



**Belmont Abbey**  
COLLEGE

## **Belmont Abbey College Internship Program**

### **INTRODUCTION**

The internship program has been developed as an integral part of the curriculum at Belmont Abbey College. It is intended to contribute meaningfully to the overall academic preparation of the student by providing an opportunity for the practical application of skills and concepts learned in the classroom. An internship is much more than a job; it is a course which offers the student an individualized educational experience through the study of a structured employment situation. The student must be aware of the distinction between doing the job and studying the job. In essence, the job provides the context for the content of the course; it becomes a laboratory for the student, a place where education can occur. Academic credit will be awarded on the basis of the student's ability to demonstrate that such education has occurred.

### **BEHAVIORAL OBJECTIVES; The student intern will...**

1. Demonstrate the ability to make the transition from student to competent professional.
2. Successfully transfer classroom experience to the work environment.
3. Function well in a professional environment.
4. Assess the relationship between the internship experience and previous course work.

### **PURPOSE**

The primary purpose of an internship is to provide the student with an opportunity for experiential learning. Through an internship students enhance their academic knowledge, further their education, and improve their personal and professional development.

### **DEFINITIONS**

#### **Internship**

An internship is a supervised, practical work experience; it is a process of education that formally integrates a student's academic and career interests with productive work experiences in cooperating employer organizations.

- Internships can be paid or unpaid.
- Pastoral or educational settings are acceptable.
- A minimum of 40 hours of work experience is required for each (1) hour of academic credit. A three (3) credit internship will require 120 work hours.
- A maximum of 12 credit hours may be earned for internships.
- All internship credit will be pass/fail.
- Internship credits are elective credits, unless required by the major program.
- Internships may occur during Fall, Spring or Summer sessions.

## **Intern**

The intern is the Belmont Abbey student who qualifies for an internship.

## **Employer**

The Employer is the organization that sponsors the internship.

## **Employer Intern Supervisor**

The Employer Intern Supervisor, an employee of the Employer, is the on-site supervisor during the internship.

## **Faculty Internship Supervisor**

The Faculty Internship Supervisor is the faculty member designated by the Department Chair to evaluate the internship, determine its academic merit, and approve the granting of credit.

## **CRITERIA FOR ELIGIBILITY**

### **STUDENT ELIGIBILITY**

In order to be eligible for an internship, students must meet the following requirements:

1. Must have completed their Sophomore year (58 credit hours); Junior or Senior standing.
  - a. An exception is made for Motorsport Management students, who must have completed MS201 prior to their first internship.
2. Minimum GPA of 2.0

### **ELIGIBILITY FOR ACADEMIC CREDIT**

#### **Content of Work Experience**

1. The student must apply knowledge learned in the academic discipline in which credit is granted.
2. The internship must be appropriately supervised.
3. The setting must provide a mentoring environment that promotes the student's professional development.
4. The experience must provide regular counseling, feedback, and evaluation.

#### **Documentation of Work Experience**

1. Internship Agreement
  - Completed and signed by
    - Intern
    - Employer Supervisor
    - Director of Career Services & Internships
    - Faculty Internship Supervisor
  - Work Hours Log
  - Student's final written report; submitted to Faculty Internship Supervisor
2. Employer evaluation(s) of student
3. Student evaluation of internship experience

## **PROCEDURES FOR ESTABLISHING AN INTERNSHIP**

1. Student meets with the Office of Career Services & Internships for appropriate paperwork
  - *Internship Agreement*: to be completed and signed by student and agency supervisor; submitted to Career Services & Internships Director
  - *Internship Work Hours Log*: a running log to be kept by student and verified by agency supervisor
  - Student, Faculty and Director of Career Services & Internships will search and locate potential internship sites.
  - Student will receive preparation for internships, including resume/cover letter, interview coaching, and other tactics to secure the internship
2. Student schedules conference with Department Chair or Faculty Internship Supervisor to
  - Obtain verification of eligibility
  - Obtain approval of internship placement and credit hours
  - Determine and complete reporting schedule
3. Student enrolls in appropriate academic course through the Office of Career Services & Internships. Total credits and exact course to be determined during registration.

