



## Stevenson On-Campus Internship Program

### What it is:

The On-Campus Internship Program is an initiative to expand opportunities for student seeking an academic internship, particularly during the pandemic when fewer employers are offering internships. Managed by the Career Connection center, the program offers a centralized resource for on-campus internships and for posting internships to students. Faculty and staff who seek to hire interns can find information on internship best practices, and can post their internships so all students may see them. Students can then search for on-campus internships by using a centralized location on Handshake.

### Process

- Departments/units identify potential internships for SU students
- Career Connection Center staff are available to advise on best practices in hiring and managing interns
- **Internships must be posted on Handshake** to ensure equitable access to all students and to support data collection
- The academic process will follow existing departmental procedures for learning outcomes and intern evaluation at the end of the term
- During fall 2020, this process focuses on internships that may be credit bearing

### Resources

- An [“On-Campus Employer Guide”](#) which provides details on designing and implanting effective internships.
- Templates for learning agreements (Departments may continue to use their own).
- Centralized on-campus internship job postings on Handshake. CCC will support in posting internships. This is required to enable data tracking of on-campus internships
- Career Advisors will assist students seeking an on-campus internship
- Template for end-of-term internship evaluations (Departments may continue to use their own)

### Specific Advice to Academic Departments

1. **Note:** Individual Schools/Departments may establish their own policies. Students will follow the policies set by the school/department.
2. Placements
  - a. Internships can be within the student’s home Department with permission from the internship faculty
  - b. Course-based placements (ex: TA) are not suitable for an internship placement. Peer tutoring programs or other supplemental instruction models are encouraged as effective practices but not as ways to fill a required credit-bearing internship.
3. Oversight
  - a. Faculty in the student’s home department can oversee interns as long as they are not assigning the internship course grade.
  - b. The faculty internship director cannot oversee interns if they are the also assigning the internship course grade.
  - c. The person overseeing the internship (mentor/supervisor) should not be the person who assigns the grade (internship faculty).