2022-2023 Internship Handbook

Office of Career & Professional Development
COMPASS: Sweet Success Center

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Welcome!

We are thrilled that you are interested in learning more about internships and how they can impact your academic experience at Wittenberg. This in-depth handbook should provide answers to many of your questions surrounding what an internship is and how they can add value to your academic experience. After reviewing this material, feel free to reach out to the COMPASS Sweet Success Center with any questions that remain:

COMPASS: Sweet Success Center
Thomas Library Main Level
careers@wittenberg.edu

Section 1: Internship Definitions & Eligibility

1.1: Internship Definition

An internship is any form of employment, paid or unpaid, that allows a student to apply learning from the classroom to the workplace and craft learning goals for developing:

- Technical skills in their academic field of study (I.e., historical research, accounting procedures, clinical patient care) OR
- Soft or interpersonal skills for their overall professional development (I.e., communication, public speaking, problem solving, leadership)

If the experience meets the criteria above, the following types of experiences may be referred to as internships:

- Externship
- Internship
- Co-Op
- Project Based Learning
- Full-Time/Part-Time Job

1.2: Eligibility for Academic Credit

Internships are eligible to fulfill academic requirements and students can receive credit hours for completing an internship.

A student is eligible to register their internship for academic credit, if they meet the following criteria that is modified from the “2021-2022 Academic Catalog”:

- Be in “good academic standing”
- Have completed at least 32 credits
- Have completed all other prerequisites required by the supervising departments
- Submit via Handshake a well-developed and completed internship proposal form prior to the last day to add a course for the semester in which the internship activity occurs

- Complete the required reflection component of the internship and submit to the faculty internship coordinator

1.3: Non-Credit Bearing Internships

Some academic departments require that students complete a registered internship for graduation in their major. However, not all departments require that those internships be taken for academic credit. It is always best to check with your faculty advisor to determine whether your major requires an internship to be registered for actual credit hours or whether you may register your internship for "0-credit." If registering for "0-credit," you will still be required to complete documentation and evaluation as assigned for the department graduation requirement.

If you are required to complete an internship for your major and you are not required to receive academic credit hours, there are multiple factors that may play into a decision about whether to register your internship for credit. You are required to pay tuition for all credit hours that are taken in overload (over 19 credits) during the fall and spring terms. Further, you are charged tuition for all credits taken in the summer term. If credits are not required for your internship, you may not wish to be charged for these credits that are not needed for your academic program.

Finally, some students may not desire to register their internship at all with the university but may wish to report their internship as a courtesy. To do this, a student should reach out to Career Services.

1.4: What should I look for in an internship? (NACE Core Competencies)

Internships are important because they allow you to explore a diverse range of career options. They also allow you to develop valuable experience which can make you a competitive candidate for future employers. When looking for internships, you want to make sure that the opportunities will allow you to grow in one or more of the core competency areas listed below by the National Association of Colleges and Employers.

Table: NACE Core Competencies[1]

Career & Self Development	"Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization."
Communication	"Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization."
Critical Thinking	"Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information."
Equity & Inclusion	"Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism."

[1] "Career Readiness: Compentencies for a Career Ready Workforce." National Association of Colleges and Employers. 2021. https://www.naceweb.org/uploadedfiles/files/2021/resources/nace-career-readiness-competencies-revised-apr-2021.pdf.

Leadership	"Recognize and capitalize on personal and team strengths to achieve organizational goals."
Professionalism	"Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace."
Teamwork	"Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities."
Technology	"Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals."

Additionally, quality internship sites tend to do the following:

- Provide a completed position description that clearly outlines work requirements prior to the start of the internship.
- Set achievable goals and expectations for your position that can be accomplished.
- Communicate work schedule expectations and flexibility in hours.
- Provide responsibilities and projects that are meaningful and provide clarity in potential callings, rather than clerical work disproportionate to expectations in the field.
- Provide adequate training and orientation to the role and organization.
- Emphasize the importance of certifications, licensures, and/or credentials in completing some tasks while making clear ways in which interns can contribute.
- Opportunities for ongoing structured supervision with constructive feedback and space for questions.
- Provide a space that values the contributions of the student intern in team huddles, clinical rounds, staff meetings, client meetings, presentations, etc.
- Provide networking opportunities with other organization employees.
- Provides opportunities to celebrate the accomplishments of the intern at the end of the semester.

