

COA Internship Proposal Cover Sheet

Credit or Non-credit option

Student Information

Student Name: _____

Dates of Internship: _____

Term of Enrollment: _____

Internship Information

_____ CREDIT 3 credits/full tuition/meets degree requirement (**11 weeks, full-time, 440 hours**)

_____ NON-CREDIT 0 credits/no tuition/meets 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: _____

Intern Job Title: _____

Signatures Required (Proposals will not be accepted without signatures)

Academic Advisor: _____

Indicates Advisor Approval

Business Office: _____

Indicates Tuition Balance

Registrar's Office: _____

Indicates Active Enrollment (credit or non-credit)

International Student Advisor: _____

(For international students only)

Please submit a copy of this form with signatures with your completed proposal.

Deadlines (for current deadlines contact Jill Barlow-Kelley, Director)

COA GUIDELINES FOR INTERNSHIP PROPOSALS
(Non-credit or Credit)

- Student's current resume (samples and helpful hints available outside the office)
- Letter/Email of Commitment from sponsor/supervisor that should include job description, amount of supervision, list of job tasks, and integration of intern's work with the mission of the sponsoring organization
- 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 are recommended. These are the criteria to address and evaluate the internship experience in the report.
- Describe why this experience should be part of the student's academic degree program.
- Briefly describe the relevancy of the internship to their concept of Human Ecology.
- Upon return to campus, think about materials which might provide at an internship POSTER presentation - journal, photographs, drawings, working plans (if applicable).
- Signatures on Cover Sheet - Proposals will not be accepted without signatures (see cover sheet).

Please submit **two copies** of proposal and resume to Jill Barlow-Kelley to be evaluated 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 the option that serves to meet the requirement as part of a student's academic program. Prior to submitting a proposal to the Internship Committee, students may elect **either a three credit (3) internship or a non-credit (0) internship. Credit bearing internships are usually done during the academic year. Non-credit internships are usually done during the summer months.** Either option requires submission and approval of an Internship proposal outlining proposed experience and a report based on that experience.

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.

The Internship Committee may decide that a proposed Internship is not acceptable to satisfy the degree requirement. Reasons for this may include:

- Internship must be followed by an additional enrollment
- Returning to former employer
- Working *virtually* from home or off-site
- Use of placement service or brokerage service for placement in an internship requiring a placement fee payment from the student
- Excessive vagueness about the sponsorship and the work to be done, evidence to the lack of minimum 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.

The tuition for a three-credit internship is the regular full term amount and is billed upon approval of the proposal (see current rate). There is no tuition for non-credit internship enrollments.

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 more than one. See Jill Barlow-Kelley, Internship Program Director for details.

The Internship Committee requires internships off campus and with "site-based" sponsors and organizations not already known to the student. The Internship Committee **does 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 will become 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.