

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

Begin by consulting the online College Catalog (Academic Internship Program) for general information regarding the intent, credit hours granted, length and time commitment for internships. The most current information regarding academic internships is listed below:

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. Times and dates are posted on the online calendar and will be announced in other Career Center publications.
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 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 student is to attend all mandatory workshops on professionalism, confidentiality, etc., scheduled by the Career Center. 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 the internship. Academic internship advisors are invited to attend and participate in these workshops. We recommend that faculty make 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 that he/she is aware of their responsibilities and the intern's learning objectives.

9. The 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.