

SUNY Cortland

School Based Internship Program Student Handbook



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School Based Internship Program Student Handbook

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Introduction to Internships

Welcome to the world of hands-on learning! Your decision to investigate internships is a wise one. Recent studies conducted by the National Association of Colleges and Employers indicate that experience is the most valued candidate attribute that employers seek. Internships provide that experience. More than 62 percent of new college hires participated in undergraduate internships. Additionally, employers responding to the association's most recent *Recruiting Benchmarks Survey* reported that they offered full-time jobs to almost two-thirds of their interns!

The School Based Internship Program at SUNY Cortland combines academic study with career-related work/learning experiences in a school setting. Students are given the opportunity to utilize their talents, skills and ingenuity in an educational work setting while earning academic credit toward their undergraduate degrees. At the same time, school districts and classroom teachers gain the services of bright, highly motivated students. An internship will allow you to:

- Test career options and gain valuable experience
- Go beyond certification program requirements to differentiate yourself from other candidates
- Apply academic knowledge and theory in an educational setting
- Make valuable contacts with school administrators and teachers
- More fully develop self-confidence and professionalism
- Earn academic credit toward completion of degree requirements
- Enhance your marketability upon graduation

A wide variety of school based internships have been completed by SUNY Cortland students including experiences with special education teachers, school psychologists, guidance counselors, athletic directors, classroom teachers, literacy specialists and administrators at every level. Opportunities are typically available during the winter term, spring and fall with limited options available during the summer months. Students seeking school based internships must consider a number of variables including housing options, geographic location, timing and impact on completion of your academic program. Consider all of these variables and give yourself plenty of time to plan.

This handbook will provide basic information regarding eligibility for academic credit, deadline dates and the internship search process. The staff at Career Services is available to answer questions and assist you throughout the internship search process. Please don't hesitate to contact us – we are here to help you. Good luck!

John Shirley
Director of Career Services and Internship/Volunteer Coordinator

Majors from all departments of the College may apply to participate in the School Based Internship Program if the following requirements are satisfied at the beginning of the experience:

1. Students must be registered at Cortland and must have junior or senior standing (**56.5 or more credit hours** earned toward graduation).
2. Students must have completed a minimum of 12 semester hours at SUNY Cortland.
3. Students must be in good academic standing (no probation) with no incomplete coursework when the internship begins.
4. Students must complete the "Learning Agreement" (including all interviews and signatures) before the deadlines listed below. The agreement outlines critical elements (learning objectives, academic assignments, dates, times, etc.) and is developed in consultation with the student's faculty sponsor, major department and the Internship Office.

NOTE: The above requirements are the minimum standards for participation. Please check with your academic advisor for additional eligibility requirements. Some eligibility requirements (e.g. class standing) may be waived if the experience is linked directly to a class.

Academic Credit and the Internship Experience

Students from any major meeting campus eligibility guidelines may apply for internship credit. All appropriate paperwork, including a formal "Learning Agreement," must be completed prior to stated deadlines. Academic credit is based upon:

1. Content of the job - What are the job duties and responsibilities? Does the job relate to your career interests? Will this placement give you the opportunity to apply academic theory in a realistic manner? How will the placement contribute to your overall educational objectives?
2. Training - What types of training will you receive? Is there a formal training program that will allow you to expand your understanding of the career requirements? Is the school truly committed to helping you learn?
3. Time contributed - How much time will you be contributing? What are the dates and hours to be worked? A **minimum** of 40 hours of working time is needed for each academic credit requested. For example, 120 total hours is the minimum time needed to earn 3 credits hours. Individual departments may require a greater time contribution - please check with your faculty sponsor or department chair for additional information.
4. Supervision - how will you be supervised? Who will you report to and how often? In addition to faculty sponsors/internship staff contact throughout the placement, it is expected that the on-site supervisor will be accessible.
5. Academic assignments - What books or readings will be required? What type of major project or paper will you submit? Will a reflective journal be required?

Academic credit will NOT be granted for prior experience - you may not apply for credit for past work experiences. Also, please note that school based internships **DO NOT** waive any 100 hour pre-service requirements, practicum requirements or student teaching. Internships generate non-liberal arts free elective credit toward graduation and serve as a supplement to New York State certification requirements. The maximum amount of credit that may be earned for all internship placements combined is 16 credit hours.

The Learning Agreement details all critical information about the internship. Student information, school information, the internship job description and academic assignments are among the important pieces of information contained in the Learning Agreement. The Learning Agreement must be reviewed and discussed with your school supervisor/administrator, your faculty sponsor, your department chair, the associate dean and the internship coordinator. Strict review and approval ensures that you are involved with a quality learning experience and that academic credit will be properly applied toward graduation requirements.

Grading

Review of academic assignments and submission of your grade will be done by your faculty sponsor. All grades for internships are given on a “satisfactory/unsatisfactory” basis. Grades are based upon completion of required academic assignments, completion of required hours and the “School Based Student Intern Appraisal Form.” No letter grades are assigned.

