

WAGNER COLLEGE

BE PART OF THE CITY



INTERNSHIP PROGRAM

DEPARTMENT OF
BUSINESS ADMINISTRATION

INFORMATION AND
APPLICATION

-FOR ACADEMIC CREDIT-

WAGNER COLLEGE BUSINESS ADMINISTRATION DEPARTMENT
One Campus Road Staten Island, NY 10301

Phone (718) 390-3447

GUIDELINES FOR THE
INTERNSHIP PROGRAM

-FOR ACADEMIC CREDIT-

The purpose of the Internship Program at Wagner College is to allow students to have a “learn by doing” work experience, supervised by faculty and professionals in the field. Internships are usually related to the students’ major and generally reserved for students who are in good academic standing.

The student has the responsibility to devote a minimum of 120 hours for 1 unit. The work is to be performed on a regular weekly basis during the fall, spring, or summer semesters. The student will maintain a log describing day-to-day activities and the times and hours worked. A final paper along with a formal oral presentation in which the student evaluates the work experience will be delivered to their internship professor.

The student’s performance may be discussed with the Host Supervisor at the host organization, and the on-site supervisor will submit a written evaluation of the student’s performance to the internship professor. The internship professor will distribute a course syllabus at the beginning of the semester, and will assign a grade at the end.

PARTICIPANT RESPONSIBILITIES

...FOR ACADEMIC CREDIT...

RESPONSIBILITIES OF THE HOST ORGANIZATION SUPERVISOR

1. To orient students to the organization.
2. To supervise students through weekly conferences for the purpose of assisting them in their learning experience.
3. To appraise students of their performance, complete and return a semester's evaluation of each student's performance.
4. To advise the faculty supervisor of any student whose performance or attendance is unsatisfactory.
5. To read and understand relevant Wagner College policies (listed on the following page).

RESPONSIBILITIES OF THE STUDENTS

1. To maintain good attendance at internships and to notify their supervisors of absences or lateness. Students will be permitted to have all college and organization holidays.
2. To set learning goals acceptable to their organization and the college.
3. To show progress in learning appropriate specialized work skills.
4. To participate regularly in discussion with the internship professor.
5. To develop a log and a written record of the experience.
6. Write a 5 page executive summary.
7. Formal oral presentation.
8. Complete a Career Development checklist.
9. To read and understand relevant Wagner College policies (listed on the following page).

RESPONSIBILITIES OF THE DIRECTOR OF EXTERNAL PROGRAMS

1. To assist students in selecting appropriate internships for BU397/497 (if applicable).

RESPONSIBILITIES OF THE INTERNSHIP PROFESSOR

1. To meet regularly with students to discuss their experiences.
2. To consult with host organization supervisors at least once a semester or more often if a problem arises in a student's performance.
3. To submit the student's grade at the conclusion of the semester considering hours worked, completion of academic requirements and evaluation by the host supervisor.
4. To read and understand relevant Wagner College policies (listed on the following page).

Relevant Wagner College Policies

NON-DISCRIMINATION POLICY

Wagner College does not discriminate on the basis of race, sex, sexual orientation, disability, national and ethnic origin or religion, in admission, employment, participation in, or administration of any educational program or activity of the College. The Chief of Staff is responsible for the coordination of the College's efforts to comply with Section 504 of the Rehabilitation Act of 1973 and with Title IX of the Educational Amendment of 1972. Questions regarding the application of Section 504 and Title IX may be directed to the Human Resources Office on the second floor of House 4, above the Public Safety office. The Director of Human Resources serves as the College's Title IX Coordinator.

SEXUAL MISCONDUCT

Wagner College strives to create a respectful, safe, and non-threatening environment for its students. The campus community is dedicated to the safety of students and healthy relationships. When an incident of sexual misconduct is reported, the College will provide a consistent, caring, and timely response. This policy describes how the College investigates and responds to reports of student sexual misconduct. It also identifies prohibited behavior, provides guidance and relevant resources to students who have been involved in incidents of this nature, and lists College prevention efforts. Complaints against College employees should be made to the Director of Human Resources.

Wagner College urges those who believe they have been the victim of an act(s) of sexual misconduct to pursue all options available relative to resolving the matter. This includes filing a police report, a discipline complaint, and other options noted below.

A student who has questions, concerns, or who needs assistance relative to this policy should contact the Dean of Campus Life Office and speak with the Sexual Misconduct Response Coordinator or another Dean during normal business hours at 718-390-3423, or by contacting the Residential Education Supervisor On-Call during evening and weekend hours, accessible through any residence hall front desk or through a Public Safety officer accessible through the Main Gate at 718-390-3148.

Policy

The College prohibits sexual misconduct in any form, including sexual assault, sexual harassment, sexual discrimination, sexual abuse, and other forms of nonconsensual sexual conduct. Criminal, civil, and College disciplinary processes will be available to a student complainant and enforced against a person found to have engaged in the prohibited behavior.

