

IU KOKOMO

Internship Policies and Procedures

Definition

An internship is defined as an agreed upon structured, deliberate, experiential learning experience in the area of the student's career interest in a work setting for which the student may or may not earn academic credit and for which the student may be paid or unpaid. The experience is driven by intentional learning goals and objectives which extend the student's knowledge and understanding of classroom outcomes and accompanied by structured reflection.

Objectives

Internships provide a wealth of benefits for our students

- Valuable work experience that complements classroom preparation
- Learn new skills and experiences to enhance résumé
- Increased marketability on the job front
- Networking opportunities
- Development of professional skills
- Practice with communication and team working skills
- Confirmation of major and career choice
- Provides a bridge between school and the professional world
- Builds self confidence in the student, and helps students focus on their career path
- Students who have interned return to the classroom with heightened focus and a significantly greater appreciation for the relevancy of their classroom and/or laboratory coursework.
- Possible monetary compensation (by IU Kokomo or the employer) and academic credit

Eligibility

- Enrolled in a degree-seeking program at Indiana University Kokomo
- Junior or senior grade level
- Must have permission/approval from an academic major faculty supervisor in order to register and receive academic credit
- Required to have résumé critiqued by the Office of Career Services
- Must maintain a G.P.A. of 2.0

Student responsibilities/guidelines

- Schedule an appointment with the Office of Career Services at least one semester in advance.
- Follow University guidelines
- Notify the Office of Career Services if contacted by an employer for an interview or offered a position
- Complete all academic requirements in conjunction with the internship
- Follow policies and procedures of the company where conducting the internship
- Fulfill length of work assignment
- Notify the Office of Career Services and faculty supervisor if any problems or discrepancies arise while in the work assignment
- If receiving compensation from the University- **SUBMIT TIME SHEET ON TIME!!** (Friday by noon- payroll schedule is given to each student)

Internship process

- Talk with your faculty supervisor about the requirements and determine if you will be able to complete an internship for academic credit.
- Schedule an appointment with the Career Services office to discuss internship opportunities
 - Think about your goals, interests, and skills
 - Have ideas where and what you would like to do
- Schedule an appointment with Career Services to have your résumé critiqued
- Your résumé will then be sent to prospective employer(s)
- Student will then have an interview, once they have been offered a position and accepted, students must contact the Office of Career Services to schedule a final paperwork appointment
 - Internship candidate form needs to be signed by the student's site supervisor. It should also be signed and completed by a faculty supervisor if receiving credit.
- To receive credit, students must register and pay the per-credit hour fees for the internship
- Copies of the Internship candidate form will be sent to the student, employer, and faculty supervisor
- Evaluation of the Experience

Credit vs. Non-Credit

Students can receive credit through their academic unit. Completing an internship is not a requirement for some academic programs. However it is very beneficial to have an internship experience. If you are interested in receiving credit, you must contact your academic department to determine eligibility and to obtain a faculty supervisor. You must schedule an appointment with the Office of Career Services to complete paperwork. To receive credit students must register and pay the per-credit hour fees for the internship.

If you are not interested in receiving credit, it is still important to work with the Office of Career Services as they can facilitate the experience, serve as campus liaison, and offer support. Students do not need to register for the internship class, if it is not for credit.

Hours

Students must complete 40 working hours per credit hour with the exception of accounting students and their requirements are 80 working hours per credit hour. If a student needs to complete a 3 credit hour internship course for credit, they must complete 120 (or 240 for accounting students) working hours at their internship.

Paid vs. Unpaid

Not every company/organization is able to pay their interns. The employers who are able to pay interns determine if compensation will be a stipend or an hourly wage. This will vary depending on the employer and the industry. An internship may be unpaid because the employer does not have financial resources to pay the intern. In this case, IU Kokomo has limited funds available to pay students for their first 3 credit hours of an internship, if the student is enrolled for internship credit. There are several valuable benefits from an internship, other than compensation. The experience alone outweighs financial compensation. Gaining professional experience, insight on a particular occupation and establishing connections are just a few opportunities internships can offer.