

Internship Information for Site Supervisors

INT100 and INT200 Internships

The Endicott College INT100 and INT200 internships are two-credit experiential learning courses in which students complete a structured 120-hour* internship and related academic assignments. Students attend a series of pre-internship classes prior to their internships. These courses are a graduation requirement for each student. Through the internship field experiences, students have the opportunity to gain exposure to a work environment related to their major, develop essential professional skills, make professional contacts, share their ideas, and apply what they have been learning in school. Sponsors gain eager interns to contribute and learn from their internship mentors!

*Students are expected to complete 120 hours at the internship site unless alternative arrangements have been approved by the internship faculty.

College Requirements

- All proposed internships must relate to the student's academic field of study.
- All students must have their proposals approved prior to the start of the internship.
- Any change in the location of an internship requires a new proposal.
- Students are expected to complete 120 hours at the internship site unless alternative arrangements have been approved by the internship faculty.
- Additional assignments, outside of the field experience, are required as described in each course syllabus.
- Two credits are granted for the successful completion of each internship course.

Sponsor/Site Supervisor Responsibilities

- Provide an internship opportunity of at least 120 hours unless alternative arrangements have been approved by the internship faculty.
- Provide an orientation to your organization.
- Assist the student in establishing goals for the internship.
- Set clear expectations. Discuss work expectations, responsibilities, how work is evaluated, and workplace policies and procedures.
- Place the student in an activity that provides maximum exposure to the major field of study.
- Provide a workspace for the student if the student is completing their internship onsite.
- Provide ongoing supervision and direction to the student.
- Complete a timesheet confirming the hours worked and a final evaluation on the student's performance. Forms are provided by the College.
- Notify the College if the student does not meet the agreed-upon work expectations or number of hours.
- Financial compensation is not required by the College. The matter is left entirely to the individual organization. Please see [paid internships](#) for more information.

Student Responsibilities

- Complete all pre-internship course requirements.
- Submit your internship proposal for approval by your internship faculty. Do not commit to your site prior to receiving approval by your internship faculty.
- Connect with your internship site in the weeks prior to the start of your internship.
- Understand expectations for start date, time to arrive at work, and dress code.
- Draft your internship goals, and meet with your supervisor at the start of your internship to review.
- Perform all internship duties with willingness, professionalism, and interest.
- Be sure that your signed timesheet and completed supervisor's evaluation are returned submitted prior to the internship end date.
- Promptly bring to the attention of your internship faculty any concerns or problems you have while out on your internship.

The Semester Internship

The semester internship is typically a full-time* 14/15-week field experience. During the internship, students are also registered for an internship seminar course (course code 480) that they must attend each week. Upon successful completion of the internship and seminar, the student receives 12 academic credits.

*Students are typically at their internship site 4 days per week averaging 8 hours per day. However, exceptions may be allowed depending on industry standards and approval from the internship faculty and school dean. [Click here](#) for our Co-Op policy.

College Requirements

- All proposed internships must relate to the student's academic field of study.
- All students must have their proposals approved by the assigned internship faculty and school dean prior to the start of the internship.
- Any change in the location of an internship requires a new proposal.
- A site visit (in person or remote) will be made within the first six weeks of the internship on a day and time convenient for the site supervisor.

Sponsor/Site Supervisor Responsibilities

- Be a mentor for your intern.
 - Answer questions and provide guidance and feedback regularly.
 - Help the intern to understand the specifics of your department, the company/organization, and the professional industry or field.
 - Encourage the student to be an active learner and problem solver.
- Assist the intern with formulating learning objectives.

- Come to an agreement on the intern's required learning objectives and responsibilities.
 - Provide resources that will facilitate the accomplishment of those goals.
- Please see the sample site supervisor evaluation. For a deeper understanding of the student's academic requirements please ask your intern for a copy of their semester internship seminar syllabus.
- Provide a structured work experience.
 - Give the intern specific tasks and timelines with explicit performance criteria.
 - Schedule weekly check-in meetings to discuss the intern's progression on assigned work and projects.
 - Agree upon an action plan that will be reviewed at the next check-in meeting.
- Provide an onboarding process to the intern.
 - Discuss the common expectations for professional behavior such as arrival and departure times from work, dress, personal phone calls, time off for appointments, etc.
 - Introduce them to other employees and make sure they have all of the necessary resources to complete their work.
- Communicate to the semester internship seminar faculty or the internship faculty as soon as possible if any problems arise that you are unable to resolve with the intern.
- Fill out the semester internship supervisor evaluation. A link to the evaluation will be emailed to the intern's supervisor toward the end of the internship.

Internship Faculty Responsibilities

- The internship faculty (along with the school dean) approves the student's proposed internship site.
 - The Internship Office then sends an email confirmation to the site supervisor.
- Initiates an introductory phone call to the site supervisor when an organization is accepting an Endicott intern for the first time.

