



WAGNER COLLEGE

INTERNSHIP PROGRAM

INFORMATION & APPLICATION



Non-Credit

WAGNER COLLEGE
The Center for Academic and Career Engagement
One Campus Road
Staten Island, NY 10301
(718) 390-3181 fax (718) 420-4012
cace@wagner.edu



WAGNER COLLEGE

GUIDELINES FOR THE INTERNSHIP PROGRAM

(NON-CREDIT)

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

The student has the responsibility to devote a minimum of 105/210 hours. 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.

The student’s performance will be discussed with the Internship Supervisor at the host organization. The on-site supervisor will complete a written evaluation of the student’s performance.

FOR FURTHER INFORMATION:

The Center for Academic and Career Engagement
Wagner Union
One Campus Road
Staten Island, New York 10301

Phone 718-390-3181
Fax 718-420-4012
e-mail cace@wagner.edu



WAGNER COLLEGE

PARTICIPANT RESPONSIBILITIES

(Non-Credit Internships)

RESPONSIBILITIES OF THE HOST ORGANIZATION SUPERVISOR

1. To orient students to the organization.
2. To supervise students through weekly conference for the purpose of assisting them in their learning experience.
3. To appraise students of their performance and complete a semester evaluation of each student's performance.
4. To advise the coordinator at the Center for Academic and Career Engagement (CACE) of any student whose performance or attendance is unsatisfactory.

RESPONSIBILITIES OF STUDENTS

1. To set learning goals acceptable to their organization and the college.
2. To show progress in learning appropriate specialized work skills.
3. To participate regularly in discussion with your Center for Academic and Career Engagement (CACE) Coordinator.
4. To keep an hours log of their experience.

RESPONSIBILITIES OF THE CENTER FOR ACADEMIC AND CAREER ENGAGEMENT (CACE)

1. To assist students in selecting appropriate internships.
2. To meet with students to discuss their experiences.
3. To consult with host organization supervisors once a semester, or more often if a problem arises in a student's performance.



WAGNER COLLEGE

STEPS FOR STUDENTS TO ESTABLISH A NON-CREDIT INTERNSHIP

INTERNSHIPS 397/497 N

I. ELIGIBILITY

1. Verify through the Center for Academic and Career Engagement (CACE) that you have the **minimum GPA of 2.5** required to participate in this program.
2. Secure a copy of your transcript from the Registrar Office.
3. Determine how many hours you will dedicate to the internship over the course of the semester basing your decision on the number of hours you can reasonably fit into your schedule.

EQUIVALENCIES

1 unit = 105 hours/ 397

2 units = 210 hours/ 497

II. PREPARATION

1. Prepare a resume.
2. Discuss possible interests in terms of industry, organization(s), and location with your Career Advisor.
3. Select one or more possible opportunities using the resources at The Center for Academic and Career Engagement (CACE) in Wagner Union.
4. Make initial approach to internship site to inquire about selected internship(s), by phone, fax or e-mail.
5. Apply to the organization agency for the internship by submitting all materials requested. (e.g., resume, etc.)
6. Follow-up to arrange a visit to the site(s) to learn details of the internship (as needed).

III. REGISTRATION

1. Complete the Student Internship Application for Registration-Non-Credit.
2. Bring your completed form to the Center for Academic and Career Engagement (CACE) in Union Building for GPA verification.
3. You must secure your internship and the signature of your internship supervisor **before** you will be permitted to register. The Internship Agreement in the packet **must** be completed and signed before a grade will be assigned.
4. Registration for your internship **must** be completed by the end of the **drop/add period**.

IV. ACADEMIC REQUIREMENTS

1. Maintain a daily log indicating dates, hours of work and a brief statement of activity that day.
2. Return the signed log to the Center for Academic and Career Engagement (CACE) after the internship has been completed.
3. An evaluation form should be presented by the student to the Organizations Supervisor, and returned to the Center for Academic and Career Engagement (CACE) as a record of the student's activity/performance.

THE CENTER FOR ACADEMIC AND CAREER ENGAGEMENT

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INTERNSHIP APPLICATION FOR REGISTRATION NON- CREDIT

This form is to be used for course numbers 397N, and 497N.

DO NOT BEGIN YOUR INTERNSHIP UNTIL THIS FORM IS APPROVED

PART I – (to be completed by student & the Center for Academic and Career Engagement)

Student _____ ID # _____

Email _____

Student's Signature _____ Date _____

Local Address _____ Cell Phone () _____

City/State/Zip _____

Home Address _____ Phone() _____

City/State/Zip _____

Major/Minor _____

Department _____ 397 N _____ 497 N _____

Hours of Fieldwork _____ Fall _____ Spring _____ Summer _____ 20 _____

CIRCLE ONE: Freshman Sophomore Junior Senior

A student must participate in an organization's activities for 105/210 hours to be considered an internship. The intern must provide a log of hours worked and duties performed.

The Center for Academic and Career Engagement (CACE) will discuss the student's development with the host organization's intern supervisor. A brief written evaluation and verification of attendance by the on-site supervisor is requested.

Complete reverse side

PART II (To be completed by the student)

Explain how the internship will enhance your academic goals and/or future

PART III _____ *CENTER FOR ACADEMIC AND CAREER ENGAGEMENT (CACE)*

GPA Verification GPA _____

Date _____

CACE Signature

PART IV _____ *REGISTRAR*

Cumulative Grade Point Average: Overall _____

Discipline of Internship (major) _____ (minor) _____

Number of Courses Completed in major/minor _____

Projected graduation date: _____

Registrar Office Verification _____ Date _____

Request: Approved _____ Disapproved _____

Date _____

Registrar Signature

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MAJOR _____



WAGNER COLLEGE

INTERNSHIP AGREEMENT (NON-CREDIT)

Date _____

This agreement is undertaken by (INTERN) _____

during the _____, 20__ semester. ID# _____

1. a) INTERNSHIP SITE _____
SITE ADDRESS _____
b) A BRIEF JOB DESCRIPTION OF THE INTERNSHIP: _____

2. The student will devote a minimum of 105 hours to be considered an internship. 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.
 - b) Secure an evaluation by the supervisor at the host organization.
4. The Center for Academic and Career Engagement (CACE) will assess the log and evaluation and provide a pass/fall grade to the registrar.

Student Name (print) _____

Student's Signature _____

Local Address _____

Cell Phone () _____ e-mail _____

CACE Signature _____

Internship Supervisor's Signature _____

Supervisor's Name (print) _____

Site address _____

Site Phone () _____ Site Fax () _____

Return completed form to

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MAJOR _____

INTERN'S DAILY LOG



WAGNER COLLEGE

STUDENTS NAME _____ ID# _____ SEMESTER _____

INTERNSHIP SITE AND ADDRESS _____

DATE	TIME ARRIVED	TIME DEPARTED	TOTAL HOURS	ACTIVITIES & DUTIES PERFORMED	COMMENTS/INITIALS

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WAGNER COLLEGE

ID# _____

C O N F I D E N T I A L

INTERNSHIP SUPERVISOR

E V A L U A T I O N - N O N - C R E D I T

INTERN _____ SEMESTER _____

INTERN E-MAIL ADDRESS _____

ACADEMIC DEPT _____ FACULTY SUPERVISOR _____

HOST ORGANIZATION _____

ORGANIZATION 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 W/O SUPERVISION					

17. WHAT ARE THE INTERN'S GREATEST STRENGTHS?

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

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