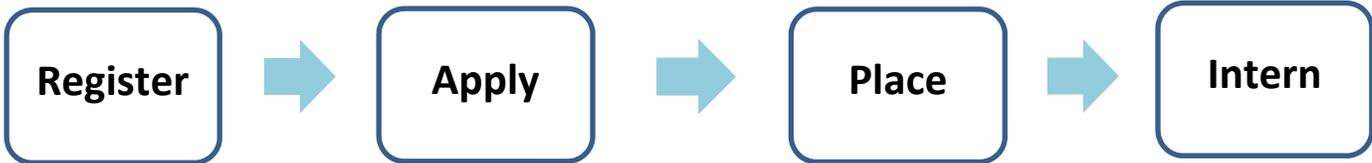


CAREER SERVICES

INTERNSHIP PROGRAM GUIDE

Dear Student,

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



Fall 2017 Internship Guidelines/Deadlines

Mon., June 19th – Tues., August 29th	Complete all steps of the Internship process (see pg. 2).
Wed. July 19 4:00 PM – 6:00 PM Mintz Auditorium, Bronx Campus	Attend the <u>Internship Fast Lane!</u> Meet with employers for a possible internship placement. *Career Services-approved resume, Monroe College ID, & professional attire required.
Tues., August 29th <u>Internship Placement & Agreement Form Deadline</u>	*Please note that if you do not meet the Tuesday, August 29th deadline with an Internship Agreement Form, you will not be able to take the course until the Winter 2017 semester... even if you need it for graduation!

VISIT CAREER SERVICES FOR INTERNSHIP ASSISTANCE!

Sincerely,

Pamela DellaPorta, Executive Director, Career Services, pdellaporta@monroecollege.edu

Career Services Internship Team:

BX Campus:

Dr. Militza Gonzalez: Criminal Justice (C.J.), Human Services (H.S.), & MBA Interns

migonzalez@monroecollege.edu

Cathy Carbonelli: Allied Health, Baking & Pastry and Culinary Arts, Hospitality Management, & MPH Interns

ccarbonelli@monroecollege.edu

Ashley Alaimo: Business and Accounting Interns

aalaimo@monroecollege.edu

Brigitte Perez: Computer Information Systems & MSCS Interns (Both Campuses)

bperez@monroecollege.edu

NR Campus:

Veralyn Gabriel: Allied Health, Baking & Pastry and Culinary Arts, Hospitality Management, C. J., H.S., & MPH Interns

vgabriel@monroecollege.edu

Paula DeGregorio: Business and Accounting & MBA Interns

pdegregorio@monroecollege.edu

Debbie Leung: MBA Interns & CPT paperwork

dleung@monroecollege.edu

MONROE COLLEGE

INTERNSHIP PROCESS (Student Guide)

STEP 1

Register for the Internship Course

STEP 2

Meet with your Career Advisor to review your Resume

STEP 3

Upload approved resume on Mustang

STEP 4

Complete Internship Application Form on Mustang Joblink

STEP 5

Explore placement options with your Internship Coordinator

STEP 6

Apply for internship positions and begin interviewing process

STEP 7

Submit Internship Supervisor's business card to Internship Coordinator upon accepting an offer

STEP 8

Internship Supervisor submits agreement form to Internship Coordinator for approval

STEP 9

Attend Blackboard Training

STEP 10



You are officially an intern!

Complete your hours at the internship site, complete all assignments on BlackBoard, and attend mandatory meetings.

****F1 students also have to complete CPT paperwork once their internship is approved****

GUIDELINES FOR THE INTERNSHIP PROGRAM

PREREQUISITES:

- You must have at least **30 credits in the Associate’s program** or **72-75 credits in the Bachelor’s program** in order to register.
- Graduate students are advised to visit their Academic Advisor in the King Graduate School regarding registration for the internship course.

