COA Internship Proposal Guidelines

Internship opportunities can be done remotely and off-site or on-site with strict safety restrictions to include distancing both on the job and in any housing situations. Please submit Health and Safety Forms as well.

Credit or Non-credit option

Student Name: ___________________________________________________

Actual Dates of Internship: ____________________________________________

**Term of Enrollment: _______________________________________________

Deadlines: Current Deadlines - Contact Jill Barlow-Kelley, Director

___ CREDIT 3 credits/full tuition/enrolled status/meets degree requirement
(11 weeks, full-time, 440 hours)
___ NON-CREDIT 0 credits/no tuition/enrollment/meet degree requirement
(8 weeks, full-time, 320 hours)

To complete the internship degree requirement, a student must enroll in at least one term following the internship. Internships may not be the last term of enrollment.

**Registration is required by the Registrar’s Office for both credit and non-credit internships**

Sponsor/Organization: ________________________________________________ city, state and country

Intern Job Title: ____________________________________________________

Signatures Required: Proposals will not be accepted without signatures

Academic Advisor: ____________________________________________________ Indicates Advisor Approval

Business Office: ____________________________________________________ Indicates no Tuition Balance

International Student Advisor: _________________________________________ (for international students only)

Please submit a copy of this form with signatures with your completed proposal.
COA Guidelines for Non-credit or Credit Internship Proposals

Copy of student’s current resume (samples and helpful hints available outside the office)

Copy of letter/Email of commitment from sponsor/supervisor that includes job description, the amount of supervision, list of job tasks, and integration of intern's work with the mission of the sponsoring organization.  *Covid-19 virus means safety on the job or in provided housing requires cleanliness, social distancing and confirmation from the employer that these needs are met for college approval.*

**In a document, please include the following:**

Information about the person or organization the student is working for such as address of the business, site location, funding sources, and mission statement

Student’s mailing address while on internship and email

Name, title, full address, telephone number of employer/sponsor/supervisor and email

Work schedule and dates of employment
   **CREDIT: 40 hours per week for 11 weeks minimum or**
   **NON-CREDIT: 40 hours a week for 8 weeks minimum.**

Compensation - wages, room and board, volunteer, expeditionary funding (if using these)

Learning Goals - what the student expects to learn or accomplish from the experience such as skills to be gained.  *Six to eight goals are recommended.*  These are some of the criteria to address and evaluate the internship experience in the student’s internship report.

Describe why this experience should be part of the student’s academic degree program.

Briefly describe the relevancy of the internship to the student’s concept of Human Ecology.

Signatures on Cover Sheet - Proposals will not be accepted without signatures (see cover sheet). If you are an international student, please be sure to include Dianne Clendaniel’s signature as well.  Signatures may be electronic.

Please submit one copy of the complete proposal documents electronically in an email to jbk@coa.edu rather than a paper copy, to be evaluated and approved by the Internship Committee.
**COA INTERNSHIP FACT SHEET**

An Internship, work experience is a degree requirement for graduation at College of the Atlantic. Students may elect either a three credit (3) Internship or a non-credit (0) Internship. Credit bearing Internships (full tuition) are completed during the academic year. Non-credit Internships (no tuition) are usually done during the summer months. Either option requires submission and approval of an Internship proposal outlining proposed experience and an internship report which reflects on the experience. Remote Internships where students work from home or off-site is an option if supported by their Internship sponsor/employer.

College of the Atlantic is committed to "learning by doing." Internships provide students with opportunities to test their skills in the work force. Internships bridge the gap between academia and practice. Internship sponsors may act as mentors, role models, instructors, and important connections in one's future.

Internships are specialized training related to a possible career path or other professional or academic interest. They are supervised work experiences that allow students to apply their knowledge and skills in the job market.

~ Credit-bearing Internships must be at least the equivalent of eleven weeks @ forty hours a week. Minimum is 440 hours.
~ Non-credit Internships must be at least the equivalent of eight week @ forty hours a week. Minimum is 320 hours.

$$ Expeditionary funds are available for travel to and from the Internship site only. Room and board if not paid for by the Internship sponsor, are your responsibility. Please contact Marie Stivers for an application for expeditionary funds before week 3 of the term prior to the Internship. An approved Internship proposal for funding.

**The Internship Committee may decide that a proposed Internship is not acceptable to satisfy the degree requirement. Reasons for this may include:**
- Internship as last term of enrollment (summer after standing)
- Returning to former employer for the same position
- Working for family members
- Use of placement service or brokerage service for placement requiring a fee payment from the student
- Excessive vagueness about the sponsorship and the work to be done, evidence to the lack of hours
- Limited opportunity for new insights because proposed Internship largely duplicates past experience/education
- Proposal for a course of study rather than a work experience (usually identified when separate academic credit is offered or when payment is to be made by the Intern to the enterprise rather than other way around)
- Doubts about the competence or stability of the proposed sponsorship and their readiness to provide adequate guidance.

Internships may not be done as the last term of enrollment or as part of a standing contract. Internships are generally done in the summer before the senior year, allowing for at least one term following the Internship to be enrolled on campus. Internships can be done during any of the three academic terms or during the summer. Students may choose to do up to two for credit and multiple non-credit ones (example every summer). See Jill Barlow-Kelley, Internship Program Director for details.
The Internship Committee requires Internships with “site-based” sponsors and organizations not already known to the student. The Internship Committee may not recognize internships with former employers or family or friends as it detracts from "the real world experience." The committee does not encourage shared housing arrangements by the student and Internship sponsor. One goal of the Internship Program is for students to gain experience finding employment related to their academic and career directions. Working for an organization and a sponsor not known to the student fosters objectivity in the execution and evaluation of the Internship.