Campus Deadlines for Completing the School Based Learning Agreement

Internship Term	Learning Agreement must be completed on or before:
Summer Session I	May 1 st
Summer Session II	June 1 st
Fall (full semester or 1 st quarter)	July 1 st
Fall (2 nd quarter)	October 1 st
Winter Term	December 1 st
Spring (full semester or 3 rd quarter)	December 1 st
Spring (4 th quarter)	March 1 st

The deadlines above are strictly enforced. Any student requesting an extension will be required to secure permission from the Associate Dean’s Office. The Associate Dean will weigh extenuating circumstances and approve or deny extension requests on an individual basis. Please note that students not adhering to the established registration calendar are subject to late fee penalties.

Getting Started – Things to Think About

Plan ahead and start early...

Most schools need ample notice to arrange internships - some up to one year before the placement term. Schools may restrict applications to only sophomores or juniors and some districts may require fingerprinting clearance prior to stating the internship. In addition to employer deadlines and restrictions, you need to be aware of departmental requirements and college deadlines. The bottom line is: get started early. At a minimum, you should start planning 6 months before your anticipated start date. Contact your academic advisor or the Internship Office for more information.

Consider geographic constraints, financial implications...

Most students will seek internships within commuting distance of Cortland or close to home. If you arrange an internship at home over winter break you could live home while completing the experience. If you want to complete an internship near Cortland, you must work the Field Placement Office (FPO) to identify options. With planning, you are more likely to secure a high quality learning experience.

Reality check – what will you be doing at the internship site?

School based internships may vary greatly in what they offer and what you can expect. As an intern, you should expect to complete some routine administrative work as part of your experience; most teachers must deal with

paperwork and bulletin boards. Most of your experience, however, should focus on the duties and responsibilities as outlined in the “School Based Learning Agreement.” Plan to be proactive and seek out additional assignments that match your skills and abilities. Speak with other teachers and administrators and ask questions in a professional manner.

Looking for a job offer?

You will get out of the internship what you put into it. Many schools use internships as a preliminary screening recruiting tool. Get to know the teachers and the administrators – they may be on the search committee that hires new employees! Select your internship sites carefully, work hard, be professional and your experience will be invaluable.

Timeline for a Successful Internship Search

The time required to land an internship varies a great deal. Cortland students have secured excellent internships within two or three weeks. This, however, is far from the norm. As stated earlier, most school advance plan so begin your search well in advance.



Two semesters prior to start of internship:

1. Meet with Internship Coordinator or faculty advisor to discuss internship requirements.
2. Decide if you would like to intern within commuting distance of Cortland or if you would like to pursue and internship closer to home.
3. Identify dates of any Education Placement Fairs held on campus and coordinated through the Field Placement Office – these fairs provide a opportunity to meet with many school reps in one location.
4. Review academic program requirements with your academic advisor. How will the internship impact my program completion and graduation date?
5. Review financial considerations (e.g. financial aid? relocation costs? have I signed a lease?). Check with Financial Advisement about impact on loans/aid; discuss insurance implications with your family.
6. Develop/refine resume and cover letter; have documents reviewed at Career Services.
7. Identify and confirm a “faculty sponsor” who will assist you throughout the internship process.
8. Note all school application deadline dates as well as campus paperwork deadlines.

One semester prior to start of internship:

1. If you are seeking a local internship, work through the FPO to approach districts. Students should NOT contact local school districts directly...administrators would be overwhelmed by requests.
2. If you are contacting districts outside of the immediate Cortland region, begin to forward cover letters and resumes to schools. See the Internship Coordinator for addresses, assistance, etc.
3. Weigh offers carefully and honor your acceptance once a decision has been made.
4. Once a placement is confirmed, meet with the internship coordinator or your faculty sponsor to complete the “Learning Agreement.” You must:
 - a. Secure internship description from the teacher/administrator (page 1 of Learning Agreement).
 - b. Attach a copy of your resume to Learning Agreement.
 - c. Meet with faculty sponsor to discuss learning objectives, academic assignments and supervision schedule (page 2 of School Based Learning Agreement).
 - d. Secure signature from your department chair.
 - e. Contact your Associate Dean to set up an appointment to discuss the internship.
 - f. Meet with Associate Dean to review Agreement; a copy of resume must be attached.
- g. Meet with Internship Coordinator for final approval and registration information.

Registration

Upon completion of the Learning Agreement, including required signatures, the Internship Office will provide registration materials. Students should be aware that they are NOT registered simply because they have a signed agreement form. It is the student's responsibility to register and pay for the credit hours according to established procedures (including late registration fees). The Internship Office will provide specific registration instructions to all interns. Late fees will be charged, if necessary, according to registration guidelines as outlined by the Registrar's Office. Copies of the completed Learning Agreement will be provided for the student and the faculty sponsor.

