KING’S COLLEGE OFFICE OF CAREER PLANNING

## OVERVIEW OF THE INTERNSHIP PROGRAM

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| **WHAT?** | Internships are typically one-time work or service experiences related to a student’s major or career goal. The internship plan generally involves a student working in a professional setting under the supervision and monitoring of practicing professionals. Internships can be paid or unpaid. The Office of Career Planning supervises 150-200 student interns per year. |
| **WHO?** | Four way partnership involving: |
| **Intern**Completed 60 college creditsMaintained 2.25 cumulative GPA(some major departments require higher)Completed major prerequisitesNo serious student conduct violations | **Faculty Coordinator** Academically guides the student through the internship Verifies academic validity of experienceAssists the student in establishing meaningful learning objectivesDetermines the final grade for the internship |
| **Site Supervisor**Professional in the work who possesses therequired education, training, desire to supervise a studentwith a meaningful, college-level work experienceActs as a mentorProvides feedback on progress | **Office of Career Planning**Develops & maintains relationship with organizations/companiesAssists student through application process and searchProvides oversight to all participantsActs as a facilitator and advocate throughout the process |
| **WHEN?** | Fall, Spring or Summer Semesters 12-15 weeks **Credits Total Work Work Hours Learning Objectives** **Awarded Hours per Week Required** 3 180 12-15 5 6 300 20-25 8 9-15 420-600 28-40 11-17 |
| **WHERE?** | Social service organizations Financial institutions Marketing agencies Law firmsHospitals/health care facilities Government agencies/offices Manufacturer NewspapersTV/radio stations Educational units Private businesses Retailers |
| **HOW?** | Attend an information session or meetingBegin application process, searching, and securing through developing a résumé and preparing for interviewsOnce accepted, attend an orientation session and begin the internship |
| **WHY?** | **For Interns: For Employers: For Faculty:**Sample a career field Gain fresh, new insights from interns Keep abreast of needs in industryHone skills and apply theories Recruit, train, and evaluate potential employees Become familiar with employersBroaden career horizons Influence and strengthen ties with the college Explore new working relationshipsNetwork in the field Derive satisfaction from sharing expertise Evaluate Classroom Instruction |

For more information, contact: internships@kings.edu