

Thank you for your interest in the Point Park University Internship Program. In this folder, please find the following information and resources regarding our program.

1. Internship Program Overview for Employers

This document provides information about the benefits of hiring a Point Park intern, along with the procedure for making your internship opportunities available to Point Park students.

2. Internship Learning Agreement

This form provides an overview of the expectation of the Internship Supervisor.

3. Supervisor Evaluation of Intern

This form is to be completed by the internship site supervisor at the end of the internship experience.

Please feel free to contact me with any questions you may have. I look forward to working with you in the future.

Sincerely,

Angela Scaramucci

Director, Career Development Center
Point Park University, 201 Wood Street, Pittsburgh, PA 15222
Room 538 West Penn
412-392-3978 (Office) | 412-606-0543 (Cell)
ascaramucci@pointpark.edu

The Point Park University Internship Program allows students to acquire practical experience related to their academic studies and career plans. Each student undertaking an internship does so through the supervision of a faculty member.

As an internship site, your organization will benefit from opportunities to meet enthusiastic and committed students who will be looking for employment when they graduate. Interns can bring a fresh approach to your setting, and can provide the skills and labor for a special project. They can also give your permanent staff the satisfying opportunity to pass on their knowledge and expertise to the next generation of workers, and to practice their supervision skills.

In other words, an internship can:

- Increase name recognition of your company/organization;
- Provide an enthusiastic ambitious worker who is excited to learn;
- Provide the labor and skill needed to complete a special project;
- Provide the opportunity for your permanent staff to gain supervisory experience;
- Allow you to assess the capacities of a potential employee;
- Facilitate links between your company and Point Park University for research, teaching and recruitment;
- Increase the number of graduates who stay in the community after graduation.

Posting your Internship for Students to Apply To

- Whenever your company is ready to post an internship, you will need to post your internship description to our Handshake website: <https://pointpark.joinhandshake.com/login>. Please include the following in your description:
 - Internship Title and a detailed description of responsibilities and daily tasks
 - The days/hours that you need the student to work
 - Company location
 - If it is paid or unpaid and if it's paid please provide a pay range if possible
 - If there are specific majors or skills that you prefer
 - Your contact information along with how you would like students to apply (ex: email a resume, cover letter, portfolio, etc).

As an internship site supervisor, you will be asked to:

- Work with the student on completing the necessary requirements for them to receive credit for their internship, which includes student learning objectives;
- Assist the student in identifying responsibilities to meet learning objectives;
- Provide on-site guidance;
- Complete a performance evaluation at the end of the experience.

Internship Guidelines

- The Faculty Supervisor will approve academic internship experiences.
- Internships may be paid or non-paid.
- Internships can occur at a student's current work or internship site if a separate internship position description is created and a different supervisor is assigned to the internship (non-family member). The internship must demonstrate additional applied academic learning.
- Students completing credit-based internships are required to set learning objectives and learning activities, create an e-portfolio, write a final report on their internships, (or any other special project or assignment determined by the Faculty Supervisor such as a weekly blog), and complete an evaluation.
- Internship site supervisors must complete and submit a student evaluation by the date designated by the Faculty Supervisor.
- Students can earn credits for an internship during any semester.

<u>Internship Credits</u>	<u>Applied Work Hours</u>
Three credits	*150-200 hours total/semester (15 weeks) *check with your intern
Six credits	*300-400 hours total/semester (15 weeks)

Support and Supervision for the Internship Education Experience

- The Faculty Supervisor advises the student on selecting a work site, setting goals, identifying internship project requirements, and awarding academic credit. The Faculty Supervisor is also available for guidance during the internship experience.
- The Employer provides a position job description (limiting clerical or manual tasks to not more than 15% of the experience), supervision, mentoring, and verbal and written feedback about the intern’s job performance. Internship site supervisors must complete and submit a student evaluation to the Faculty Supervisor by the established deadline for that term.

Employer: It is the responsibility of the employer to provide direct, on-the-job supervision of the student intern which includes the following:

- Prior to the internship beginning, the company internship supervisor will approve the student's internship when they receive the approval message via Handshake.
- Orienting the student intern to the company's structure and operations.
- Orienting the student intern to the company's policies and procedures regarding appropriate dress, office hours, applicable leave policies.
- Developing a mutually agreeable work schedule with the student.
- Ensuring that the student intern does not work over their hours/semester
- Introducing the student intern to the appropriate professional and clerical staff.
- Providing the student intern with adequate resources and training necessary to accomplish tasks.
- Orienting the student intern to the policies and procedures of the personnel department.
- Affording the student intern the opportunity to identify with the supervisor as a professional staff person by jointly participating in office interviews, meetings, conferences, projects, and other personnel and management functions.
- Assigning and supervising the completion of tasks and responsibilities that are related to the student's major.
- Consulting the Faculty Supervisor in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
- Providing regularly scheduled supervisory conferences with the student intern.
- Participating in a site visit conducted by the Internship Coordinator regarding the student intern's performance.
- Submitting an evaluation on the student intern's job performance by the end of the semester.

SUPERVISOR EVALUATION OF INTERN

PLEASE NOTE: This form should be reviewed with the student in an evaluation meeting and signed by the supervisor and student.

Supervisor Name: _____
Address: _____

Email: _____

Supervisor Title: _____
Phone: _____
Fax: _____

Please rate the following statements (SA – Strongly Agree, A – Agree, D – Disagree) in regards to your Point Park intern, (Student Name): _____.

- ____ 1. Student was punctual and dependable.
- ____ 2. Demonstrated initiative and readily assumed new responsibilities.
- ____ 3. Dressed in appropriate attire.
- ____ 4. Completed assigned tasks in a timely manner.
- ____ 5. Demonstrated necessary skills to perform tasks (i.e. writing, research, computer, etc.).
- ____ 6. Student used good judgment about when to seek guidance and when to be self-reliant.
- ____ 7. Demonstrated problem solving ability.
- ____ 8. Was cooperative, flexible, and adaptable.
- ____ 9. Articulated own views and/or concerns effectively and appropriately.
- ____ 10. Established good working rapport with clients and other employees.
- ____ 11. Work completed was of high quality.
- ____ 12. Student has become more “world-ready” as a result of this experience.

12. Did the student complete the number of internship hours agreed upon? YES NO
If no, please explain. _____

13. What do you see as the student's major strengths?

14. What aspects of the student's work performance would you recommend she/he work on?

15. How well did the student complete the duties described in the position description? Please explain.

16. What do you feel the student should have known before beginning the internship, but did not?

17. How did you learn of Point Park University's Internship Program? _____

18. Would you consider hosting another Point Park intern? YES NO
If so, when? Please circle all that apply. FALL SPRING SUMMER

19. Please share your comments/suggestions in regards to the quality of Point Park's Internship Program.

20. May we use your comments for marketing and promotional purposes? YES NO

Supervisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

PLEASE NOTE: Student signature acknowledges review of this evaluation, not complete agreement.

Student comments about the evaluation (optional): _____

Complete online through Handshake or return to The Career Development Center: careerdev@pointpark.edu