Section 2: Internship Academic Registration & Completion

2.1: Registration Process

The following is the step-by-step process for getting your internship registered for academic credit:

Step 1	Secure Internship Site: You will need to have secured an internship prior to registration. Typically, this involves applying to open opportunities, interviewing, and being offered the role. Career Services can assist you with this process.
Step 2	Meet With a Faculty Member: You should meet with the faculty member that you plan to have supervise your internship. In your meeting, you should ensure that your supervising faculty member approves of the internship. You should also discuss learning goals, academic evaluation, and credit hours needed for the internship. This information will be needed for your registration form.
Step 3	Complete Registration Form: Login to Handshake using your university credentials. Click on "Career Center," then "Experiences," and finally "Request an Experience." Don't forget that

	to submit the registration form, you will need to have learning goals developed with your faculty supervisor, the number of credit hours you want to receive, and the names/email addresses of all required approvers (faculty supervisor, department chair, and site supervisor).
Step 4	Await Approval: After reviewing your submission and confirming any needed details, Career Services will start the approval process. Once all electronic approvals have been received, the Registrar will add credit-bearing experiences to your account. Please note that only credit bearing experiences are viewable in self-service. You can always check on the status of your internship approvals by returning to the "Experiences" section of Handshake.
Step 5	Plan for Completion: After approval, you should be aware that you will be responsible for completing the academic evaluation assignments from your faculty supervisor. In addition, Career Services will require completion paperwork that will be emailed to you. You must submit these assignments to receive credit.

2.2: Credit Hours Guidelines

You can receive 1 credit hour for every 35 work hours that you complete at your internship. You will be required to track these hours and submit a supervisor-approved log at the end of the semester. If you do not meet the number of hours by the end of the semester, your credits awarded will be reduced to reflect the hours that you worked. If you plan to complete multiple internships, please note that you can only receive a cumulative maximum of 10 credit hours from internships at Wittenberg.

If you plan to receive credit hours for your internship, you will also be asked to complete academic assignments by your faculty supervisor. This could come in the form of a reflection paper, weekly work summary, or poster that can be presented at an event like the "Celebration of Learning." These assignments vary by faculty member but must be completed in order to be granted credit for the internship.

During the fall and spring semesters, you are allowed a maximum of 19 credit hours as a full-time student. If you believe that your internship will send you over 19 credit hours, you can submit a petition to overload to the Office of the Registrar. However, those petitions are subject to approval and would be billed to your account at the full semester tuition rate per-credit hour. Over the summer, any internship credits that are registered for will be billed to your account at the modified summer tuition rate.

2.3: University Role Expectations & Responsibilities

When registering your internship with the university for academic credit, the following are general expectations and responsibilities for all parties involved:

Student

- Serve as the communication bridge between the internship site and the university.
- Select and meet with an appropriate faculty supervisor to discuss the internship description and to develop learning outcomes with corresponding academic assignments.
- Submit a complete internship registration form by the appropriate deadline.
- Communicate regularly with both the site-supervisor and faculty supervisor about progress in the experience.

- Thoughtfully prepare and submit all internship academic assignments and evaluation materials.

Faculty Supervisor

- Evaluate the appropriateness of the internship experience for academic credit in your department.
- Advise the student as to their eligibility for registering their internship experience.
- Assist the student in developing specific learning outcomes and academic assignments for assessment.
- Assist in preparing the student for the internship by discussing professional behavior in the workplace, issues of liability, and how to share concerns about the internship with the university.
- Maintain contact with the internship site-supervisor for ongoing evaluation of the student's work.
- Provide routine, scheduled opportunities to check-in with the student and reflect on their experience.
- Evaluate all academic assignments, confirm work hours match credit hours registered for, and confirm internship completion with the Registrar.

Department Chair

- Ensure that departmental policies are being followed and that faculty utilization is appropriate based on credit hours requested.

Site Supervisor

- Ensure that the student has received a complete job description of the position and understands their expectations.
- Monitor the students' onboarding and ensure all necessary training needs are being met.
- Provide routine opportunities to check-in with the student and reflect on their experience.
- Provide a final evaluation of the student to the university on their performance in the internship.

