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 credits  Maintained 2.25 cumulative GPA  (some major departments require higher)  Completed major prerequisites  No serious student conduct violations | **Faculty Coordinator**  Academically guides the student through the internship  Verifies academic validity of experience  Assists the student in establishing meaningful learning objectives  Determines the final grade for the internship |
| **Site Supervisor**  Professional in the work who possesses the  required education, training, desire to supervise a student  with a meaningful, college-level work experience  Acts as a mentor  Provides feedback on progress | **Office of Career Planning**  Develops & maintains relationship with organizations/companies  Assists student through application process and search  Provides oversight to all participants  Acts 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 firms  Hospitals/health care facilities Government agencies/offices Manufacturer Newspapers  TV/radio stations Educational units Private businesses Retailers | |
| **HOW?** | Attend an information session or meeting  Begin application process, searching, and securing through developing a résumé and preparing for interviews  Once 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 industry  Hone skills and apply theories Recruit, train, and evaluate potential employees Become familiar with employers  Broaden career horizons Influence and strengthen ties with the college Explore new working relationships  Network in the field Derive satisfaction from sharing expertise Evaluate Classroom Instruction | |

For more information, contact: [internships@kings.edu](mailto:internships@kings.edu)