## **PROCEDURES DURING INTERNSHIPS**

1. Student must maintain a weekly *Work Hours Log*
2. Employer Intern Supervisor will monitor the intern's progress
3. Director of Career Services & Internships will contact Employer Intern Supervisor during the course of the internship to discuss progress and handle any issues

## **PROCEDURES FOR COMPLETING INTERNSHIPS**

1. Employer Internship Supervisor must complete an online *Intern Evaluation* survey at completion of the internship
2. Student must complete an Internship Evaluation survey at the completion of the internship
3. Student must submit *Work Hours Log* to Director of Career Services & Internships
4. Student must submit an academic assignment to the Faculty Internship Supervisor
5. Faculty Internship Supervisor evaluates the documentation of work experience to determine academic merit and grade
6. Faculty Internship Supervisor submits a grade to the Registrar
  - "P" grade awarded only when all assignments completed on time
  - Termination from internship and/or failure to complete all assignments will result in a grade of "F."

## **INTERN'S RESPONSIBILITIES**

Every student intern assumes a unique responsibility beyond that to his employer and to him/herself. The intern represents Belmont Abbey College to the business and professional community. The appearance, punctuality, courtesy, and congeniality displayed by the intern will have a profound effect on the success of the program. More importantly, the image that

the student intern projects in the community may influence the availability of similar experiences for other students.

The student will be required to conform to a normal work schedule. However, the weekly work schedule and hours will be arranged at the discretion of the agency supervisor. For example, night and weekend work may often be necessary.

### **For Establishing an Internship**

1. Student completes the *Internship Agreement*.
  - Picks up form from Director of Career Services & Internships
  - Completes and submits to Director of Career Services & Internships
2. Student schedules a conference and meets with the Department Chair.
3. Student will keep a copy of the approved *Internship Agreement*.
4. Student contacts Employer Internship Supervisor.

### **Procedures during Internships**

1. Student must at all times conduct him/herself in a professional manner.
2. Student must maintain a weekly *Work Hours Log*.
3. Student must communicate with Career Services & Internships and Faculty Internship Supervisor via email or personal meetings as directed

### **Procedures for Completing Internships**

1. Student must submit an academic assignment to the Faculty Internship Supervisor. This report is an integral part of the internship and is determined by each academic major.
2. Student must submit a completed and signed *Work Hours Log*.
3. Student must complete the online surveys.

## **FACULTY RESPONSIBILITIES**

The role of the Faculty Internship Supervisor is to assess the academic merit of the internship. The faculty may contact the Employer Intern Supervisor for additional information. The Faculty Internship Supervisor is responsible for awarding academic credit.

### **Faculty Internship Supervisor**

1. During initial conference with student
  - Review the student's *Internship Agreement*; Verify eligibility
  - Determine academic merit
  - Develop academic assignment guidelines with the student intern
  - Review the Student Internship Manual
2. Evaluate the written report and employer evaluation(s) of student to determine academic merit and grade. Submit a grade to the Registrar in conjunction with Career Services & Internships.

### **Guidelines for Determining Academic Merit of Internship Opportunities**

The primary purpose of an internship is to provide the student with an opportunity for experiential learning. An internship must offer the student the opportunity to enhance their academic knowledge, further their education, & improve their personal/ professional development.

Academic merit will be determined based on the content of the internship experience, not on the place worked. The following guidelines have been established to assist faculty in

determining academic merit of internships. It is recognized that an internship need not meet all of these guidelines and that individual departments may have additional requirements.

**An internship should:**

1. Provide an opportunity for the practical application of skills and concepts learned in the classroom.
2. Provide an opportunity for the acquisition of new skills and concepts.
3. Occur in a supervised work environment that provides training, mentoring, observation and counseling.
4. Be much more than a job. It should offer the student an individualized educational experience through the study of a structured employment situation.
5. Provide an opportunity for the making the transition from student to competent professional.
6. Provide an opportunity for supervised problem solving.
7. Consist primarily of meaningful, non-trivial activities.