The College is committed to procedures that provide fair and prompt investigation and resolution of reports of sexual misconduct, and is committed to educating the campus community about the importance of responding to all forms of sexual misconduct. Emphasis is placed on the rights, responsibilities, needs and privacy of the student complainant, as well as the rights of the respondent. The College also adheres to all federal, state and local requirements for intervention and crime reporting related to sexual misconduct.

Definitions of Sexual Misconduct and Consent

Sexual misconduct is defined as any attempt or actual unwanted sexual contact, physical or nonphysical, in the absence of clear and voluntary consent. Consent is informed, and freely and actively given. Consent is communicated through mutually understandable words or actions that indicate willingness by all of the involved parties to engage in the same sexual activity, at the same time, and in the same way.

Clear and open communication is an essential element to conveying and understanding consent. Any person who contemplates initiating any form of sexual activity is strongly encouraged to talk with all involved parties before engaging in such activity. While it is the responsibility of the initiator of a specific sexual activity to obtain consent, individuals should communicate as clearly and verbally as possible with all parties about what they do and do not want.

Consent cannot be freely given if the person's ability to understand and give consent is impaired. Examples of those

who are impaired and therefore cannot give consent include:

- any person who is incapacitated due to the use of alcohol and/or other drugs;
- any person who is unconscious or for any reason is physically incapacitated;
- any person who is mentally impaired;
- any person less than 17 years old;
- any person who has experienced the explicit or implicit use of force, coercion, threats, and/or intimidation.

Ideally, consent is given verbally. However, consent (or lack of consent) may also be expressed through gestures, body language, and/or attitude. For example, active reciprocation could express consent and pushing someone away, or simply moving away, could express lack of consent.

Silence does not equal consent.

Consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. Consent may be given for specific activities and not for others.

Any party has the right to change their mind and withdraw consent at any time.

A prior sexual history between the participants does not constitute consent.

A person's ability to freely give consent may be jeopardized if the initiator is in a position of power over the person. Examples might include if the initiator is a faculty member or supervisor of the person.

Examples of sexual assault/misconduct include, but are not limited to:

- Any sexual penetration, however slight, with any body part or object without consent.
- Any intentional sexual touching with any body part or object without consent.
- Taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to watch otherwise consensual sexual activity without the participants knowledge) and engaging in non-consensual voyeurism.
- The exposure of the private or intimate parts of the body in a lewd manner in public or in private premises.

Additionally, any form of harassment, including sexual harassment or harassment based on perceived or actual identities is prohibited. Sexual harassment includes:

- An unwanted sexual advance or request for sexual favor.
- Sexual innuendo, suggestive comments, insults, humor and jokes about sex or gender-specific traits, sexual propositions, threats.
- Suggestive or insulting sounds, leering, whistling, obscene gestures.
- Physical touching: pinching, brushing the body, coerced sexual intercourse, assault.

Scope/Jurisdiction

This policy applies to all Wagner College students. Students are defined as individuals who have been accepted to the Wagner College, or who are registered for the current semester at Wagner College on a full- or part-time basis, excluding the summer term. Student status continues until an individual graduates, is academically or disciplinary separated from the College. Wagner College has the authority to address misconduct that takes place on College premises, as well as off-campus conduct when the behavior may have or has had an adverse impact upon the College community. The jurisdiction of this policy also applies to College-sponsored events, activities, trips, etc., which may occur off campus. The College, at its discretion, may pursue disciplinary action against a student while the student is also subject to criminal proceedings. The College reserves this right even if criminal charges are pending, reduced, or dismissed.

INTERNSHIP APPLICATION FOR REGISTRATION

- FOR ACADEMIC CREDIT -

This form is to be used for course numbers 397G and 397P. The completed form must be submitted to the Office of the Registrar during the registration period.

GPA REQUIREMENT: MINIMUM 2.75 CUMULATIVE GPA

DO NOT BEGIN YOUR INTERNSHIP UNTIL THIS FORM IS APPROVED

PART 1 — PLEASE PRINT (to be filled out by student and reviewed by the Director of Business Experiential Learning Program)

Student _____ ID# _____

E-mail _____ Cell () _____

Local Address _____ Local Phone(_____) _____

City/State/Zip _____

Home Address _____ Phone(_____) _____

City/State/Zip _____

Major/Minor _____

Department _____ 397 G / P (1 unit) _____

Fall _____ Spring _____ Summer _____ 20 _____

CIRCLE ONE: Freshman Sophomore Junior Senior

CHECK OFF ONE: This internship will be: Letter-Graded (G) *Pass/Fail (P)

* (Consult the Undergraduate Bulletin for details about the Pass/Fail Option)

- In order to earn 1 unit a student must participate in an organization's activities for a minimum of 120 hours.
- The internship must be supported by appropriate entries in a log describing his/her work experience. Some internship professors may require a weekly log update.
- A reflective or similar paper of 5 pages or more is required by the internship professor
- The Internship Professor will discuss the student's development with the host organization's intern supervisor.
- The evaluation *must* be completed by the on-site supervisor.

