

## College of the Atlantic Internship Program Information

College of the Atlantic (COA) is a small, private, liberal arts college located in Bar Harbor, Maine, on a shore-front campus. Founded in 1969, the college offers a rigorous interdisciplinary program in Human Ecology to a diverse group of highly motivated students. At its broadest, Human Ecology emphasizes an understanding of interrelationships, in particular those between people and their natural and human-made environments.

***What is a COA internship?*** It is an opportunity for students to gain specific experience by taking on the responsibilities of a full-time job on-site in which they acquire other skills than learned in the classroom. An internship is a requirement for graduation from COA and should offer an orientation, training or educational/career development component by the sponsor. These activities can be modified and developed based on the business and the intern's position and job tasks. Orientation might be over the course of the internship or structured for the first day. It depends on the expectations of the sponsoring organization.

***How long will the internship last?*** COA requires that an internship be at least eleven weeks, full-time (440 hours) and not more than one year.

***What skills will interns have to offer?*** This varies with each student, their previous work experience, academic training, and aptitudes. However, a fairly clear picture of the student's skills can be provided through their resume and recommendations by COA faculty and staff. In general, students will have completed two years at the college level before attempting the internship requirement.

***What about pay?*** COA hopes that most positions can provide at least room and board expenses. There is a sense of mutual responsibility and commitment developed through the payment of wages. A paid internship also provides an opportunity for students to finance part of their education. Salaries have ranged from \$800 to \$3400 for an eleven-week period. Some students are able to volunteer.

***What obligations does the sponsor assume?*** An appropriate level of supervision is expected, and if possible, regular feedback sessions are encouraged. At the conclusion of the internship, a written evaluation about the student's professional work habits and general performance is required by the college.

***What kind of jobs qualify as internships?*** Most kinds of work experience qualify as long as they relate to the student's academic program or career goals, and enable students to outline the relevance of the work to their degree in Human Ecology.

***What are the student's benefits?*** The work experience will provide the students with a clearer understanding of those academic skills which would be the most useful to acquire after their return to campus, should they wish to continue in the field of the internship. The experience will help them make career decisions, and will also provide a realistic exposure to the world of work.

***What are the student's responsibilities?*** Students are required to write a proposal outlining the position's responsibilities and the educational value of the work experience prior to the start of work. At work, the students will be expected to meet all normal requirements imposed on other employees. At the end of the internship the students are required to submit an internship report and make a community presentation about their experience.

Further information about internships may be obtained by contacting Jill Barlow-Kelley, Internship Program Director, College of the Atlantic, Bar Harbor, Maine 04609 (207)801-5633 [jbk@coa.edu](mailto:jbk@coa.edu)