**EMPLOYER’S RESPONSIBILITIES**

The Employer Intern Supervisor (EIS) is employed by the Employer. The Employer Intern Supervisor is in charge of the student’s training and serves as an agency-based teacher offering instruction and supervision to the intern. The EIS should insure that the intern’s experience is professionally sound, confer with and counsel the intern, make proper assignments, observe and constructively critique the intern’s performance, and provide other experiences leading to professional maturity.

Some of the more specific responsibilities of the Employer and the EIS include:

1. Members of the Employer should treat the intern in a professional manner.
2. Review job description and expectations with the intern.
3. Provide the intern with a work schedule.
4. Provide an orientation session for the intern.
5. Monitor the intern’s performance.
6. Provide the intern with feedback and guidance.
7. Contact the Director of Career Services & Internships immediately if an intern’s performance or behavior is definitely unsatisfactory or detrimental to the Agency.
8. On a timely basis, submit a final evaluation to the Director of Career Services the performance of the intern using the *Final Intern Evaluation* form provided by the college.

**OFFICE OF CAREER SERVICES & INTERNSHIPS RESPONSIBILITIES:**

1. Develop relationships with local, regional, national, and international organizations for the posting and placement of student interns
2. Maintain an updated Internship Database (<https://belmont-abbey-csm.symplicity.com/>) with available internships for each academic term (Fall, Spring, Summer)
3. Assist students with internship search, resume/cover letter development, interviewing tips and practice, and assessment of interests
4. Collect and maintain required paperwork for each internship; paperwork includes the Internship Agreement which is the learning agreement in place between the school, the student intern, and the internship site (business/organization)
5. Notify Registrar of each internship.

6. Monitor each internship by contacting Internship Site Supervisor; serve as advocate and counsel for students and employers on workplace issues; provide customer service to employer organizations as needed
7. Collect and verify Work Hours Logs from each intern at the culmination of the internship. Required work hours are assessed at a 40:1 ratio – 40 work hours to earn 1 academic credit. All required internships are 3 credits and require 120 work hours completed during the term in which the student is registered for the internship course
8. Collect and assess both required surveys: Student Intern Survey and the Internship Supervisor Survey
9. Provide grade recommendation sheet to faculty at the end of each term

## INTERNSHIP HOURS AND CREDITS

All credit bearing internships will regulate a common number of work hours in relation to academic credit at the following ratio:

- 40 on-site internship work hours will earn one (1) academic credit

Therefore, a three (3) credit internship will necessitate 120 on-site work hours.

*Breakdown:*

- 1 credit = 40 work hours
- 2 credits = 80 work hours
- 3 credits = 120 work hours
- 4 credits = 160 work hours

## INTERNSHIP POLICY

### General:

1. Internships are defined as experiential learning opportunities that connect the classroom to the professional world. Internships are **new** learning opportunities that provide new skills, experiences, and opportunities to the intern.
2. Past work experience is **not** eligible to receive academic credit.
3. Current work experiences are **not** eligible to receive academic credit.
4. Internship credit will **not** be given retroactively. **No exceptions.**
5. Internships require the **approval** of the academic major department and the Office of Career Services & Internships.
6. A completed and signed **internship agreement** is required for all internships.
7. Students are not guaranteed internship placement – interns must meet the qualifications set forth by the academic department and the host organization.
8. Students will be responsible for securing their own internship. The Office of Career Services and Internships will maintain contacts and internship postings, but the student is accountable for contacting employers, submitting resume and cover letter, interviewing, and making all final arrangements.
9. **Pay** is determined by the host organization. Internships are covered by the **Fair Labor Standards Act**, with the appropriate covering sections submitted to employers upon interest of posting an internship with Belmont Abbey College.

