submit the completed registration form and obtain signature. Career Services will then forward the approved registration form to the Registrar for processing.
- Experiential Activity Agreement (Release Form)** – this agreement must be read and understood for all off-campus credit internships prior to the start of work.
 - ___ Signing the Internship Registration Form indicates that you understand the agreement in full.
- Internship Learning Plan** – individual syllabus for your internship and due to Career Services the second week of internship.
 - ___ With assistance from faculty sponsor and site supervisor, complete personalized learning plan for the internship.
 - ___ Use guide and sample to determine learning objectives, strategies and evaluation methods.

To receive credit and a grade (H/P/NP) for the Internship, you must:

- ___ Fulfill your work hours and turn in all required work to your faculty supervisor.
- ___ Ensure the Site Supervisor electronic Mid-Point Evaluation is submitted to Simpson Career Services.
- ___ Attend one CVIL reflection session during your internship.
- ___ Two weeks prior to the final day of your internship:
 - ___ Schedule an appointment with your Internship Site Supervisor to discuss the experience. Follow up to ensure Site Supervisor Evaluation Form is electronically submitted to Career Services.
 - ___ Complete the Student Final Self-Evaluation on Career Paths

Upon completion of these Career Services requirements, the Internship Coordinator will work with your Faculty Sponsor to ensure that all academic requirements of Career Services have been met. If you have completed all academic and professional development requirements, your Faculty Sponsor will submit your grade to the Registrar's Office so that credit can be granted.