**Internship Program**

**Internship Responsibilities**

The Westminster College Internship Program seeks to establish a mutually beneficial relationship between students, employers, and the college. The responsibilities of each participant are listed here:

**Intern**
- Create and perfect a resume suitable for the internship
- Complete and submit required forms to the Career Center
- Report to the work site as scheduled and on time
- Meet all assignments with accuracy and diligence
- Maintain good communication with the Site Supervisor
- Inform the Site Supervisor of the start and end dates of the internship and of any academic requirements that might require absence from work
- Maintain a weekly diary of hours worked and progress made toward completion of the learning objectives
- Complete 42 hours for each semester hour registered with the school
- Immediately inform your Faculty Coordinator or the Career Center if your Site Supervisor changes or if you run into any problems
- Submit a final paper to the Faculty Coordinator by the assigned due date
- Complete the Student Evaluation of Internship form and submit it to the Career Center Coordinator

**Faculty Internship Coordinator**
- Determine if the student intern meets qualifications for an internship
- Assist the student in developing specific learning objectives
- Visit the internship work site during the semester to meet with the supervisor and the intern
- Read, evaluate, and grade the intern’s assignments and final paper and submit the internship grade to the Registrar’s Office by the required date

**Career Center Internship Counselor**
- Be available to help the student develop the internship, provide networking ideas, assist in creating resumes and cover letters, and provide instruction on interviewing
- Collect completed internship packet of 5 items
- Officially submit the student’s Add Form to the Registrar’s Office.

**Site Supervisor**
- Read and agree to the student’s learning objectives
- Supervise and be responsible for the student during the internship
- Assign challenging tasks and projects that will promote the achievement of the student’s learning objectives
- Provide constructive feedback, positive and negative, to the intern on a regular basis
- Complete and return a one-page final evaluation of the intern that will be emailed by the Career Center near to the end of the semester. Instructions will be provided on how to determine progress and how to assess the intern’s behavior, work skills, and attributes
- Allow time for a ½ hour work site visit, in which you (the site supervisor), the intern, and the faculty coordinator will assess the internship. This visit serves to familiarize the college representatives with the site supervisor and the sponsoring organization, as well as to provide institutional support for the intern