Level One Internships - How They Work

To participate in a Level One internship, students must have completed the required Pre-internship and Career Planning Class, INT 1001. It is open to rising Sophomores (with 32+ completed credits), Juniors and Seniors.

Once you have successfully completed this Pre-internship Course, you will be able to get contact information for a multitude of internship listings in the Career Center HireSaints System. Not all of our contacts will allow for level-one internships due to the organization’s weekly requirement hours.

Final approval is determined by the Emmanuel College Career Center.

Here are the guidelines for Level One Internships:

- **Optional** internship opportunities; students must register for INT 1010 in the Registrar's Office
- Available to students who may want another experience in addition to an academic internship, which involves your faculty and academic department requirements
- Students must intern at least 60 hours during a semester or 100 hours in the summer (but can be more)
- Can be paid or non-paid, depending upon the organization – it is up to them
- **No extra charge for participating in a level one**, even if you are at your full capacity course load
- Students receive Pass/Fail (transcript notation only) – THERE IS NO CREDIT and does not count towards graduation
- Students can do more than one level-one internship during their college years
- Internship does not need to be project-oriented, but needs to provide career exposure to a field of interest, must have an onsite supervisor who provides some training and reflection paper and evaluations will be due during your experience
- The Career Center manages this internship and is in communication with your onsite supervisor

There will be evaluations – one in the middle and one at the end, so that you know and we know how you are doing. A one page reflective paper responding to questions we propose is due at the end.

Why do one?
- It is designed as a loophole to get you into organizations that require an affiliation with a college. More companies and organizations are now requiring this for liability reasons.
- It is a good way to explore career ideas and options to see if you will like that career field. You can do more than one if you want.
- It cannot be after-the-fact and must be set up before you begin by the Add period.

If you have questions, contact the Career Center at careercenter@emmanuel.edu
Marian Hall 214
617-735-9930