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INTRODUCTION

The Career Center would like to thank you for your partnership in hiring an Emmanuel College student to join your team. Our office is here to serve you as a partner in the workforce development process, and to make hiring incredibly talented students exceptionally easy. As a small institution with a dedicated staff, we are nimble and deliver high-touch, personalized recruitment services. In particular, without cost, we can assist you to:

- Conduct needs assessments, craft job descriptions, and suggest intern management strategies
- Develop on-campus brand strategies including class panels, information sessions, and customized interviewing/networking events
- Connect to a deep pool of exceptional candidates via target marketing through multiple channels, including social media apps

We greatly appreciate your connection with Emmanuel, and fully understand the time and commitment it takes to recruit top talent. We are driven to best assist you in that process. Please let us know how we can meet your hiring needs, whether you are looking to design, or hire for, internships, part-time, or full-time opportunities.

At any time, please contact me directly at 617-735-9975 or at luisoj@emmanuel.edu to begin the process, I am confident we will exceed your expectations.

Sincerely,

JoAnna Luiso
Associate Director
Office of Internships & Career Development
Emmanuel College
EMMANUEL COLLEGE INTERNSHIP PROGRAM

Program Overview
The internship program at Emmanuel College has been around for more than twenty years with close to 100 students enrolling in credit bearing internships each semester year. With our liberal arts and sciences focus Emmanuel College students come to the workplace eager to learn, able to problem solve, think and add value to your organization.

The Benefits of Participating
- You get motivated students who want to learn about your office, company or industry
- Students are mentored by faculty and receive an academic grade for their work
- You gain a recruiting pipeline for attracting the best and brightest for future openings

How We Define an Internship
We define an internship as a college-sponsored partnership between an employer and an Emmanuel College student that allows the student to contribute to an organization’s goals while gaining valuable experience.

The Basics
Any student at Emmanuel College can obtain an internship for academic credit. Many academic programs require internships. Individual academic departments may have specific guidelines but in general:

✓ SENIORS – Most interns are rising seniors or students in their senior year
✓ Required by most majors for graduation
✓ An internship is 10-16 hrs per week for one or two semesters (fall, spring or summer)
✓ Managed by faculty through a weekly seminar; initial approval of site by faculty required
✓ The internship must have a learning component and involve a project depending on major
✓ Students receive 4 academic credits and a letter grade
✓ Interns must be supervised on-site by a professional in the organization
✓ Evaluation at the end of the semester; email check-ins, forms, often a faculty member visits
✓ Students attend weekly seminars, develop portfolios and make presentations to peers
✓ Students take a required pre-internship course

How will I know if my organization is a good fit for an Emmanuel College intern?
The student’s career interests and abilities match your organization’s values
The internship is safe and the site is commutable from the Fenway section of Boston
The organization’s needs and student’s required departmental hours are compatible
The student is assigned a direct supervisor who meets regularly with the student
There is orientation and training for the new intern
The onsite supervisor will be a professional role model and will share information
There are opportunities for an intern to attend meetings and observe others
The dress code is clearly defined so students will be able to comply
About the Content of the Internship

- Will there be any projects for the intern to be involved in?
- Are the challenges facing this department appropriate for an intern to be involved with?
- How much contact with clients or customers would be available?
- If interns find themselves with downtime, what does the organization prefer they do?
- Has the student been given company policies regarding permissible and impermissible behavior? (downloading software, chatting on IM, telephone calls, etc…)

Frequently Asked Questions & Answers

Do you have to pay interns?
It is possible to offer pay to Emmanuel interns. Students will earn college credit, but the decision to also offer a stipend or hourly wage is left to the sponsoring organization. International students are eligible to participate in internships and they are covered by the curricular practical training guidelines, if an internship is required by the academic department. If an employer offers pay, they will receive more competitive student applications. Internship pay ranges from $10-15 an hour.

Are placements automatic?
No, placements are not automatic. Students apply directly to you the employer and you should interview the students just like you would any job applicant. Once the employer makes an offer, the student will communicate with his/her faculty about the position. The Emmanuel College Career Center offers an online system for internship and job posting called HireSaints. Employers are encouraged to list their internship positions free of charge on this database. It is searchable only by Emmanuel College community members.

What is the general time line for hiring interns?
We advise students to secure internships one semester BEFORE the semester they intend to intern and to follow all employer deadlines for applying. If you would like to come to campus to interview prospective interns, contact the Career Center and we will provide you with an interview space.

How do internship schedules work around class schedules?
The internship is generally 10-16 hours per week for the academic semester. We advise students that employers prefer 2-3 full-days or regularly scheduled half-days so that the students can coordinate both their academic schedule and internship schedule.