## Academic Credit:

1. All internships for academic credit **must** meet departmental approval.
2. Internships for credit outside of the major may be taken under the BU453 course and require a faculty supervisor from the intern's academic major.
3. Internship credit is earned on a 40:1 ratio – each 40 onsite work hours equal 1 academic credit.
4. Work hours **must** be completed within the semester schedule timeframe – hours from previous semesters **do not** carry over from one semester to the next.
5. Students **must register** for the internship **during the semester** in which the hours are worked.
6. Internship courses must be registered for in the normal course registration process. The final date to add or drop an internship course will follow the Add/Drop schedule for all courses at the College.
7. Internships may be continued from one semester to the next; however the student is again responsible for any academic assignments required by faculty department.
8. Internships will be **graded** according to set faculty department policy. **Academic assignments** are the responsibility of faculty and the intern.
9. The Office of Career Services & Internships will collect agreements, work hours logs, and online surveys; upon receipt of all documents, faculty departments will be notified for final grading.
10. All final grading and awarding of credit is to be handled by the supervising faculty member.
11. For students that are pursuing a double major at Belmont Abbey College, in which both majors require an internship experience, a single internship experience will suffice for both requirements so long as the internship is focused in an area applicable to both areas of study.



## Internship Agreement

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Date \_\_\_\_\_

Semester \_\_\_\_\_

Year \_\_\_\_\_

Intern (Print Clearly) \_\_\_\_\_

E-Mail (Print Clearly) \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Dorm/Home Phone Number \_\_\_\_\_

Class/Graduation Year \_\_\_\_\_

Major \_\_\_\_\_

Concentration \_\_\_\_\_

Advisor \_\_\_\_\_

Organization Name \_\_\_\_\_

Internship Supervisor \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

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- The Internship agreement is due **prior** to any working hours. Working hours completed before the agreement is approved will not count towards total hours worked.
  - The supervisor and intern should each make a copy of the agreement **before** the original is submitted.
  - Revisions/additions to the agreement may be made by mutual consent of all parties; such revisions shall be documented and filed in the BAC Career Services & Internships Office.
  - Termination from an internship will result in failure of the registered internship course.
  - Student interns must adhere to all employee rules and regulations as dictated by host organization.
  - For a complete copy of Internship Program Policy, please contact BAC Career Services.

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Career Services & Internships • 100 Belmont-Mt. Holly Road • Phone 704.461-6873  
Fax 704.461-6216 • [www.belmontabbeycollege.edu](http://www.belmontabbeycollege.edu)



Learning Agreement: Internship Job Description

The job description is to be determined by the supervisor and must be approved by the Career Services & Internships Office. Please describe the tasks, objectives and or goals of the intern, in as much detail as possible. This will serve as the written agreement between all parties involved. **You may attach a separate sheet for the job description.** Agreement is not valid until approved by the Career Services & Internships Office.

1

2

3

4

5

PAID \$ \_\_\_\_\_  UNPAID \*\*\* See below  
Credit Hours \_\_\_\_\_ Total Work Hours Needed to Achieve Credit \_\_\_\_\_

I have read the agreement and agree to fulfill the duties and responsibilities outlined for the internship and other academic requirements for completion of the internship.

\_\_\_\_\_  
Intern's Signature Date

I have discussed the internship with the intern and have negotiated and assigned the work components which are identified above. I agree to act as the intern's supervisor and have expertise and educational or professional background in the field of the experience.

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
APPROVED BY Career Services & Internships Office: Date

\_\_\_\_\_  
APPROVED BY Faculty Department Advisor Date

- \*\*Host organization agrees to abide by Fair Labor Standards Act and assume liability for the internship:
- The internship must be an extension of the classroom: a learning experience for applying knowledge gained in the classroom. It must not be simply to advance the operation of the employer or be the work that a regular employee would routinely perform.
- The skills and knowledge learned must be transferable to other employment settings.
- The Internship experience is for the benefit of the intern; The intern does not displace regular employees.
- There are resources, equipment, and facilities provided by the host employer that supports the learning objectives/goals.
- There is routine feedback by the experienced supervisor.
- The intern is not necessarily entitled to a job at the conclusion of the internship.
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.



## Work Hours Log

Intern: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Week Beginning	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total

**Total hours worked:** \_\_\_\_\_  
**Total Credits:** \_\_\_\_\_

**I verify that the hours listed above are accurate:**

Intern's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_