INTERNSHIPS PROGRAM OVERVIEW

What is an Internship?
An internship is a chance to gain experience in the professional world of work. It’s an experience that allows you to apply the knowledge and skills you’ve been gaining in class to a work environment in your field of interest. The experience also helps you in beginning the transition from school to work.

Why should I do an Internship?
• To gain professional experience and build my résumé
• To verify that a career of interest is “for me” and gain “insider” knowledge
• To earn college credit to count towards graduation
• To begin building my network of professional contacts
• To fulfill my major’s internship requirement

How do I prepare for an Internship?  INT-1001 (prerequisite for interning)
Students should sign up for the required pre-internship course, INT-1001 when they register for classes. It is open to sophomores, juniors and seniors and its completion is required before students may intern. The course is offered every semester and meets for 3 weeks. There is no tuition associated with the course; once students complete it, they will be unblocked from their academic internship. Once enrolled in INT-1001, students may search for and get internship contact information from the Career Center on HireSaints. The course is very condensed and practical, and students can adapt it according to their specific career interests and/or graduate school plans.

How do internships work?
Once the Internships and Career Planning course, INT 1001, is successfully completed, students can participate in either two types of internships:

Academic Internships – Specific guidelines are determined by individual Academic Departments
• Required for certain majors; check with your faculty advisor if you are unsure of your major requirements
• Supervised by Faculty; generally available to seniors and juniors who complete departmental requirements
• Approval for internship is determined by Faculty Advisor, and course number is assigned by department
• Semester and duration of internship depends upon the department; approx. 10-16 hours per week
• Additional projects, research, portfolio, presentation and/or weekly seminar requirements determined by department
• Upon completion, students receive 4 academic credits and a letter grade

Mini Internships – Guidelines are determined by Career Center
• Optional and extra internship opportunities; students must register for INT 1010
• INT-1001 is still a pre-requisite for this type of internship
• Available to sophomores, juniors or seniors (who may want experience in addition to an academic internship)
• Students must intern at least 6 hours per week during a semester or 10 hours per week in the summer
• Upon completion, students receive a Pass notation and 1 institutional credit (This credit is noted on student transcript but does not count toward graduation)
• Students can complete multiple “mini-internships”
Academic (for-credit) Internship Q and A

Can I have a paid internship?
In some instances, it is possible to be paid for your internship experience. If you are required to have an academic internship you will be rewarded with college credit, but it is NOT required you be paid. International students must refer to the Human Resources Office for more information.

Will the internship office place me into an internship site?
Although obtaining an internship is mainly your responsibility, support at Emmanuel is endless. The Career Center communicates with many internship sites and provides this info to students through an online system for internship and job searches called HireSaints. Academic departments also have contacts and info for student use. Finding and securing an internship placement is ultimately up to YOU! **You should be working on securing your internship one semester BEFORE you want to intern and optimally while you are taking the Internships and Career Planning course (INT 1001)**

How do I schedule an internship around my class schedule?
As you will learn in the job search, it is KEY to be FLEXIBLE to the needs of the employer. Therefore, to be a strong candidate for an internship, you must have a schedule that works for you and the employer. Since an internship is typically 15 hours per week, an employer prefers 2-3 full-days or consistent half-days. To avoid scheduling conflicts, draft timetables that include time for an internship. It is best to complete core and departmental courses during your first three years at Emmanuel. Your major coursework will provide you with more flexibility and time in your Junior and senior years. Try and set aside two whole days where you DO NOT have classes.

How will I get to my internship site?
Transportation to your internship is YOUR responsibility. Parking is NOT available on campus for students wishing to drive to their internships. The Career Center has many internship listings on the “T” and bus lines that you can target in your research. We recommend that travel time stays under an hour. If you have concerns about safety, location or travel please speak to your faculty advisor or the Career Center.

Can my internship site test me? – Short answer is Yes.
Testing in the workplace is not a new concept. Interest tests, personality tests and drug tests are legal and sometimes required of interns. If your internship site requires your participation in a testing process, be certain to discuss with your faculty or a career advisor at the Career Center.

What do I do when I’ve picked a site?
You must have your internship site approved by your Faculty Advisor. **DO NOT start working at your site until you have received a written or verbal agreement from your Faculty Advisor.** Be sure to attend your internship seminar so that you can learn what fellow students are learning in other environments. There is also an Internship Learning Agreement (available from the Career Center) that you & your internship supervisor must fill out. Get this form back to your faculty as soon as possible.

What do I do after my internship?
Write thank you notes to your site supervisors and a summary of your internship experience to file away for future reference. Fill out the student evaluation and give your site supervisor an evaluation form. Please return these forms to your faculty advisor. Update your résumé and develop a personal database of professional networking contacts. If you have found this is the career path for you, begin your job search. If you would rather explore another career option, look into other internships (mini), or search for a job (full-time or part-time) that is more aligned to what you want.

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