COURSE REQUIREMENTS:

1. Each major is required to complete a minimum amount of hours for the semester. You are more than welcome to surpass the required hours. Hours are tracked via timesheets provided by the college and must be scanned and submitted to the Internship Professor through BlackBoard and via email to internships@monroecollege.edu. The position must be related to your major.

The following is the required hours for each major:

Undergraduate Students:

- **Accounting:** 160hours, approximately 15 hours per week
- **Business/ Sports Management:** 160 hours, approximately 15 hours per week
- **Computer Information Systems:** 160 hours, approximately 15 hours per week
- **Corporate Internships (6 credits):** 320 hours, approximately 30 hours per week
- **Criminal Justice:** 160 hours, approximately 15 hours per week
- **Culinary, Baking & Pastry Arts, and Hospitality (AAS):** 120 hours, approximately 12 hours per week
- **Diagnostic Medical Sonography:** 160 hours, approximately 15 hours per week
- **Health Services Administration:** 160 hours, approximately 15 hours per week
- **Hospitality Management (BBA):** 160 hours, approximately 15 hours per week
- **Human Services (AAS and BS):** 160 hours, approximately 15 hours per week
- **Medical Administration:** 120 hours, approximately 15 hours per week
- **Public Health (BS):** 160 hours, approximately 15 hours per week

Graduate Students:

- **MBA/ MSCJ:** 120 hours, approximately 15 hours per week
- **MS in Public Health:** 240 hours, approximately 24 hours per week

2. 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!
3. Students are required to attend all mandatory meetings (on-site and/or online).

COURSE REGISTRATION CODES:

Associate’s Degree Internship Course Code Numbers for Registration:

Accounting	AC-290/291
Business Administration/ Sports Management	MG-290/291
Diagnostic Medical Sonography (Practicum)	DS-240/241/242
Hospitality/ Culinary Arts/Baking and Pastry Arts	HP-290/291/293/294
Human Services (Practicum)	HS-250/255
Medical Administration	HA-290/291

Bachelor’s Degree Internship Course Code Numbers for Registration:

Accounting	AC-390/391/395
Business Management/ Sports Management	MG-390/391/395
Computer Information Systems	IT-390/391/395
Criminal Justice	CJ-390/391/395
Health Services Administration	HA-390/391/395
Human Services (Practicum)	HS-450/ 455
Hospitality Management	HP-390/391/395
Public Health	PH-396

King Graduate School Internship Course Code Numbers for Registration:

MBA	MG-690/691/692
MS in Criminal Justice	CJ-690
MS in Public Health	PH-780

INTERNSHIP FAQs

❖ WHAT IS AN INTERNSHIP?

An internship is an outside experience in the industry of a chosen career that gives students the opportunity to integrate academic study with professional work experience in job placements. The experience will directly relate to their 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. Students 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*, students 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 your 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?

When students are completing an internship for academic credit, they gain valuable experience in their field of study, while taking a prescribed online internship course. The course would appear on their academic transcript. For undergraduate students, each internship course is worth 3 credits (6 credits for corporate internships). Students can earn up to 9 academic credits for multiple internships. This course is required for all Bachelor’s degrees and some Associate’s. Graduate students should reach out to their academic advisor, as students are evaluated on an individual basis.

If you are interested in obtaining work experience in your field and do not meet the requirements, you can gain work experience without earning academic credit (i.e. volunteering).

❖ HOW DOES CAREER SERVICES ASSIST WITH PLACEMENTS?

We will do all we can to assist you in finding an internship. However, you must secure the position yourself. Whether or not you obtain a placement will depend on how well you fare in the job search process. We will also help you develop an effective resume and coach you on successful interviewing skills. Keep in mind that you’re often in competition with other students, from both Monroe College and other colleges. **The prospective employer makes the final decision on whether or not you are hired. The internship placement process takes time. Get started early!**

❖ WHAT IS A CORPORATE INTERNSHIP?

