



Faculty/Student Internship Guide

Provided by the Career and Internship Coordinator
Science and Pre-Health
Florida Southern College

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What is an Internship?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. - *National Association of Colleges and Employers (NACE)*

Students are seeking internships that allow them to build professional experience in their field of interest, test tentative career choices, receive mentoring, establish a professional network, and make their academic studies more relevant. Internships usually last a semester and can be part-time or full-time, paid or unpaid. **Internships may be part of an educational program and carefully monitored and evaluated for academic credit or completed not for academic credit simply as a valuable learning opportunity.**

Internship Criteria

NACE defines internships as experiences meeting the following criteria:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Learning Outcomes

At the conclusion of the internship students should be able to:

- Articulate how the internship experience relates to the student's educational goals.
- Apply concepts learned in the classroom to the internship setting.
- Integrate and synthesize knowledge from diverse disciplines, courses and areas of experience to enhance their classroom education.
- Critically assess primary scientific papers related to the internship area of interest.
- Utilize technology in reviewing the scientific literature, obtaining current information, and accessing databases.
- Develop appropriate workplace behaviors and attitudes.

Additional learning outcomes may be assigned by the student's faculty advisor and/or department.

Eligibility

All Chemistry and Biology major are required abide by the regulations found in this document when participating in an internship experience, regardless of whether the internship is being sought for academic credit or not.

If seeking the experience for credit and approved prior to the start of the semester, students may enroll in one of the following courses for 1 – 4 credit hours: BIO 4960 (Fall or Summer C), BIO 4961 (Spring), or CHE 4960 (Fall and Spring).

Student Eligibility

To participate in an internship, the student must:

- Have completed a minimum of 12 credits at Florida Southern College
- Have obtained a minimum 2.0 cumulative GPA
- Obtain approval from their department chair
- If completing for academic credit: the student must have obtained sophomore standing prior to the start of the experience and satisfy all additional departmental requirements – students should see their faculty advisor for additional information.

Internship Eligibility

To be considered for academic credit, the experience should incorporate:

- Deep learning in an applied setting at an outside employer
- An experienced on-site supervisor who meets regularly with the student to provide feedback
- 40 hours onsite for each credit hour sought (*only applicable to experiences being sought for academic credit*)
- A sponsoring faculty from FSC who approves the experiences, provides support, and assigns and evaluates readings, written assignments, and presentations (*only applicable to experiences being sought for academic credit*)

All internship experiences must be approved **prior** to the start of the semester.

Responsibilities

Student Responsibilities

All students participating in internships must abide by the following:

- Complete the Internship Agreement with the on-site Internship Supervisor at the internship location
- *Only if seeking academic credit for the experience, otherwise skip this bullet:* Meet with Faculty Advisor prior to the start of the semester to discuss the internship opportunity. Come prepared to discuss the job responsibilities and learning goals and then obtain their signature on the Internship Agreement
- Obtain a signature from Department Chair
- Share the final, signed agreement with the Science and Pre-Health Career and Internship Coordinator
- Work conscientiously under the direction of the supervisor and comply with all rules, policies and procedures of the Internship site; also satisfy all FSC department requirements
- Report serious problems, including physical, safety and personnel, to the Internship Supervisor, FSC Faculty Advisor, and the Science and Pre-Health Career and Internship Coordinator
- Present at the Science and Pre-Health Internship Showcase, or other venue as dictated by your Advisor
- *Only if seeking academic credit for the experience, otherwise skip this bullet:* Complete all FSC academic assignments as outlined by the Faculty Advisor
- Complete the FSC Post-Internship Survey (this online survey will be emailed to you from Institutional Research and/or the Science and Pre-Health Career and Internship Coordinator at the end of the semester)
- Encourage the Internship Coordinator at the internship to complete the Evaluation of the Student and send to at lalbaum@flsouthern.edu (form can be found on the website and provided by the Science and Pre-Health Career and Internship Coordinator)

Faculty Responsibilities *(Only applicable to experiences being sought for academic credit)*

- Complete the Internship Agreement with the FSC student
- Assign academic components of the internship experience
- Review student performance through written assignments, presentations, internship supervisor evaluations and other documents (per faculty member discretion) and assign a grade at the end of the semester
- Provide mentorship and feedback to the student throughout the semester

Internship Supervisor Responsibilities

- Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills
- Send a copy of any offer letters/contracts/release forms, once signed by the student, to the Science and Pre-Health Career and Internship Coordinator, lalbaum@flsouthern.edu
- Evaluate the Intern's performance and notify the Science and Pre-Health Career and Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Intern
- Send any evaluations of the student to the Science and Pre-Health Career and Internship Coordinator

The internship supervisor is encouraged to attend the student's culminating presentation regarding their internship experience. The student will provide the internship supervisor information regarding the presentation in advance.

Internship Approval

All Chemistry and Biology major participating in an internship experience are required abide by the approval steps, regardless of whether the internship is being sought for academic credit or not.

All steps below must be completed PRIOR to the start of the semester:

1. Review the Eligibility and Responsibility Information for Internships
2. Obtain a qualifying internship
 - a. See the FSC Career and Internship coordinator if you need assistance
 - b. Confirm your job responsibilities, working hours, pay (if applicable) with the Internship Coordinator
3. Fill out the Internship Agreement
4. If seeking academic credit for your internship, meet with your Faculty Advisor to obtain their signatures on the Internship Agreement. If not seeking academic credit, skip to #5
 - a. Ensure that you review the learning outcomes and internship goals for the experience with your faculty advisor
5. Obtain a signature from your Department Chair
6. Send the completed Internship Agreement to the Internship Supervisor to review, sign, and return
 - a. The Internship Supervisor is able to complete the form and return all of the following ways: 1) digitally sign and email back to the student, 2) print, sign, scan, and email back to the student, 3) print, sign, and fax to the student.
7. Scan and **email** a copy of the final agreement, signed by all parties, to the FSC Career and Internship Coordinator (lalbaum@flsouthern.edu)
8. If seeking academic credit for your internship, ensure your faculty advisor registered you for the correct course (Biology students: BIO 4960 for Fall or Summer C and BIO 4961 for Spring; Chemistry students: CHE 4960) during registration

At the Culmination of the Internship Experience

1. Present at the Science and Pre-Health Internship Showcase, or other venue as dictated by your Faculty Advisor
2. Complete all requirements assigned by your Faculty Advisor and/or department
3. Complete the FSC Post-Internship Survey (this online survey will be emailed to you from Institutional Research and/or the Career and Internship Coordinator at the end of the semester)
4. Encourage the Internship Coordinator to complete the Evaluation of the Student and send to the Faculty Advisor and FSC Career and Internship Coordinator (form can be found on the website and provided by the FSC Career and Internship Coordinator)