Spring 2014

THE OFFICE OF CAREER ADVANCEMENT
INTERNSHIP PROGRAM GUIDE

Dear Student,

Guess what…it is time to get ready for your internship! Your Academic School and the Office of Career Advancement wants to inform you about the internship process. You must start AND COMPLETE the process in the semester prior to your actual internship!

1. Apply
The semester before the internship starts!

→

2. Place
The semester before the internship starts!

→

3. Register
The semester before the internship starts!

→

4. Intern
Begin working at your internship site and log in to Blackboard!

Spring 2014 Internship Guidelines/Deadlines

Mon., Feb. 10th – Fri., April 25th	• Check with your advisor to determine eligibility! • Submit your Internship Application with an OCA-approved resume to the OCA Internship Coordinator. • Start your Internship search and secure a placement. • Register for the Internship course. • If you have significant experience in the field related to your major (you must have at least 3 years for Associates, 5 years for Bachelors), you may petition to take another course instead of the Internship course. ***You must petition your Dean to determine whether the amount and breadth of experience will allow you to take another course.*** • ***You may not use your current job for an internship*** unless you can work in a different department with different and increased responsibilities. This must also be approved by your Dean and your Internship Coordinator.
Tues., Feb. 25th: 12:15 PM/ 5:30 PM **(New Rochelle Campus)** **OR** **Thurs., Feb. 27st: 12:15 PM/ 5:30 PM** **(Bronx Campus)**	• Attend **Internship Crash Course** to learn more about the requirements, expectations, and tips on securing placements.
Wednesday, March 19th **4 PM – 6 PM** **Mintz Auditorium, King Hall, BX**	• Attend the **College-wide Job & Internship Career Fair.** Employers come on campus to recruit students for internships • OCA_approved resume, Monroe College ID, and professional attire required
Fri., April 25th	***Submit Internship Agreement Forms to the OCA. You must be placed before the semester starts on APRIL 25th.*** ***Please know that if you do not meet the APRIL 25th deadline with an Internship Agreement Form, you will not be able to take the course until the Fall 2014 semester…even if you need it for graduation!**

VISIT THE OCA FOR ALL YOUR INTERNSHIP NEEDS!

Sincerely,

Barry Greene, Executive Director, OCA, bgreene@monroecollege.edu
Cathy Carbonelli, BX Internship Division Coordinator, ccarbonelli@monroecollege.edu
Veralyn Gabriel, NR Internship Division Coordinator, vgabriel@monroecollege.edu

INTERNSHIP FAQs

WHAT IS AN INTERNSHIP?

An internship is an outside experience in the industry of your chosen career that gives students the opportunity to integrate academic study with professional work experience in job placements. The experience will directly relate to your college majors and/or career interests.

As the name implies, it is a joint effort in which businesses, government, social and cultural agencies work with the college. The program is designed to enhance academic and personal growth through the practical application of theoretical and technical knowledge gained in the classroom. You will get a head start networking and making professional contacts, exploring their career options while building their resumes for future employment opportunities.

> Through the ***Internship Program***, you will learn about the variety of possibilities that are open to them with their particular academic training, personal interests and values. You will acquire a clearer understanding of the work environment and a greater appreciation of the considerable skills that professionals themselves bring to the work environment. Since you have an opportunity to relate theory to application in your Internship placements, you will easily see the relationship between the "world of the classroom" and the "world of work."

HOW DOES AN INTERNSHIP WORK?

The ***Internship Program*** provides you with a series of work experiences, either at the same organization or at two or more organizations. You are allowed to earn up to 9 credits during their college career (6 during your Bachelor's degree and 3 during your Associates degree **OR** 6 during your Associates degree and 3 during your Bachelor's degree). Each successive work experience offers new responsibilities and challenges and builds on the previous one and on the academic work completed between or during the work experiences.

WHAT ARE CREDIT AND NON CREDIT INTERNSHIPS?

You can earn 3 - 9 academic credits for your work experience through prescribed Internship courses. If you are interested in getting work experience in your field and do not meet the requirements, you can gain work experience without earning academic credit.

HOW DOES THE OFFICE OF CAREER ADVANCEMENT ASSIST WITH PLACEMENTS?

We will do all we can to assist you in finding an internship. Whether or not you obtain a placement will depend on how well you fare in the job search process. We will help you develop an effective resume and we will coach you on successful interviewing. Once provided with the opportunity for an interview, however, you must secure the position yourself, often in competition with other students, from both Monroe College and other colleges.

WHAT IS A CORPORATE INTERNSHIP?

A Corporate Internship is a highly-specialized six-credit program designed to provide students with the opportunity to apply theoretical knowledge obtained in the classroom within a corporate setting. Through this experiential process, students are prepared to perform as professionals by gaining "Real Life" experience through the rigors of a highly structured internship program. A Corporate Internship can be an integral part of each of the majors, usually taking place in the third semester. The qualities, goals and advantages that distinguish "Corporate Internships" from the standard internship format are:

- Students are required to complete approximately 40 hours per week, totaling 320 work hours over the course of a semester
- Students receive 6 credits
- There is a higher degree of synchronization between the classroom and internship experience
- The extensive exposure and hands on experience enables the student to gain an in depth understanding of the industry
- Direct involvement in projects, thereby assisting the company in resolving specific problems and extending one's knowledge base
- The sponsoring company gets to know prospective full-time candidates, assessing his/her profile and fit for future positions

The prospective employer makes the final decision on whether or not you are hired. The internship placement process takes time.

