

INTERNSHIP PROGRAM



INFORMATION and APPLICATION FORM

An internship encourages you to apply what you have learned in the classroom in a professional setting related to your major; it should be among the most important experiences of your college career. Please read carefully the attached information sheet. If you would like to explore internship options, you should go to your major department's office. The department secretary or chairperson will connect you with a faculty member in your department who can help you to apply. The application form should be submitted to your major department's office prior to the semester in which you wish to do an internship. Additional information on internship opportunities is available from the Student Employment Service in Blake A 104 and from the College Internship Coordinator in Erwin 106.

INTERNSHIP PROGRAM INFORMATION

Program Description

The Internship Program provides upper-division students at SUNY-Geneseo with an opportunity to gain meaningful field experience with public and private companies and agencies. Qualified students supplement classroom learning with first-hand experience in professional settings which are appropriate for their academic background and career objectives. We expect that the student will gain from the experience, and that the intern will be of assistance to the sponsoring agency.

Admission Requirements and Procedures

The following minimum requirements establish eligibility for admission to the Internship Program:

1. Normally Junior or Senior class standing (may include selected sophomores).
1. A **cumulative GPA of 2.75** and a 3.0 in major prerequisite courses (exceptions may be made if Department Chair believes a compelling reason exists for doing so).
1. Submission to departmental internship coordinator (or other departmental representative) of application form, current resume, and latest unofficial transcript (Recommendations may be required, forms will be provided).
1. An interview with the departmental internship coordinator (or other departmental representative) may be required.
1. Students who are accepted into a departmental internship program will need to work with a faculty advisor and the onsite supervisor to develop specific guidelines for the internship. These guidelines must be included on a contract form to be completed before the work begins.
1. Any student who secures an outside position for which she/he hopes to receive college internship credit must meet the above requirements and must complete all paperwork before the internship begins. **Internship credit cannot be arranged after the work is underway.**

Registration and Credit

1. Students cannot register for the Internship Program by themselves. The student and faculty director will fill out a contract form. Registration for the internship is completed by the departmental coordinator (or other departmental representative) the first week of classes, upon receipt of the internship contract.
1. The intern will be enrolled under a department course (_____395) or INTD 395 and will earn a total of 1-15 credits according to the contact hour chart listed below.

Number of Credits	Minimum Hours of work required for semester Divide into a weekly schedule
1	37.5 (minimum)
2	75
3	113
4	150
6	225
9	338
12	450
15	563

3. Failure to complete all requirements for the internship will lead to an incomplete or an unsatisfactory grade to be given by the faculty director.
4. Internship credits will be counted as part of the maximum semester hours allowed within a department.
5. The maximum number of internship credits which may be applied toward requirements in the major will be six credits or less, as determined by the major department. The maximum number of internship credits allowed in a minor will be three credits, unless the internship is a specified requirement in the minor.
- 6. The maximum number of internship credits allowed for the degree is 15.**
7. We encourage students to register for no more than 16 hrs. (including the internship) during a semester in which they are doing an internship.

Requirements and Evaluation

1. The specific field duties and responsibilities of the intern will be agreed to by the intern coordinator, faculty director, field supervisor, and the intern, and will be outlined in the internship contract.
2. Interns should understand that their field performance will be evaluated by their field supervisor and that unsatisfactory performance may result in the field supervisor's terminating the field placement.
3. Student interns shall keep confidential any information designated by the sponsor as privileged.
4. Interns are responsible for providing their own information designated by the sponsor as privileged.
5. The course grade will be determined by specific academic requirements which are appropriate to the field placement, and are established by the faculty director. The requirements may differ slightly from department to department, but will generally include the following:
 - a. a written/graphical report outlining and describing the nature of the internship project, problems encountered, methodology employed, and conclusions from the project.
 - b. an oral report on the internship project and experience
 - c. work experience evaluation by the field supervisor, to include attendance
 - d. seminar/academic requirements (as determined by the department)

Students interested in obtaining more information on completing an internship in their major should contact their departmental internship coordinator or department chairperson. Any student may also contact **Dr. Kerry McKeever**, College Internship Coordinator, Erwin 106, for further information.

**GENESEO
INTERNSHIP PROGRAM CONTRACT**

Semester: (Circle One) Spring Summer I II Fall 20_____

Department/School _____

of credit hrs. for internship _____ Course# _____ 395 Date _____

Student Name _____ SS# or G00# _____

Address during internship _____ Phone _____

Faculty Director _____ Phone _____
FAX: _____

Field Supervisor _____ Phone _____
FAX: _____

Company/Agency _____

Address _____

Location of project workplace (if different from company/agency address)

Internship Title _____

Duration of field responsibilities:

From: _____
(date)

To: _____
(date)

Weekly schedule for field contact

	Hours	Location
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

Description of Field Responsibilities:

Description of Academic Responsibilities:

Intern Evaluation - The faculty director will determine the final grade by using the following four factors:

Written/graphical report _____%	Work experience evaluation by field supervisor (incl. attendance) _____%
Oral report _____%	Seminars/other academic assignments _____%

Approval of Contract:

Student _____ Date _____

Field Supervisor _____ Date _____

Faculty Director _____ Date _____

Dept. Internship Coord. _____ Date _____

Dept. Chairperson _____ Date _____

It is understood that the student intern shall keep confidential any information designated by the sponsor as privileged.

**GENESEO
INTERNSHIP APPLICATION FORM**

Department/School _____

This form should be submitted to the department within which you expect to get internship credit. You should discuss your application with the internship supervisor in that department.

Name _____ SS# or
G00# _____

Semester in which you wish to do an internship: 20_____

Proposed # of internship credits for that semester _____

Will this internship constitute your total enrollment in that semester? _____

Home Address _____ Phone _____

Local Address _____ Phone _____

College major _____ Minor _____

(attach this form to an **unofficial transcript**, available from Records, Erwin 102)

Explain briefly why you want to do an internship:

Do you have transportation if internship location is outside of Geneseo? _____

Have you identified a specific company/agency where you would like to do your internship? _____ (If you have a proposed project description, attach it to this form)

List names of instructors to whom you have given internship recommendation forms (if required by department):