Return completed form to

WAGNER COLLEGE
One Campus Road Staten Island, NY 10301
Business Administration Department
Campus Hall, Room 223

-Complete reverse side-

PART II PAPER MUST BE SUBMITTED BEFORE REGISTERING.

Attach a typed, 2 page (double-spaced) essay, addressing the following:

- Company description in your own words (cite sources), mission, brief history.
- Why do you want to intern at this company?
- What are your learning goals?
- How has your prior coursework and/or co-curricular experience prepared you for this internship?

This essay will assist your faculty advisor, the Director of Business Experiential Learning Program, the department chair, and the Internship Professor in your preparation for and your performance in the internship.

Student Signature _____ Date _____

Faculty Advisor _____ Date _____

Director of Business Experiential Learning
Program _____ Date _____

Department Chair _____ Date _____

GPA _____ (Per Attached Transcript)

THIS FORM IS TO BE FORWARDED TO THE REGISTRAR FOR APPROPRIATE ACTION

PART III (to be completed by Registrar)

Number of Units in previous internships _____

Number of Units completed toward the undergraduate degree: _____

Projected graduation date: _____

Registrar Office Verification _____ Date _____

Request: Approved _____ Disapproved _____

Date _____

Registrar

Copies to: Student
The CACE
Department Chair
Director of Business Experiential Learning Program

WAGNER COLLEGE

BE PART OF THE CITY

INTERNSHIP AGREEMENT

-FOR ACADEMIC CREDIT-

DATE _____

Academic Dept. Business Administration

Director of Business Experiential Learning

Program _____

This agreement is undertaken by (Intern) _____

during the _____ **. 20** _____ **semester, for** ONE **unit(s). ID #** _____

1. **A) INTERNSHIP SITE** _____
 SITE ADDRESS _____

B) Please attach job description on company letterhead at the back of the application.

2. The student will devote a minimum of 120 hours/1 unit
The work is to be performed on a regular basis during the fall, spring, or summer sessions.
3. In addition to meeting the conditions of the internship, prescribed by the host organization, the student agrees to the following requirements:
 - a) Keep a journal/log with entries to document the detailed day-to-day activities on the job, the date, the times, and number of hours worked and initialed by the site supervisor.
 - b) Submit a final paper and formal oral presentation related to the internship experience.
 - c) Ensure that evaluation form and log sheet are submitted by the organization's supervisor by due date.
 - d) Relevant Wagner College policies are read and understood by both parties.
4. A letter with forms and instructions will be sent directly to site supervisor of the host organization.
5. The internship professor agrees to discuss the student intern's performance with the Site Supervisor of the host organization during the semester, and to schedule additional conferences as necessary.
6. Contact information for the site supervisor is necessary to verify your internship. Failure to contact the site supervisor could result in a failing grade for the student.
7. The internship professor will determine the grade.

Student's Signature _____

E-mail _____

Local Address _____

Cell Phone () _____

Director of Business Experiential Learning Program

Signature _____

Company Name _____

Company Address _____

Department _____

Work Site Address (if different) _____

Site Supervisor's Name and Title (print) _____

Site Supervisor's Signature _____

Site Phone () _____ Fax () _____

Site Supervisor's e-mail _____

Return completed form to

WAGNER COLLEGE
Business Administration Department
One Campus Road Staten Island, NY 10301
(718) 390-3447

WAGNER COLLEGE

CONFIDENTIAL

HOST ORGANIZATION--- SUPERVISOR'S

EVALUATION

-FOR ACADEMIC CREDIT-

NAME _____ SEMESTER _____

ID # _____ E-MAIL ADDRESS _____

ACADEMIC DEPT. _____ MAJOR/DEPARTMENT _____

INTERNSHIP SITE _____

SITE ADDRESS _____

SUPERVISOR'S NAME _____ TITLE _____

		EXCELLENT	GOOD	AVERAGE	POOR	N/A
1.	QUALITY OF WORK					
2.	QUANTITY OF WORK					
3.	DEPENDABILITY					
4.	MOTIVATION					
5.	ANALYTICAL/CRITICAL THINKING SKILLS					
6.	WRITING SKILLS					
7.	RESEARCH					
8.	ORGANIZATIONAL ABILITY					
9.	CREATIVITY					
10.	ATTITUDE TOWARD WORK					
11.	ATTITUDE TOWARD CO-WORKERS					
12.	ATTITUDE TOWARD SUPERVISOR (S)					
13.	OPENNESS TO CRITICISM/SUGGESTION					
14.	ABILITY TO LEARN NEW TASKS					
15.	MATURITY					
16.	ABILITY TO WORK WITHOUT SUPERVISION					

17. WHAT ARE THE INTERN'S GREATEST STRENGTHS?

18. IN WHAT AREAS DO YOU SEE NEED FOR IMPROVEMENT?

Please return this form to

WAGNER COLLEGE BUSINESS ADMINISTRATION DEPARTMENT

ONE CAMPUS ROAD STATEN ISLAND, NY 10301

7187-390-3447

****ATTENTION: _____

(INTERNSHIP PROFESSOR)

ACADEMIC DEPARTMENT: _____