Employer

- Ensure an appropriate workplace environment is present that is free of harassment and is constructive to the student's learning and development.
- Provide a complete job description of the position along with required projects or assignments.

2.4: Selection of a Faculty Supervisor

The selection of who will supervise your internship is important. Below are a few guidelines:

- The faculty member does not need to come from the department in which you are majoring. However, the supervisor should come from the department in which you are registering your internship. For example, a COMM-491 internship should be supervised by a faculty member in the Department of Communication and Digital Media.
- The faculty member should not be an adjunct professor.
- The faculty member should not be on sabbatical or other kinds of leave from the university.

2.5: Recommended Work Hours

Students have a wide range of academic, athletic, and personal commitments. This means that each student will have a unique schedule and level of availability for an internship. While Wittenberg cannot dictate the maximum number of hours that you are allowed to work in off-campus internships, students should consider working no more than 10-12 hours per week during the academic semester (fall and spring terms). In considering their work hours the student should balance the demands of a full-time academic load with the demands of an internship. In the summer, students will traditionally work full-time (40 hours per week).

Part of the experience that you receive from completing an internship is learning how to manage your time. Students should be proactive in informing their internship site of academic commitments and other schedule related needs during the hiring process. Students should expect a reasonable level of schedule accommodation for academic needs but should not expect that an employer meets all requests. Students should be aware that this experience is meant to mimic their next step, and as such, supervisors make decisions on schedule accommodations that are aligned with the field.

Section 3: University Policies & Liability

3.1: Rights of Termination

Most internships occur outside of the control of Wittenberg University and thus Wittenberg has no jurisdiction to terminate those positions. However, some internships have an official relationship with the university based on their registration for academic credit or their nature as a part of the student employment program. In those cases, the university reserves the right to terminate and/or end the recognition of those internships at any time and for any reason. This is especially true if a determination is made that the intern's further participation is detrimental to Wittenberg, to the site, or to the student.

3.2: Issues of Liability

The role of Wittenberg University in reference to students completing an internship consists merely of tracking the completion of the internship and affirming its merit for academic credit. Wittenberg University is not responsible for affirming the quality, structure, or fitness of the company or internship program. Therefore, students should be vigilant in selecting organizations and programs in which to apply. In granting credit for the internship, the University affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a liberal arts program of study and worthy of Wittenberg credit, but makes no other assurances, expressed or implied. This includes not making assurances for travel or living arrangements in order to complete the internship.

Students participating in an internship experience should recognize that there are risks and liability involved with their participation in the experiential learning opportunity that are not covered by Wittenberg University. Two types of liability exist: 1) injury or damage caused by the student; and 2) injury or damage caused to the student. Most internship sites provide liability insurance for their employees and interns. However, students should confirm this coverage prior to beginning employment. Wittenberg University does not provide liability insurance for personal injury or property damage. Neither does it provide professional liability or malpractice insurance to cover errors of student interns

and clinicians. Some sites will require that students purchase their own liability or malpractice insurance (I.e., Clinical internship programs).

3.3: Notice of Nondiscrimination

The following is Wittenberg University's "Notice of Nondiscrimination." In addition to what is outlined here, all internship sites and employers should abide by any applicable state and federal civil rights laws.

As an institution that values the dignity of all, the University adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. Wittenberg University does not discriminate on the basis of age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, gender identity, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation. This includes protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission, Ohio Civil Rights Commission or other human rights agencies, as well as in the planning and administration of its admissions policies, educational programs, scholarships, loans, and other financial aid, athletic and other school-administered programs, services, and activities, or in employment. Sexual harassment, which includes acts of sexual violence, is a type of sex discrimination.

The University does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, faculty, staff members, and third parties are not subject to a hostile environment in University programs or activities. Protective measures are available during an investigation into allegations, and where harassment or discrimination is found to have occurred, the University will take appropriate steps to eliminate such harassment or discrimination, prevent its recurrence, and address its effects.

The following individuals have been designated to handle inquiries and/or complaints regarding the non-discrimination policies.

