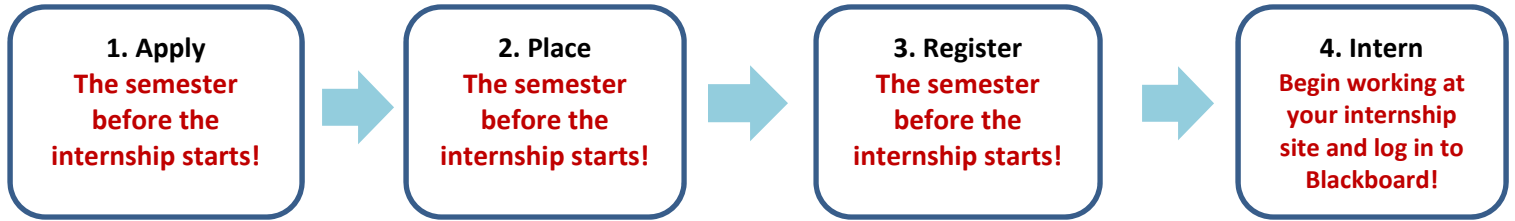


THE OFFICE OF CAREER ADVANCEMENT  
INTERNSHIP PROGRAM GUIDE

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!



Fall 2014 Internship Guidelines/Deadlines

<p><b>Bronx Campus:</b> Mon., June 16<sup>th</sup>: 5:30 PM Tues., June 17<sup>th</sup>: 12:15 PM</p> <p><b>OR</b></p> <p><b>New Rochelle Campus:</b> Wed., June 18<sup>th</sup>: 5:30 PM Thurs., June 19<sup>th</sup>: 12:15 PM</p>	<ul style="list-style-type: none"> <li>Attend an <b>Internship Crash Course</b> to learn more about the requirements, expectations, and tips on securing placements.</li> </ul>
<p><b>Mon., June 23<sup>rd</sup> – Fri., Sept. 5th</b></p>	<ul style="list-style-type: none"> <li>Check with your advisor to determine eligibility!</li> <li>Submit your Internship Application with an OCA-approved resume to the OCA Internship Coordinator.</li> <li>Start your Internship search and secure a placement.</li> <li>Register for the Internship course.</li> <li>If you have <u>significant</u> 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 <u>another course</u> instead of the Internship course. <b><i>You must petition your Dean to determine whether the amount and breadth of experience will allow you to take another course.</i></b></li> <li><b><i>You may not use your current job for an internship</i></b> 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.</li> </ul>
<p><b>Wednesday, July 16<sup>th</sup></b> <b>4 PM – 6 PM</b> <b>Mintz Auditorium, King Hall, BX</b></p>	<ul style="list-style-type: none"> <li>Attend the <b>College-wide Internship Fair</b>. Employers come on campus to recruit students for internships.</li> <li>OCA-approved resume, Monroe College ID, and professional attire required.</li> </ul>
<p><b>Fri., September 5<sup>th</sup></b></p>	<p><b><u>Submit Internship Agreement Forms to the OCA. You must be placed before the semester starts on SEPTEMBER 10<sup>th</sup>.</u></b></p> <p><b>*Please know that if you do not meet the SEPTEMBER 5<sup>th</sup> deadline with an Internship Agreement Form, you will not be able to take the course until the Winter 2015 semester...even if you need it for graduation!</b></p>

**VISIT THE OCA FOR ALL YOUR INTERNSHIP NEEDS!**

Sincerely,

Pamela DellaPorta, Executive Director, OCA, [pdellaporta@monroecollege.edu](mailto:pdellaporta@monroecollege.edu)

Cathy Carbonelli, BX Internship Division Coordinator, [ccarbonelli@monroecollege.edu](mailto:ccarbonelli@monroecollege.edu)

Veralyn Gabriel, NR Internship Division Coordinator, [vgabriel@monroecollege.edu](mailto: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 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 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 (i.e. volunteering).

### **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!***

**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, MS in Public Health is 240 hours, approximately 20- 30 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 Crash Course** 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
Criminal Justice	CJ-290/291
Hospitality/ Culinary Arts/Baking and Pastry Arts	HP-290/291/293/294
Information Technology	IT-290/291
Medical Administration	HA-290/291

**BBA Internship Course Code Numbers for Registration:**

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

**MBA Internship Course Code Numbers for Registration\*:**

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

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