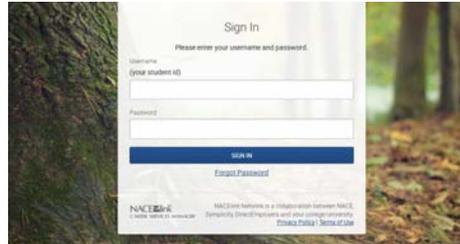
A Corporate Internship is a highly-specialized six-credit program designed to provide students with the opportunity to apply theoretical knowledge obtained in the classroom within a corporate setting. Through this experiential process, students are prepared to perform as professionals by gaining "Real 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 30 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

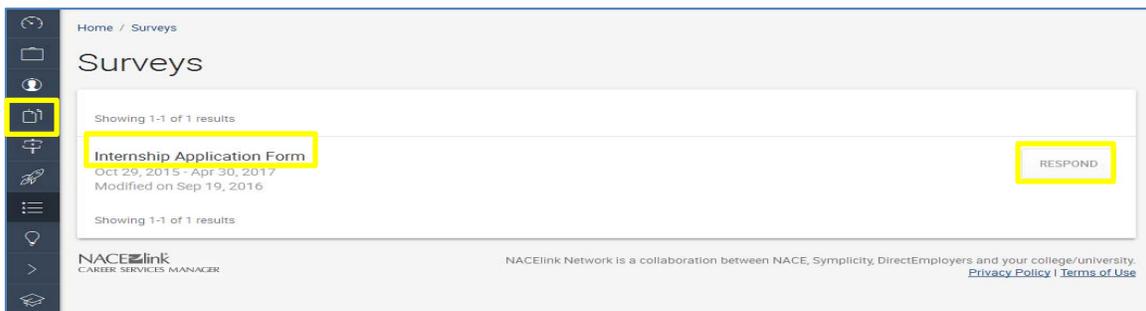
WELCOME TO MUSTANG JOBLINK'S "How to Guide" for Internship Students

Mustang JobLink: Career Services serves as home to Mustang JobLink, a database that serves as a hub for employers and students to connect and interact when there are job and internship opportunities available. You also receive important announcement such as: events, Job and Internship Fairs and On Campus Recruitment.

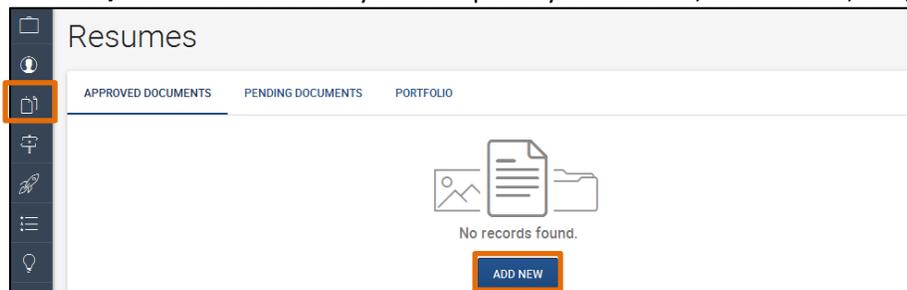
1. **Open a browser, visit <https://monroe-csm.symplicity.com/students/>.** You will land directly on the following page:



2. **Enter your Username:** Student ID (7 digit #)
3. **Enter your Password:** If you are a freshman, password is "MONROE" all caps. If you are an upperclassman student, you probably have to reset your password.
4. **Resetting your password:** If you reset your password, your new password will be sent by the automated system to the preferred email in the database. However, you should always check both your Monroe College and personal emails as it is very common to forget which email you have indicated to have as your preferred.
5. **Click on the Surveys Tab/Icon:** In this section you will find your internship forms. Please click the respond button to fill out and hit the submit button once you are done.



6. **Click on the Documents Tab/Icon:** In this section you can upload your resume, cover letter, and/or thank you letter.



7. **Click on the Jobs Tab/Icon:** In this section you can browse and apply for internships and jobs.