Students are strongly encouraged to meet with Jill Barlow-Kelley, Director of the Internship Program, as they begin to develop Internship ideas. Do take advantage of faculty connections and the resources available on campus to help students find Internships. The Internship Office maintains an active file of organizations, a searchable database linked to the college’s website, and contacts to help students find Internships applicable to their academic focus and career interests. COA alumni are valuable resources for Internship placements and relocation information. Sample internship proposals, resumes, and reports are available in the office.

The Internship Committee membership includes faculty, staff, and students. As a subcommittee of Academic Affairs, the committee is charged with reviewing, evaluating internship experiences and materials for fulfillment of the Internship degree requirement and awarding academic credit.

The intern is responsible for keeping the director informed of any major changes during the internship. Interns may be terminated from their positions by internship sponsors for a variety of reasons. If any problems or questions arise during the internship, interns should contact Jill Barlow-Kelley at 207-801-5633 or jbk@coa.edu, immediately.

Registration for Internships is required for both credit and non-credit options, including summer. A proposal is the second step and an important aspect of an internship experience. Internship proposals must be approved by the Internship Committee before the start date of the Internship.

Deadlines for proposals are listed in the back of the COA catalog. Deadlines change year to year. Generally proposals are due before the end of the prior term. Following the Internship, Internship reports are due 20 days after the student’s return to campus.

Once a proposal, which includes student’s resume and letter of commitment from the sponsoring organization, has been approved by the Internship Committee, it constitutes a contract between the student and the college. A letter will be sent to your sponsor/supervisor outlining the Internship program. The sponsor/supervisor will receive a work performance form to evaluate the student’s performance on the job. The evaluation discusses the general work habits and supervisor’s expectations. This evaluation must be completed by the sponsor/supervisor in order for students to complete the Internship requirement.

The Internship proposal and report becomes part of the student’s permanent record at COA. Therefore, it is important that all paperwork submitted to the Internship Committee be well-organized and well-written. Sample resumes and proposals are available in the Internship Office. For any questions, please see Jill Barlow-Kelley.
Internship Emergency Contact Information

Student Information:
Name: ________________________________         Grade level during term(s) away: ________________
Email: ________________________________        Alternate email: ______________________________
Permanent Home Address
_______________________________________________________________________________________
Telephone: ______________________________ Cell Phone: ______________________________________
The state or country (or countries) where I will be located: _______________________________________________
Exact dates of travel:  From___________________________ To _________________________________
Physical address abroad (if known): __________________________________________________________

Contact in Case of Emergency:
Every effort will be made to contact you for permission prior to speaking with your listed contacts. However, we reserve the right to
make contact in the case of an emergency in which you are incapacitated or in which we are unable to consult with you directly.
(Students often list parents or guardian).

Primary Contact Name: ______________________________________________________________________
Relationship to you: ________________________________________________________________
Phone number: ____________________________   Alternate number: ____________________________
Email: ___________________________________    Alternate Email: ______________________________
Resides at your permanent home address listed above: (circle one)   Yes or No
If “No”, please include address of primary contact:
___________________________________________________________________________________________

Secondary Contact Name: __________________________________________________________________
Relationship to you: ______________________________________________________________________
Phone number: ____________________________   Alternate number: ____________________________
Email: ___________________________________    Alternate Email: ______________________________
Resides at your permanent home address listed above: (circle one)   Yes or No
If “No”, please include address of secondary contact:
___________________________________________________________________________________________

Personal Health and Safety Planning for Internships – whether or not you are applying for expeditionary
funds, please complete the following sheets and submit with your internship proposal. Thank you.
What is the best way to contact you in case of emergency while you are away?
Name_____________________________________________________
Phone ________________________Email_________________________
Alternative contact __________________________________________

1. Please attach a comprehensive itinerary of where you are going, dates when you will be at each location,
   travel plan and contact information for each location. Proposal is sufficient for this.

2. Your contact person for the organization or program you will be working with
3. Your COA contact person and your plan for checking in and communicating with that person (how often, by what method) and what the plan is for who you will work with and inform should your plans change while away i.e. JBK and/or advisor

____________________________________________________________________________________
____________________________________________________________________________________

4. Your contact information while away – this needs to be a method that will be effective and functional given your proposed project and should also include a backup method should your primary method not work

____________________________________________________________________________________

5. Your plan for support while away: who are your persons or team, your personal practices or other elements/options for support when things get challenging of if there are problems

____________________________________________________________________________________
____________________________________________________________________________________

6. Identify any medical or mental health issues that you have experienced or are experiencing that will or could potentially impact your experience – what is your plan to address these issues prior to and during your project

____________________________________________________________________________________
____________________________________________________________________________________

7. Whom will you contact in case of an emergency? Whom will you contact if you are having problems?

____________________________________________________________________________________

8. Identify the safety concerns specific to your project and indicate what your plan is to deal these issues.

____________________________________________________________________________________

9. Briefly address these concerns:
   a. Finances – what plans have you made to cover costs in another location - how will you handle money matters?
   b. Communication – what methods will work where you are planning to go? Have you checked to ensure they will be effective?
   c. What is your plan for health insurance coverage while away? What will you do if you need medical attention?
   d. As a citizen of X country what is your plan if there is a major natural or human caused disaster while away? Please identify your embassy or other sources of support.
   e. Have you identified if you need a visa or other travel documents? What is your plan to address immigration issues?