What about transportation?
Transportation to an internship is the student’s responsibility. If an employer can offer a free or discounted T-pass it is always appreciated. If an employer can offer free parking (although most students do not have cars) this too is appreciated. We expect that internships are located in a safe location and accessible via public transportation.
What about testing?
We do tell students that CORI and security tests, health clearance, interest tests, personality tests and drug tests are legal and sometimes required of interns. Please let us know in the description what testing will be required.

When can interns start?
Most Emmanuel College faculty will email or call the potential supervisor before students begin to introduce themselves. There is also an internship form that students, faculty advisors & internship supervisors complete which serves as a working contract. Emmanuel students must be in their internships by the second week of the semester, either mid-September or the end of January.

What about summer internships?
More and more of our students are interested in summer internships because of the time they have available for an internship and because often times the student can do an internship near their home. The requirements are the same – an average of 10-16 hours per week for 3-4 months (more hours may be arranged), the student will participate in an on-going seminar with their faculty member (remotely if necessary) and the student will receive academic credit.

About our commitment
The Emmanuel College Faculty and Career Center are able to discuss any concerns immediately if any occur. Our hope is that our internship partnerships are successful for everyone involved, as we wish to continue our reputation for sending excellent interns into the community.
SAMPLE POSITION DESCRIPTIONS

1. **Position Title:** Coalition Intern  
   **Organization:** The goal of the organization is to provide free tax preparation and asset building services to low- and moderate-income taxpayers. Through education, outreach, and asset building strategies, the Coalition seeks to aid the community in accessing millions of federal tax refund dollars which go unclaimed each year.  
   **Specific Responsibilities:** Students can choose one of 5 internship positions that will be available through this program. Positions include Outreach/Advocacy Intern, Data Collection and Analysis Intern, Finance and Development Intern, Tax Preparation Intern and Credit Advising Intern. This program not only puts students on the ground to participate in asset building initiatives at the community level, but also provides the opportunity to read and think critically about the interface between bricks and mortar community development strategies and policies that build community wealth household by household.

2. **Position Title:** Grants Intern  
   **Position Description:** The Grants Intern will help secure grant funding to support agency programs. Responsibilities will focus on funding proposal and funder reports preparation. Duties may include collecting data, interviewing program staff, and writing narratives that describe programs and accomplishments. You will provide administrative support to the Grants Manager including the maintenance of hard copy and electronic files. This is a great introduction to the non-profit world particularly the field of development-foundation relations and grant writing and agency programs.  
   **Qualifications:** You must have excellent writing and oral communication skills, be organized and able to pay close attention to details. Good computer skills (Word and Excel) are a must. Ability to work as part of a team, maintain professional standards, and respect confidential information is required. The grants intern should be available either to twelve hours per week.

3. **Position Title:** Assessment/Clinical Internship  
   **Position Description:** The Treatment Center is seeking applicants for an academic year internship or field placement position. We are a leader in the evaluation and treatment of behaviors in children & adolescents offering a continuum of care including academics, case management, assessment, permanency planning, structured community-based living and therapy for the boys and their families. We are seeking qualified applicants from undergraduate psychology, social work, human service or related programs for this 10-20 hour per week position supporting our innovative diagnostic services. Intern will assist with Short-Term Diagnostic and Assessment Program. Interns will work closely with both clinical and case management staff and will also have access to varied training opportunities  
   **Essential Responsibilities**  
   Research support, Completing standardized measures with parents and children, Participating in treatment/diagnostic conferences, Assist in coordinating aftercare services. Other duties as needed.
HOW TO POST A POSITION ONLINE WITH EMMANUEL COLLEGE

1. Go to https://emmanuel-csm.symplicity.com/employers

2. Click ‘Register & Post Opportunities’

3. Fill out the entire electronic form. Once approved, you will receive an email confirmation.

Once your account has been created:

1. Go to http://emmanuel-csm.symplicity.com/employers

2. Enter your Username (email) & Password* on the login screen

3. Click ‘Postings’ on the top menu bar

4. Click ‘Add New’ button, and enter position description. Click ‘Submit’

That’s it!

*If you wish to change your password, log into your account and select the "My Account" tab.

