Spring 2017 EXT 288/488 INTERNSHIP COURSES

STONY BROOK UNIVERSITY CAREER CENTER INTERNSHIP PROGRAM

The Academic Internship

An academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Eligible students may earn academic credit; a faculty sponsor oversees the experience. The internship is usually the length or equivalent of an academic term, usually part-time, and either paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection based on pre-determined learning objectives.

Your Partners in the Academic Internship

SITE SUPERVISOR: Your direct supervisor will provide a position description that outlines your responsibilities and expectations for work performance, and will provide training, mentoring, and supervision of your work on site. Your supervisor will complete a midterm and final evaluation of your work performance.

FACULTY SPONSOR: An SBU faculty member who believes your internship is worthy of academic credit and is willing to work with you throughout the term. S/he will approve your learning goals and assign academic work necessary to help you reach your goals. S/he will read your weekly reflection journals and other academic work. You must obtain your own faculty sponsor.

CAREER CENTER: EXT is administered by the Career Center, which serves as the central repository for reporting and documentation, offers Internship Orientation and Debrief sessions, distributes evaluations and serves as a resource to faculty and site supervisors for best practices. The Career Center is also a resource for students; each EXT intern has a Career Center liaison who monitors the experience and is available for consultation regarding any aspect of the internship. The office also assesses the professional learning outcomes expected of all EXT interns, regardless of site or position description.

These partners will evaluate your performance and recommend your final grade, limited to S/U.

*Students taking internship courses under departmental majors (non-EXT) need to follow policies established by each respective academic department to receive credits. Many departments have a corresponding academic internship course (ex. PSY 488, BUS 488). Internship course requirements vary by department. The University limits the total number of internship credits a student may complete to 12 for selected departments.
Eligibility Requirements

- A minimum overall GPA of 2.5 and completion of at least one semester at Stony Brook University.
  Only matriculated SBU students may enroll in EXT.
- For EXT 288: Completion of WRT 102 or equivalent.
- For EXT 488: Completion of 57 credits prior to start of internship with at least U3 standing.

* EXT 288, as a lower division course, does not satisfy EXP+; only EXT 488 satisfies EXP+.

*Transfer students* must meet with an Academic Advisor for a degree progress review. Your academic advisor will confirm that you meet eligibility requirements and will discuss with you how the internship contributes to your degree progress.

*Summer Sessions* – non-matriculated students taking classes at Stony Brook in the summer (or during each academic semester) are NOT eligible to register for EXT 288/488 courses.

*Joint degree applicants* must discuss with faculty in both your UG and GR departments to determine how the credit will count.

**When getting academic credit for an internship, what is the credit for?**

An internship experience can offer the important benefit of career exploration, be an excellent resume builder and lead to a full time job, but it is important to remember that **academic credit is awarded for the learning achieved**, not for the work experience alone. The primary purpose of doing an academic internship is to better understand the theories, ideas, and practices of your discipline, industry, career interests or major by actively engaging in a hands-on, work-based, learning experience.

**Registering for Credits - EXT Credit Approval**

Meet with your faculty sponsor to discuss your learning objectives, confirm the # of credits to be earned and the sponsor’s expectations for academic work required for a grade.

*Typical time commitment:* 4 hours/week = 1 credit (50 hrs/semester); 8 hours/week = 2 credits (100 hrs/semester); 12 hours/week = 3 credits (150 hrs/semester)

*The faculty sponsor and the Career Center decide the credit value of an EXT internship.*

*Spending more than twelve hours in an internship does NOT guarantee additional credits.*

To receive permission to register for a credit bearing internship, follow these steps:

1. Before you log in to **Handshake** to initiate the approval process you need to have:
   - Your faculty sponsor secured and his/her contact information
   - The internship description so you can copy it into the system or if you applied through Handshake, you may select it from the list in the system
   - Your supervisor’s contact information
2. Next, you need to report your internship/co-op on **Handshake**.
3. To locate contact information [email, phone#] for ON-Campus Stony Brook University Contacts - Supervisors and Faculty Sponsors – please visit Directories at:
   [http://www.stonybrook.edu/search/people/](http://www.stonybrook.edu/search/people/)
Internship Requirements

BEGINNING OF THE SEMESTER:
1. Report your internship in Handshake – done through the EXT credit approval process.
2. Attend a one-hour EXT INTERNSHIP ORIENTATION session at the beginning of the term.
3. Create/update your ePortfolio

DURING THE SEMESTER:
1. Complete reflection assignments in Blackboard as per faculty approved syllabus by designated deadlines.
2. Complete online midterm and final evaluations with your supervisor by stated deadlines.