Get started early!

Spring 2014

GUIDELINES FOR THE INTERNSHIP PROGRAM

PREREQUISITES

You must have at least 30 credits in the Associate's program or 60 credits in the Bachelor's program in order to register.

COURSE REQUIREMENTS

- Each major is required to complete a minimum amount of hours for the semester. You are more than welcome to surpass the required hours. The position must be related to your major. The following is the required hours for each major:
  - **Accounting:** 120 hours, approximately 10 hours per week
  - **Business:** 120 hours, approximately 10 hours per week
  - **Criminal Justice**: 100 hours, approximately 10 hours per week
  - **Culinary, Baking & Pastry Arts, and Hospitality (AAS):** 120 hours, approximately 10 hours per week
  - **Health Services Administration:** 120 hours, approximately 10 hours per week
  - **Hospitality Management (BBA):** 160 hours, approximately 15 hours per week
  - **Information Technology: (AS)** 120 hours, approximately 10 hours per week
    (BS)160 hours, approximately 15 hours per week
  - **Medical Administration:** 120 hours, approximately 10 hours per week
  - **Public Health:** 120 hours, approximately 10 hours per week
  - **Pharmacy Technician:** 200 hours, approximately 20 hours per week
- A faculty advisor is assigned to you according to your major once you have registered for the course with your Academic & Retention Advisor. Your Faculty Advisor will give you the syllabus for the course. **All assignments must be completed in Blackboard beginning the first week of the semester whether or not you started your internship!**

PROTOCOLS

- Attend a mandatory **Internship Informational Session** prior to the semester of internship
- Visit the OCA to start the placement process **before** registering for the internship course
- Meet with your OCA Career Advisor to create and approve a marketable resume
- Upload an OCA-approved resume on Mustang Joblink (monroe-csm.symplicity.com/students)
- Meet with your OCA Internship Coordinator immediately to get assistance with your internship placement
- Search Mustang Joblink for internship opportunities and apply to multiple internship positions. ***The process of securing an internship placement takes time, so give yourself at least a month to search and obtain the best placement for you***
- Register for the Internship course (see course registration codes below) with your Academic Advisor
- Set up an appointment with an OCA Career Advisor for a mock interview (optional)
- Once you are placed, submit your Supervisor's business card to your OCA Internship Coordinator. We will then email an agreement form to your Supervisor. Once we receive the agreement form and approve your internship site, you will then receive a detailed packet with your timesheets.
- At the beginning of the semester, check Blackboard for your course syllabus and assignments. **Complete all assignments by the deadline whether or not you started your internship hours. Inform your Faculty Advisor and Internship Coordinator when any problem arises.**
- Attend the two mandatory internship meetings held by your Internship Coordinator and Professor during the semester
- Scan your timesheets weekly. Upload them to Blackboard each week and submit a copy to your Internship Coordinator (via email or in person)

COURSE REGISTRATION CODES

AAS Internship Course Code Numbers for Registration:

Accounting	**AC-290/291**
Business Administration	**MG-290/291**
Information Technology	**IT-290/291**
Criminal Justice	**CJ-290/291**
Hospitality/ Culinary Arts/Baking and Pastry Arts	**HP-290/291**
Medical Administration	**HA-290/291**

BBA Internship Course Code Numbers for Registration:

Accounting	**AC-390/391**
Business Management	**MG-390/391**
Information Technology	**IT-390/391**
Criminal Justice	**CJ 390/391**
Health Services Administration	**HA-390/391**
Hospitality Management	**HP-390/391**
Public Health	**PH 396**

MBA Internship Course Code Numbers for Registration*:	**MG-690/691/692**
MS in Criminal Justice*	**CJ 690**

*** Graduate students are advised to visit their Career Advisor in the OCA and Academic Advisor in the King Graduate School regarding the internship process**

SIX EASY STEPS TO THE INTERNSHIP PROCESS (For Students)

STEP 1

Submit a complete Internship Application form with your OCA-Approved resume to the Internship Coordinator

STEP 2

Register for an internship course with your Academic Advisor

STEP 3

Apply to internship sites and follow up within a week after initial submission. Update OCA Internship Coordinator with progress

STEP 4

PLACED!-Have your Internship Site Supervisor complete agreement form and submit to the OCA

NOT PLACED! - Live at the OCA until you get placed

STEP 5

Now that you submitted your agreement form, receive your internship packet!

Review with your Internship Coordinator and sign it

STEP 6

Submit your timesheets weekly as you complete your hours!

Upload them to your internship drop boxes in Blackboard and email a copy to your Internship Coordinator

REMINDER 1

Log on to your internship course beginning the 1st week of classes in Blackboard and complete assignments whether or not you started working at your internship!

REMINDER 2

You must be placed by the first day of classes. If not, you will not be able to take the course until the following semester…even if you need it for graduation!

REMINDER 3

Communication is key! Consistently inform the Internship Coordinator and Internship Professor of your internship progress and if any problems arise.