If you have any questions, or would prefer for us to do this for you, please contact us at:

Career Center
(617) 735-9930
careercenter@emmanuel.edu
EMMANUEL COLLEGE
LEARNING CONTRACT

Student Intern ______________________________  Emmanuel ID ________________________________
Address ________________________________________________________________________________
Telephone ___________________________ E-mail Address ________________________________________
Internship Site ________________________ Internship Title _________________________________
Site Supervisor Name_________________________ E-mail ________________________________
Telephone ___________________________ Hours per week expected ______ Number of Academic Credits ______

1. **Job Description:** Describe your role and responsibilities while on your internship. List duties and projects to be completed.

2. **Supervision:** Describe the supervision to be provided by the internship organization. What kind of orientation, instruction, assistance, consultation, mentorship will you receive, and from whom?

3. **Learning Objectives:** What do you intend to learn through this experience? Be as specific as possible.

4. **Learning Activities:** Describe how your internship will enable you to meet your learning objectives. Include projects, research, report writing, and meetings that will be part of your internship.

5. The **Student Intern** agrees to:
   1. Perform to the best of his or her ability and to the satisfaction of the internship supervisor on all assigned tasks;
   2. Adhere to all personnel rules, regulations, and other standard requirements of the host organization, including regular and punctual reporting to the internship site;
   3. Complete all required Emmanuel College departmental guidelines to be submitted to the Internship Coordinator no later than the first day of final exams week.

6. The **Internship Supervisor** agrees to:
   1. Work directly with the student and make explicit arrangements with the student concerning the expectations, hours, duties, and overall goals described in this contract;
   2. Provide a good learning environment for the student, with a minimum of routine work such as typing and filing;
   3. Communicate periodically with the student about his or her performance, keeping a record of the student's hours and performance on the job;
   4. Complete an evaluation of the student's performance. This evaluation will be sent to the Internship Coordinator for the student to receive internship credit.

_________________________________________  _______________________________________
Emmanuel College Student Signature  Date

_________________________________________  _______________________________________
Internship On-Site Supervisor Signature  Date
Thank you for supervising an Emmanuel College student. Please rate the intern in the following areas and return this form to the Career Center by email (careercenter@emmanuel.edu) or fax (617) 264-7695. Your feedback is considered when determining the student’s final grade.

INTERN NAME: ____________________________________________________

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuality in Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accuracy of Assignments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality in Attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal Communication (General)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal and Interaction with Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Group Presentation Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assertiveness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Demeanor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Performance</td>
<td></td>
<td></td>
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Please use additional paper if necessary.

1) What areas of growth did you find most noticeable in the student?

2) What do you feel are the areas in which the student should continue to develop?

3) What additional comments do you have which will help in the evaluation of this student?

4) Would you recommend this student for an entry-level position?

5) What grade would you give this student based on his/her performance during the internship?
   (A=Superior, B=Good, C=Acceptable, D= Minimally Acceptable, F=Failure)

Site Supervisor’s Name: ______________________________________________________

Organization Name: __________________________________________________________

Email: _________________________________ Telephone: ____________________________

☐ Yes, I have discussed this evaluation with the student. ☐ No, I have not discussed this evaluation with the student.
Please rate your internship experience in the following areas and return this form to the Career Center by either email (careercenter@emmanuel.edu) or fax (617) 264-7695. Thank you.

**Student Name:** ____________________________________________

**Internship Site:** ____________________________________________

Please rate yourself in the following areas, using the scale below:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Description</th>
<th>Before the Internship</th>
<th>After the Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>much stronger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>strong</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>average</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>weak</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>much weaker</td>
<td></td>
<td></td>
</tr>
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</table>

(Please fill out the before AND after columns)

1. Ability to communicate effectively in writing
2. Ability to communicate verbally in a concise manner
3. Ability to solve problems independently
4. Ability to ask for help when needed
5. Judgment/decision-making skills
6. Time management – balancing internship and school work
7. Multitasking abilities
8. Demonstrate initiative & responsibility in a career setting
9. Ability to understand how an organization runs day-to-day
10. Knowledge of specific aspects of that career field
11. Gained information which may aid in career choice
12. Ability to work as a team member with different personalities
13. Readiness for an entry level position in your chosen profession

**Please rate the internship using the scale below:**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>excellent</td>
</tr>
<tr>
<td>4</td>
<td>above average</td>
</tr>
<tr>
<td>3</td>
<td>average</td>
</tr>
<tr>
<td>2</td>
<td>below average</td>
</tr>
<tr>
<td>1</td>
<td>poor</td>
</tr>
</tbody>
</table>

I would rate the quality of this internship, on a scale of 1 through 5, as: ____________

I would rate my performance at this internship, on a scale of 1 through 5, as: ____________

What is the most significant project or contribution you made in your internship?

___________________________________________________________

Comments/Concerns:

____________________________________________________________________
____________________________________________________________________