Internship Search/Suggestions

Unlike students seeking internship in business, government or human services, students seeking internships should work closely with the Internship Office and the Field Placement Office to identify opportunities. Students are encouraged to utilize a wide variety of methods to identify internship employers. The FPO has established contacts in area school districts and understands which teachers need assistance. After placing student teachers, practicum student and other pre-service students, there are generally additional unfilled opportunities in area schools. The FPO will do their best to match your interests to these unfilled openings.

As early as possible, students should

- Develop a resume and a cover letter; visit Career Services, Van Hoesen Hall, Room B-5 for assistance
- Contact the FPO to secure dates for upcoming "Education Placement Fairs"
- Use personal contacts in school districts outside of Central New York to identify opportunities

More Information?

The School Based Internship Handbook, the Learning Agreement, the School Based Student Intern Appraisal form and additional information may be downloaded at: <http://www.cortland.edu/career/intern.html>. For additional information:

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Good luck and have a great learning experience!

Internship Checklist

Meet with Internship Coordinator in Career Services to get started

Check eligibility receive academic credit for the internship

Determine when you want to complete the internship and discuss impact on completion of course requirements with your academic advisor

Develop resume and cover letter (visit Career Services for assistance)

Allow sufficient time explore options with the Field Placement Office

Identify a faculty sponsor

For local placements, attend the “Education Placement Fair” (offered at the beginning of each academic semester)

Once accepted, secure the internship job description from the school

Meet with your faculty sponsor to discuss academic assignments and complete the Learning Agreement; attach a copy of your resume

Secure signatures of faculty sponsor and department chair

Call to set up an appointment with your Associate Dean

Meet with Associate Dean to review Learning Agreement and secure signature

Deliver completed Learning Agreement to Internship Office, B-5 Van Hoesen Hall to secure registration information and total tuition costs (if applicable)

Register for courses assigned by Internship Coordinator

Begin internship – stay in touch with faculty sponsor throughout internship

Hand in all assignments at end of internship; be sure that your site supervisor completes the “School Based Student Internship Appraisal Form”

NOTES:



School Based Internship Learning Agreement

STUDENT INFORMATION

Student Name:	C#:	
Local Address:	Cell/Local Phone:	
E-mail address:	Faculty Sponsor:	
Major:	Credit hrs earned:	Overall GPA:

EMPLOYER INFORMATION

School Name/Mailing Address:

Teacher/Supervisor:	Title:	
Office Phone:	Fax:	
Starting Date:	Ending Date:	
Hours/week:	Days/times:	Total Hours Contributed:
Stipend:	Hourly Wage:	Other Compensation:

Internship Description (duties):

Training and On-site Supervision:

Teacher/Administrator Signature: _____ Date: _____

Student Signature: _____ Date: _____

ACADEMIC INFORMATION (to be completed by student and faculty sponsor)

Learning Objectives:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Mandatory Items:

Student resume attached? Intern position description completed? Teacher signature on Page 1?
Has a schedule been confirmed to ensure regular contact between the intern and the faculty sponsor? Yes No
Due date for "School Based Intern Appraisal:" _____

Mandatory paper/project description: _____

Optional Items:

Journal? Daily Weekly Biweekly
Additional assignments (readings, book reviews, etc.) _____

Number of credit hours requested Section #/CRN (assigned by Internship Office)

All students seeking to secure internship credit must complete this Learning Agreement and secure signatures below prior to the deadlines listed below. Extension requests due to extenuating circumstances must be reviewed and approved by the Associate Dean.

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Summer Session II	June 1 st
Fall (full semester or 1 st quarter)	July 1 st
Fall (2 nd quarter)	October 1 st
Winter Term	December 1 st
Spring (full semester or 3 rd quarter)	December 1 st
Spring (4 th quarter)	March 1 st

SIGNATURES

Student _____ date _____
Faculty Sponsor _____ date _____
Department Chair _____ date _____
Associate Dean/designee _____ date _____
Internship Office Coordinator _____ date _____



School Based Intern Appraisal Form

Teacher/Administrator Directions: Please provide an accurate assessment of the following intern. This appraisal is a major component to the overall evaluation of the internship. Thank you for your support and we look forward to working with you in the future!

Intern Name: _____ Internship Term: _____

School Name/District: _____

	unsatisfactory	fair	neutral	good	outstanding
Interpersonal skills					
Verbal skills					
Writing skills					
Quality of work provided					
Volume of work provided					
Accuracy					
Ability to resolve problems					
Initiative/enthusiasm					
Dependability					
Flexibility/adaptability					
Attendance					
Overall rating					

Comments:

Completed by: _____ title: _____ date: _____

Please return to: Internship Office, B-5 Van Hoesen Hall
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Questions? 607.753.4715

Thank you for supporting experiential education!