Semester Internship Seminar (480) Faculty Responsibilities

- Assists in the development of learning objectives (goals) and approves the learning agreement.
- Conducts regular check-ins, a site visit, and is responsible for tracking progress on the learning objectives.
- Assigns readings, projects, papers, and reflective journals designed to integrate the student's prior academic work with the internship experience.
- Determines the final grade for this 12-credit field experience.

Student Responsibilities

- Complete all pre-internship course requirements.
- Submit your internship proposal for approval by your internship faculty. Do not commit to your site prior to receiving approval by your internship faculty.
- Connect with your internship site in the weeks prior to the start of your internship.
- Understand expectations for start date, time to arrive at work, and dress code.
- Complete the learning agreement. Draft your internship goals, and meet with your supervisor during the first week to receive feedback and suggestions.
- Perform all internship duties with willingness, professionalism, and interest.
- Submit signed timesheets and completed supervisor evaluation before the completion of your internship.
- Promptly bring to the attention of your internship faculty any concerns or problems you have while out on your internship.
- Complete an evaluation of the internship site. This information is available to all students when researching internship sites.

The Learning Agreement

- The Learning Agreement is used to help the student articulate learning objectives and to provide a framework for the student and site supervisor to structure the intern's time during the internship. A minimum of four goals should be developed.
- The student should secure all signatures and hand in a final copy of the learning agreement to the faculty supervisor and to the site supervisor shortly after the start of the internship.

ADDITIONAL INFORMATION

Paid vs. Unpaid Internships

While Endicott does not require its interns to be paid for their work, we strongly encourage employers to consider the benefits of paying interns, the impact of unpaid internships, and alternative forms of compensation. We are committed to providing equitable access to internships and providing support, including the opportunity for students to be in campus housing for their summer and winter internships, a travel stipend and discounted MBTA passes.

Benefits of paying interns

- Paid internships attract more candidates, and likely the most qualified candidates
- Paying interns demonstrates the value they bring to an organization

- Paid internships create equity in the workplace; many students simply cannot afford to do unpaid internships, for the reasons cited below

Impact and potential costs to students and employers for unpaid internships

Because **students** are typically away from campus during their internships and devoting significant time to them, they incur costs related to these experiences, including:

- Meals—students cannot access their campus meal plans while at their internship sites
- Travel expenses to and from their sites—train, parking, gas, wear and tear on their vehicle
- Limited hours for paid employment based on their internship schedule—many students work part-time while in school and often have to reduce their hours at paid employment in order to complete their internships
- Cost for professional clothing needed to dress appropriately for their sites

Employers could face financial risk if having an employee is misclassified as an unpaid internship according to the U.S. Department of Labor's [Internship Programs Under the Fair Labor Standards Act](#).

Alternative forms of compensation

If your organization is unable to offer an hourly wage, please consider whether your organization could offer an intern any of the following alternative forms of compensations:

- Stipend for expenses related to the internship, such as travel, meals, housing
- Paying for professional development opportunities such as conferences, professional meetings, trainings, etc.

A note about academic credit

Although our students are taking their internship for credit, course credits and compensation should not cancel each other out. Credits help to document student learning with the college, and students pay tuition for the credits. Compensation helps to account for the value the intern will create for your organization. Therefore, academic credit alone is insufficient as compensation and should not be used to justify an unpaid internship.

Additional resources

The National Association of Colleges and Employers (NACE) has issued a [position statement](#) on unpaid internships, calling for federal action to address the problems, particularly around equity, of unpaid internships.

Additionally, the U.S. Department of Labor provides a [fact sheet](#) regarding internship programs under the Fair Labor Standards Act.

Cannabis Policy

Endicott College policy regarding posting jobs and internships and approving internships in cannabis-related areas: Endicott College will not approve job postings or internships involved with the use, production, testing, or distribution of recreational or medical marijuana. Under the

federal law known as the Drug Free Schools and Communities Act, the unlawful possession, use or distribution of marijuana by students and employees on its property or as part of any of its activities is prohibited, and other federal laws also place prohibitions around marijuana. Endicott College complies with applicable federal laws. Updated 3/16/2022

Co-Op Policy

Students are able to complete co-ops that extend beyond the typical 14/15-week semester and/or may require students to work more hours per week. Co-ops are approved through the same proposal process as semester internships. Students are then registered for a zero-credit course either in the summer or winter session to maintain their student status.

Internship Dates

Internship start and end dates are determined by the academic calendar (coincides with the first and last day of classes for the semester) and are listed in confirmation emails as well as the [Key Dates](#) document. Students are not required to work for their internship sites on days the College is closed or during official student breaks. Examples include:

- Campus closure due to weather/emergency events
- Holidays observed by the College
- Formal break periods in the semester (Thanksgiving week for fall and spring break for spring)

Emergency Information

In the event of an emergency (health-related or otherwise) that requires immediate action, please follow your organization's protocols and contact our Public Safety office (978-232-2222) so that we can best support the student.