

## **Berry College Academic Internship Process (Faculty)**

1. The student is to assess if he/she meets academic standards for a credit-bearing internship (a current minimum 2.6 GPA and 60 hours completed by the start of the internship).
2. The student has the option of attending one of many workshops offered by Career Center each semester which outlines the internship process, paperwork, and general internship resources.
3. The student is to meet with a faculty member to request that he/she acts as academic internship advisor (this could be the academic advisor or other faculty member). If the student has not yet already found a potential internship site, the academic internship advisor is to discuss possible internship sites and projects, as well as internship application. The academic internship advisor can also refer the student to the Career Center for additional internship leads and help with other aspects of finding an internship (resumes, interviewing skills, etc.).
4. If needed, the student can make an appointment with a Career Center internship coordinator to review the process and paperwork, orient the student to additional internship resources in the Career Center, and assist the student with resumes, cover letter, etc.
5. The student is to find an organization/company for his/her internship, and then work closely with the academic internship advisor to complete the Internship Learning Agreement. After completing the form, securing all signatures, and attaching the academic syllabus, the student is to submit the form to the Office of the Provost at least one month before the starting the internship.
6. The Provost will review the application packet, notify the student and academic internship advisor of final approval, and send copies of paperwork to the Career Center and the Registrar's Office for processing.
7. The Career Center internship coordinator will notify the student of times and dates of all mandatory workshops on professionalism, confidentiality, etc. and schedule the student to attend. If the student does not attend these workshops, the academic internship advisors will be notified and the student will not be allowed to participate in internship. Academic internship advisors are invited to attend and participate in these workshops. It is recommended that faculty make the attendance at the professionalism workshop a part of the course syllabus.

8. The student is to give a copy of the Internship Learning Agreement to the on-site supervisor so he/she is aware of their responsibilities and the intern's learning objectives.
9. Academic internship advisor is to contact the student and on-site supervisor midway through the semester, according to guidelines established by the individual department (visit, call, etc.)
10. Student is to complete the internship and required readings and papers.
11. Near the end of the semester, the Career Center internship coordinator will send an internship evaluation to both the student and the on-site supervisor to complete.
12. The student and on-site supervisor are to turn in evaluations to the Career Center internship coordinator who will make copies for files and send all originals to the academic internship advisor.
13. The academic internship advisor is to evaluate the internship and assign the student a grade. Internships are graded on an H/S/U basis only, and such a grade does not alter the Berry grade point average.
14. Some host sites may require students to submit proof of vaccinations, submit to drug screening, or submit to a background check before beginning their internship. It is the student's responsibility to complete these extra steps and to cover any necessary costs. Results of any required screenings will be sent to the internship site supervisor, who will notify the college if a student is not acceptable for placement.