

WAGNER COLLEGE

B E P A R T O F T H E C I T Y

INTERNSHIP FORM

For Academic Credit (All Majors)

Guidelines for the Internship Program

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.

GPA Requirements: Minimum 2.5 cumulative GPA

For Business Majors Only:

BU 397: Minimum cumulative **GPA 2.75**; Prerequisites: AC 101, MA 108 or MA 119, CS 260, MG 201/MG 201L, EC 101 or EC 102, and 200 level course in concentration

BU 400: Minimum cumulative **GPA 2.75**; Senior standing is required. Prerequisites: MG 201/MG201L; MK 201; FI201.

Hours & Units

The student has the responsibility to devote a specific number of hours **depending on their academic major**. **A minimum of 105 hours/1 unit or 210 hours/ 2 units.**

For Business Majors:

BU 397 requires 120 hours/1 unit

BU 400 requires 100 hours as part of the SLC

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 in which the student evaluates the work experience will be submitted to the Faculty Advisor. For business majors in BU 400, the student will write a senior thesis as part of the SLC in lieu of the final paper describing the internship experience.

The student’s performance will be discussed with the Internship Supervisor at the host organization, and the faculty advisor will determine a pass/fail or assign a grade.

The on-site supervisor will then complete a written evaluation of the student’s performance and submit same to the faculty supervisor.

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 advisor of any student whose performance or attendance is unsatisfactory.
5. To read and understand relevant Wagner College policies (listed below and on the following pages)

RESPONSIBILITIES OF STUDENTS

1. To maintain good attendance at internships and to notify their supervisors of absences. 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 faculty sponsor.
5. To develop a log and a written record of their experience.
6. To read and understand relevant Wagner College policies (listed on the following page)
7. *Business Majors enrolled in BU 397* will also perform the following tasks: Write a 5-page executive summary. Give a formal oral presentation. Complete a Career Development checklist.

RESPONSIBILITIES OF THE FACULTY ADVISOR

1. To assist students in selecting appropriate internships.
2. To meet regularly 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.
4. 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.

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.

Steps for Students Registering for Internships to Establish Academic Credit

Eligibility

1. **Requirements:** Students will have at least a **2.5 GPA**. **Business Majors are required to have: 2.75 GPA**
2. Determine how many hours you will dedicate to the internship over the course of the semester basing your decision on:
 - Number of hours you can reasonably fit into your schedule
 - Number of units you will earn. (**NOTE: Students must verify with their respective department's the maximum number of units they may earn.**)

Unit Equivalencies: 1 unit = 105 hours/ 397 2 units = 210 hours/ 497

For Business Majors Only:

BU 397 1 unit = 120 hours

IF TAKING BOTH BU 397/BU 400 CONCURRENTLY:

- a) BU 397 hours (120) and evaluation must be completed before BU 400 hours (100) begin.
 - b) Hours and evaluations for both classes can NOT be mixed. This is to ensure the BU397/400 Professor can verify that hours and evaluations were not duplicated.
 - c) Course requirements for each class must be met separately and exclusively
3. **A student may earn no more than 2 internship units during their career at Wagner College.** Business majors may earn credit in BU397 only once and may earn only 1 unit in BU397.
 4. **You must have completed at least 4 units prior to registering for internship credit.** (See Department for higher requirements)

Preparation

1. Prepare your professional branding tools: a resume, LinkedIn profile, your verbal pitch
2. Discuss possible interests in terms of industry, organization(s), and location with your faculty advisor and office of Career Engagement.
3. Research and apply to opportunities. Meet with an advisor in the CACE office for support on interviewing and securing an internship.
4. If you are chosen for the placement, clarify with your internship supervisor the details of the work involved, including your work schedule.

Registration

1. Students must secure an internship before they will be permitted to register. Complete both sides of the Student Internship Application for Registration in the packet.
2. Submit the completed application certifying if it is to be graded with a letter Grade /or Pass/fail option, to the faculty sponsor. Secure signatures and approval from your faculty sponsor and Department Head.
3. Registration for your internship must be completed by the end of the drop/add period.

