



EMMANUEL  
COLLEGE

# EMPLOYER PACKET

  

# INTERNSHIPS

Emmanuel College, Office of Internships and Career Development, 400 The Fenway, Boston, MA 02115  
Telephone 617-735-9930 Fax 617 264-7695  
[http://www.emmanuel.edu/Academics/Internships\\_and\\_Career\\_Development.html](http://www.emmanuel.edu/Academics/Internships_and_Career_Development.html)

# Table of Contents

Description of the Program.....	2
Frequently Asked Questions.....	3
Sample Position Descriptions.....	5
How to Post in EC3 (Emmanuel College Connect) on-line posting system for internships and jobs.....	7
Sample Employer Evaluation Form.....	8
Sample Student Evaluation Form .....	9

## **EMMANUEL COLLEGE INTERNSHIPS 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 and 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 12-16 hrs per week for **one semester (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
- ✓ 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

There is deliverable works products that the inter trainings to understand the organization as a whole

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 and 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 \$11-15 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 Internship and Career Development Office (ICD) offers an online system for internship and job searches called **EC3: Emmanuel College Career Connect**. 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 ICD office and we will provide you with an interview space.

### **How do internship schedules work around class schedules?**

The internship is generally 12-15 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 write or telephone 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 if the internship is during the summer?**

More and more of our students are interested in summer internships both because of the time they have available to give to an internship and because often times the student can do an internship back at home. The requirements are the same – an average of 12-15 hours per week for 14-15 weeks (more hours per week 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 Office of Internships and Career Development 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

When you log on to EC3 as an employer you will be asked to complete a position description. Here are some samples

**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.

**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 eight to twelve hours per week.

**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.

**Position Title: Business Technology Intern**

**Position Description:** Internet site development and maintenance is a critical component of most businesses. Our organization is no different: as the programming and redesign of our various websites has become a higher priority, the role of computer-savvy interns has increased. This is an excellent equity opportunity for hands-on experience, possible equity and partnerships. The ability to promote and enhance the organization's professional image is as essential as technical knowledge.

**Requirements :** All interns must have: excellent communication and organizational skills; ability to work Independently and in teams; follow through; computer skills; Internet knowledge and experience. We require: a specific e-mail cover letter to better understand your interests, a resume, references (names and numbers) and any collateral information. We will contact you within 7-10 business days to discuss your application in greater detail if we see a potential match. We always encourage applicants to follow up via email and/or phone within 7-10 days after submitting their information.

## How to post a position in the Emmanuel College on line database (We call it 'EC3' Emmanuel College Career Connect).

Navigate to <https://emmanuel-csm.symplicity.com> to create an account.

Click **For Employers** and go to the **Register & Post Opportunities** tab to get started.

Once you submit your profile information, it is sent to the ICD office and you will be e-mailed a confirmation email of your registration once it has been approved. This enables you to go back into the EC3 system to make changes, post additional opportunities or delete your position once it's filled.

If you want more information about this system you can view the video tutorial on the log in page.

If you would like assistance with posting the position please call the office.

With your account, you can post jobs and internships to our students and alumni by following the instructions below:

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

2- On the log in page view the easy video tutorial that shows you how to use EC3

3-Enter your username (email) & password on the Login screen page

4-You are now on your HOME PAGE

5-Use the "My Account" & "Profile" top menu bar options to enter your organization's information

6-Click "Post and Review Your Opportunities" on the top menu bar

7-Click on ADD NEW button on the next screen page

8-Enter your job and or internship and click SUBMIT!

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

If you have any questions, please call 617-735-9930 or e-mail us at

[careerdevelopment@emmanuel.edu](mailto:careerdevelopment@emmanuel.edu)



## Sample: Site Supervisor Evaluation Form

Some departments may provide students and employers with their own forms

*Dear Site Supervisor:*

*Thank you for supervising an Emmanuel College student. Please rate the intern in the following areas and return this form via mail, fax or email to: 617-264-7695 (fax) or Dan Jalbert; jalbeda@emmanuel.edu. Your feedback will be considered when determining the student's final grade.*

INTERN'S NAME: \_\_\_\_\_

	excellent	above average	average	below average
<b>Initiative</b>				
<b>Punctuality in Projects</b>				
<b>Accuracy of Assignments</b>				
<b>Punctuality in Attendance</b>				
<b>Written Communication</b>				
<b>Verbal Communication (General)</b>				
<b>Interpersonal and Interaction with Others</b>				
<b>Group Presentation Skills</b>				
<b>Assertiveness</b>				
<b>Professional Demeanor</b>				
<b>Overall Performance</b>				

- 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.



SAMPLE: STUDENT EVALUATION OF INTERNSHIP

Dear Student:

The questions below are intended to determine if you gained practical experience, knowledge, and career related skills from your recent internship, and if you would recommend this internship to other students.

Student Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

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

5= much stronger    4= strong    3= average    2= weak    1= much weaker

(Please fill out the before AND after columns)

	<b>Before the Internship</b>	<b>After the Internship</b>
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:

5= excellent    4= above average    3= average    2= below average    1= poor

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: \_\_\_\_\_

*We appreciate your feedback! Return to: Emmanuel College Internships & Career Office – fax: 617-264-7695*