END OF THE SEMESTER:
1. Complete the online Student Learning Assessment Survey.
2. Attend a one-hour EXT INTERNSHIP DEBRIEFING session.
3. Update your resume to reflect your new experiences and upload the new version to Handshake.

Book: "The Successful Internship", Fourth Edition H. Frederick Sweitzer, Mary A. King

Internship Course Time Requirements:
- For one credit requirements: Complete at least 50 hours of work
- For two credit requirements: Complete at least 100 hours of work
- For three credit requirements: Complete at least 150 hours of work

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<th>MEASURE</th>
<th>ASSIGNMENT &amp; CRITERIA</th>
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| Internship Attendance & Progress | Internship Reports  
  • Frequency (weekly/bi-weekly)  
  • Quality of information & reflection                                             | 40%        |
| Internship Performance   | Employer Evaluation (mid-term/final)                                                    | 35%        |
| Learning & Reflection    | Student Assessment & Final Reflection                                                   | 25%        |
| TOTAL                    |                                                                                        | 100%       |

*Cost* - Academic internships carry academic credit and will require that you pay tuition according to the University’s established tuition schedule. Internship courses are subject to all tuition refund deadlines as well as the deadline policies for add, drop, and withdrawal.

Career Center Contact:
Urszula Zalewski, Assistant Director of Experiential Programs
Career Center, Stony Brook University
Melville Library, Room W-0550 Stony Brook, NY 11794-3363
Phone: 631.632.6814
Email: Urszula.Zalewski@stonybrook.edu
INSTRUCTIONS ON HOW TO REPORT YOUR INTERNSHIP/CO-OP ON HANDSHAKE

To log into a student account on Handshake:

1) Go to https://stonybrook.joinhandshake.com/login

2) Click the ‘Stony Brook University Student Login’ option; enter with your NetID and NetID password

3) After logging into Handshake, you will see a black Tool Bar on your left-hand side
   
   Click ‘Experiences’ on the left navigation bar

4) On your upper right-hand side, click ‘Report an Experience’ and fill out the Experience form with all of the details of your position.
On this page, please select the correct term – ex. **SPRING 2017**. Select the Employer (Example: Stony Brook University; if you cannot find an employer in the Handshake database, please select: **The employer is not listed, let me type my own**.

Add details on the internship, your Supervisor’s name/email/title/phone. If you applied through Handshake, you can find the position title in the database under “Job”. If you applied outside of Handshake, leave the “Job” row blank. Since your position does not exist in the system, the information cannot be populated.

Next, answer all questions under the section “General”. Please answer all the following questions, as they are mandatory!

Then, click on a green button ‘Create Experience’ on your lower right-hand side.

5) This will take you to the Overview page of the experience where you can:

i. View the details of your experience

ii. Review your supervisor information and communicate with the career center in the **Comments and Activity** section

iii. Add **Learning Objectives** to measure the effectiveness of your experience and collaborate with your supervisor(s) / faculty advisor(s) on your goals

iv. View or add attachments to the experience under the **Attachments** section on the left side of the screen

v. Make sure to check in on the **View Details** under **Experiences** section to see if your experience has been approved

vi. Once your experience has been approved you can stay connected to the career center by communicating in the comments section and view evaluation from the advisors involved
**Don’t forget to add ‘Learning Objectives’** – they indicate what you want to learn while working in this internship. After adding learning objectives, click ‘Save’ and ‘Approve’.

**Examples of Learning Objectives:**
- Gain experience in creating on-the-spot marketing plans for clientele.
- Enhance my ability to accurately diagnose problems and identify steps to solve them.
- Gain an understanding of the inventory control process.
- Strengthen my interpersonal communication skills with customers.

6) Now, the approval process to receive credits for the internship will be initiated. Your supervisor and faculty member will receive an email to approve your record. After the faculty/supervisor approval, permission to add the EXT 288 or 488 internship course is granted to you in SOLAR.