For issues related to discrimination and harassment on the basis of sex/gender, sexual orientation, gender identity, or gender expression, please contact:

Casey Gill
Vice President of Student Development and Dean of Students
Title IX Coordinator
737 N. Fountain Ave.
Joseph C. Shouvlin Center, Suite 101
937-327-7801
gillc@wittenberg.edu

Or

Mary Beth Walter
Director of Human Resources and Deputy Title IX Coordinator
Recitation Hall
937-327-7517
walterm@wittenberg.edu

For issues related to discrimination and harassment on the basis of disability, please contact:

Casey Gill
Vice President of Student Development and Dean of Students
Title IX Coordinator
737 N. Fountain Ave.
Joseph C. Shouvlin Center, Suite 101
937-327-7801
gillc@wittenberg.edu

Or

Mary Beth Walter
Director of Human Resources and Deputy Title IX Coordinator
Recitation Hall
937-327-7517
walterm@wittenberg.edu

For issues related to age, race, color, creed, religion, ancestry, national or ethnic origin, genetic information, military status, veteran status, familial status or any other protected category, please contact:

Casey Gill
Vice President of Student Development and Dean of Students
Title IX Coordinator
737 N. Fountain Ave.
Joseph C. Shouvlin Center, Suite 101
937-327-7801
gillc@wittenberg.edu

Or

Mary Beth Walter
Director of Human Resources and Deputy Title IX Coordinator
Recitation Hall
937-327-7517
walterm@wittenberg.edu

For more information about Wittenberg University's policies prohibiting discrimination and harassment please refer the appropriate University handbook/manual.

- Student Handbook
- Faculty Manual
- Staff Manual
- Title IX Compliance

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Wittenberg University is an equal access/equal opportunity affirmative action university.

3.4: Issues of Confidentiality, Intellectual Property, & Non-Compete Arrangements

Wittenberg University is not responsible for student infractions related to confidentiality, intellectual property, and non-compete agreements. However, students should be aware of these three categories and work to ensure that they are not in violation of the policy of their internship site or agreement.

Confidentiality: Many industries have policies protecting the confidentiality of information that interns have access to on the job. For example, a company may ask an intern to sign an agreement that promises to keep all company email, video, and phone conversations confidential. Other industries follow government policies that require confidentiality for the protection of customers, patients, and clients. Healthcare and education settings are key examples of this. These industries follow HIPPA and FERPA rules that require that patient or student records and information be kept confidential. Unauthorized use or sharing this information would not just be a violation of company policy but of federal law.

Intellectual Property: This has to do with the trade secrets of a company or organization that, if released, could impact the organization's ability to operate and compete in the marketplace. For example, technical schematics showing how a product works and that are patent protected is an example of intellectual property. Some organizations will require that you keep this information confidential.

Non-Compete: These are agreements that a company may ask an employee to sign as a condition for employment or advancement. Typically, these agreements will bar an employee from working in a particular role or field with a competitor company for a defined period. They may also bar employees from starting a business that would compete with the company in which they work for a defined period.

Students should do their due diligence to recognize what their internship site or industry requires of them in reference to these three categories. Infractions in these areas can mean that legal action is taken against a student intern.

3.5: Non-Disclosure Agreements

If a student is completing an internship and is a party to or witness of wrongdoing to others or against themselves, companies or organizations may attempt to settle the situation internally. To do so, they may ask that employees sign a non-disclosure agreement (NDA) that would bar the student from sharing

information about the incident in the future. Students should recognize that they are not required to sign an NDA and can speak first with the Office of Student Development about the matter.

Section 4: Clinical Internship Program

4.1: What is the clinical internship program?

The Clinical Internship Program provides formal, comprehensive internship opportunities with healthcare professionals in the Springfield community. The program is designed to meet the needs of students interested in pursuing a variety of health professions, including those who are planning to attend medical school. Our students have the opportunity through this program to work one-on-one with an assigned mentor that is licensed to practice in the health field of their choosing. Internship locations can include a private practitioner's office, community clinic, or a position in a local hospital. We offer clinical internship positions each semester, and the selection process is competitive.

