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 that 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).
- 2. A **cumulative GPA of 2.75 and a 3.0** in major prerequisite courses (exceptions may be made at the discretion of the Department Chair.)
- 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.
- 4. An interview with the departmental internship coordinator or other departmental representative may be required.
- 5. 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.
- 6. 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 already 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 during the first week of classes, upon receipt of the internship contract.
- 2. The intern will be enrolled under a department subject code (_____) 395. The INTD prefix is to be used only if the internship is interdepartmental in subject matter. The student can 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 that 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 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 that 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. Students may also contact the Office of the Dean, Erwin 106, for further information.

GENESEO INTERNSHIP PROGRAM CONTRACT

Semester: (Circle one) Spring Sun	nmer I II	Fall	Year: 20
Department / School			
# of credit hours for internship	Course #	395	Date
Student Name			G00#
Address:(during			Phone
internship)			
Faculty Director			Phone
			FAX:
Field Supervisor			Phone
			FAX:
Company / Agency			
Address			
Location of project workplace (if different fro	om company/ager	ncy addre	ess)
Internship Title			
Duration of field responsibilities:			
From:	To		
(date)			(date)
Weekly schedule for field contact	Hour	s	Location
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Description of Field Resp	onsibilities:		
Description of Academic	Dognovsikiliti	ion	
Description of Academic	Responsioniu	ics.	
Intern Evaluation – The factors:	faculty direct	or will determine the final grade by using	the following four
Written/graphical report	%	Work experience evaluation by field supervisor (including attendance)	% ee)
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 should discuss your application with the internship supervisor	
Name	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 sem	nester?
Home Address:	Phone
Local Address:	Phone
College major Mino (attach to this form an unofficial transcript , available from Re	ecords Office, Erwin 102)
Explain briefly why you want to do an internship:	
Do you have transportation if internship location is outside of C	Geneseo?
Have you identified a specific company/agency where you wor (If you have a proposed project description, attach it to this for	
List names of instructors to whom you have given internship redepartment):	ecommendation forms (if required by