4. The Internship Agreement must be completed and signed by student, faculty advisor, and the internship supervisor.
5. Note to Business Majors Only: Students who wish to enroll in BU 400 may register for the course prior to securing an internship, but they may not begin work at the internship until their application has been approved.

Academic Requirement

1. Maintain a daily log indicating dates, hours of work and a brief statement of activity that day.
2. Prepare a term paper, reflecting, analyzing and critiquing the internship learning experience (note to Business Majors Only: this requirement does not apply to BU 400)
3. Submit the term paper and the log to the faculty advisor.
4. The attached evaluation form will be presented by the student to the organization's supervisor, and returned to the faculty sponsor as a record of student's activity/performance.
5. The faculty advisor will submit a grade to the Registrar's Office.
6. A full-time faculty member should supervise the internship for credit.

Internship Application for Registration - For Academic Credit-

The completed form must be submitted to the Office of the Registrar during the registration period, except for BU 400 where the form is submitted only to the Professor teaching the course.

GPA Requirements: Minimum 2.5 cumulative GPA

For Business Majors Only:

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Hours & Units

The student has the responsibility to devote a specific number of hours **depending on their academic major:**
A minimum of 105 hours/1 unit or 210 hours/ 2 units

For Business Majors: BU397 requires 120 hours/1 unit | BU400 requires 100 hours as part of SLC
Business majors may earn credit in BU 397 only once and may earn only 1 unit in BU 397

DO NOT BEGIN YOUR INTERNSHIP UNTIL THIS FORM IS APPROVED

PART I – PLEASE PRINT (*to be filled out by Student and Faculty Advisor*)

Student _____ ID# _____

Email _____ Cell (____) _____

Academic Major/Minor _____ Department _____

Faculty Advisor to Insert Course Prefix & Number: _____

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/Graduate Bulletin for details about the Pass/Fail Option)

- The internship must be supported by appropriate entries in a log describing his/her work experience.
- A term paper is required (note: this requirement does not apply to Business Majors in BU 400)
- The Faculty Advisor will discuss the student's development with the host organization's intern supervisor.
- The evaluation included in this packet **must** be completed by the on-site supervisor.

Return completed form to Registrar's Office / Cunard Hall

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 in your preparation for and your performance in the internship.

Student Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

Department Head _____ Date _____

Center for Academic and Career Engagement (CACE) Signature _____

Date _____ GPA _____

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
 CACE
 Academic Department Head

INTERNSHIP AGREEMENT - For Academic Credit

DATE _____ Academic Dept. _____ Faculty Advisor _____

This agreement is undertaken by (student) _____ during the _____ 20__ semester, for _____ unit(s). ID # _____

Internship Organization & Address _____

Brief Description of Internship _____

The student will devote: **a minimum of 105 hours/1 unit or 210 hours/ 2 units. For Business Majors: 120 hours/1 unit; for Business Majors in BU 400, 100 hours is required.** The work is to be performed on a regular basis during the Fall, Spring, or Summer sessions.

2. 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 or project related to the internship experience.
 - c) Provide an evaluation form for the site supervisor to complete and submit to faculty sponsor.
3. The full-time faculty advisor 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.
4. The full-time faculty advisor will determine the grade.
5. The student and site supervisor have read and understood the relevant Wagner College policies.

Student's Signature _____

E-mail _____ Cell Phone _____

Faculty Advisor's Signature _____

Site Supervisor's Name (print) _____

Site Supervisor's Signature _____

Site Supervisor's Email Address _____

Site Address/City/State/Zip _____

Site Phone () _____ Fax () _____

CONFIDENTIAL - INTERNSHIP EVALUATION BY SUPERVISOR

INTERN _____ SEMESTER _____ ID # _____ E-MAIL _____

ACADEMIC DEPT. _____ ACADEMIC ADVISOR NAME _____

INTERNSHIP 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 WITHOUT SUPERVISION					
.						

17. WHAT ARE THE INTERN'S GREATEST STRENGTHS?

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

Attn. Intern Supervisor: please email evaluation to student's Academic Advisor

Academic Advisor Email: _____