4.2: Eligibility Requirements

To be eligible to apply for the program, a student must:

- Have completed their community service requirement or their civic engagement requirement (if following the "Connections Curriculum")
- Have junior or senior status
- Minimum GPA of 2.80

After applying and being accepted into the program, additional requirements may be necessary depending on the expectations of our clinical placement options. Because the program works with various hospitals and medical practices, we are often required to have on file a record of the following:

- Successful BCI/FBI background screen
- Successful negative drug screen
- Vaccination verifications

4.3: Professional Liability Insurance

Students should be aware that some clinical sites (hospitals in particular) require that students hold their own professional liability insurance. You will be notified about what type and amount of coverage is needed. However, coverage tends to be in the range of $1,000,000 per-medical incident and $3,000,000 aggregate. It is the responsibility of the student to source and pay for this coverage. Wittenberg University is unable to recommend a preferred insurance provider, but Career Services can assist you in sourcing multiple options for providers.

Section 5: International Internship Options

5.1: Wittenberg International Internship Programs

Wittenberg offers multiple study away programs that include or require that students participate in internships. For example, all students who participate in the Witt-In-Witt program (Wittenberg, Germany) complete an internship as a condition of participation. Students should always consult

program guides and materials for the most up-to-date set of requirements and processes. However, the following are general notes to keep in mind:

- The Wittenberg faculty member assigned as the on-site program director will serve as your site-supervisor for the internship
- Because of language barriers and accessibility, your faculty program director will also serve as the site-supervisor for the purpose of registration and will complete the site-supervisor evaluation on behalf of your internship site
- You do not need to meet the traditional registration deadlines, but will follow the direction of the faculty program director for updates on when you must register the internship with the university
- Your placement site and credit hours for the internship are typically dictated by the program

5.2: Non-Affiliated International Internships

There are multiple educational programs where students can pay to conduct internships at various prestigious companies abroad. Students should be aware that tuition for these programs can be high and no financial aid from Wittenberg is offered. Generally, your fee for the program covers items that can include housing expenses and the coordination of internship placement. For some programs, academic credit may be awarded by the program itself and included with your tuition cost.

Due to the many unique differences among international internship programs, students should consult with the Office of International Education and Career Services about their plans to participate in any non-affiliated international internship program. They will be able to advise students surrounding the program they have selected, how to receive academic credit for that program, and complete required university forms.

Example: ISEP Intern-Abroad Program (Wittenberg Affiliated Program)

Section 6: Lutheran College Washington Semester Program

6.1: Program Description

Wittenberg is one of 13 institutions that make up the Lutheran College Washington Semester (LCWS) program. This 14-week program allows students to take two courses and complete an 8-credit internship in the nation's capital during the academic year. In the fall and spring semesters, students take classes and live with other participants in apartments provided by LCWS in the DC metro area. LCWS has an Internship Coordinator on staff who works with students to identify internship opportunities in their area of interest and to assist them in applying for internships. Students pay their normal tuition to Wittenberg University along with a program fee that covers housing, books, public transportation, and programmatic activities. Students are responsible for their own food and transportation to and from DC.]

During the summer semester, there are generally no classes or internship coordination services offered by LCWS. However, students who have received internship offers in the DC area are able to secure living space through the program with students from other members intuitions at a cost that is generally more affordable than the market rate.

Please direct all questions on this program to the current campus representative (Dr. Catherine Waggoner - cwaggoner@wittenberg.edu).

6.2: Internship Information

Students who have secured an internship through the Lutheran College Washington Semester program will register through the normal university process, working with the on-campus LCWS representative to identify the faculty supervisor. The faculty supervisor does not need to come from the department in which you are majoring. However, the supervisor should come from the department in which you are registering your internship. For example, a CMDM 491 internship should be supervised by a faculty member in the Department of Communication and Digital Media.

Section 7: Department of Business Internship Requirement

7.1: Department Requirement for Eligible Majors

Prior to graduation, students majoring in the following programs are required to complete an approved internship (BUSN-491 OR ACCT-491):

- Accounting
- Finance
- Management
- Marketing

To complete this requirement, the student must do the following:

- Essure that the internship is officially registered with the university (Career Services) and approved by a faculty supervisor in the Department of Business and Economics. This is to be done at the beginning of the semester in which the internship is to take place.
- Submit all required general internship evaluations by the stated deadline at the end of the semester.
- Submit all required academic assignments required by your faculty supervisor by the stated deadline at the end of the semester.
- Log and submit proof of working at least 105 work hours at the internship site.