

GRACE CHRISTIAN INTERNSHIP OVERVIEW

- Student will intern for one semester (15 weeks) for 120 hours (approximately 10 hours a week)
- Student will receive on-site supervision during their internship
- The learning objectives of the internship will align with academic coursework
- The student will submit a job description through Handshake before the internship is approved

INTERNSHIP VS. PART-TIME JOB OR VOLUNTEER POSITION

Before hiring an intern, identify what specific type of work needs to be completed. This will help you better identify the type of position for which you should be hiring. To be considered an internship, a position must:

- Be an extension of the classroom - a learning experience that applies the knowledge gained in the classroom it must not be simply to advance the operations of the employer or the work that a regular employee would routinely perform.
- Have a defined beginning and end (typically one semester or 15 weeks) and a job description with desired qualifications.
- Have clearly defined learning objectives/goals related to the professional goals of the student's coursework.
- Be supervised by a professional, preferably with expertise and background in the field
- Offer routine feedback from the supervisor and a formal evaluation at the end of the experience.
- Provide resource, equipment, and facilities that support learning objectives/goals.
- Not take place in a private home.

An internship may also be a part-time job if the student is being paid like other employees. The key difference is the learning objectives and supervision that the student receives. These help the student connect the world of work to his/her field of study. If a part-time associate would be better suited than an intern, you can post the position with the Grace Career Services Department by e-mailing Amy Bolkcom at abolcom@gracechristian.edu.

In some cases, internships may be unpaid, making them feel like a volunteer experience. It is the learning objectives and supervision/mentorship that take a volunteer position to the internship level. An intern is expected to keep a consistent work schedule and have responsibilities like a staff member. If a volunteer will better suit your needs, you can contact Jim Gamble, Dean of Students, at jgamble@gracechristian.edu.

CONSIDERATIONS WHEN PREPARING TO HOST AN INTERN

As you think about hosting an intern, it is important to make sure your organization is ready. Start by reviewing this checklist to see where your organization/department stands. While it is not required that you have a check in each box, it is good to begin thinking about the following considerations:

Resources

- We have the time to support an intern.
- We have the human resources to support an intern.
- We have the physical resources to support an intern. This may include:
 - A safe, adequate work space, and parking
 - Access to computers and internet
 - Telephone, mailbox, Business cards and reference materials
- We have the financial resources to support an intern. Although not required, some suggested forms of compensation include:
 - Hourly pay, Scholarship, Tuition payment, or Benefits
 - Monthly or semester stipend
 - Payment for incidentals (mileage, per diem, overnight travel, etc.)
 - Professional development opportunities (conference fees or additional training opportunities)
 - Commitment to assisting student in receiving academic credit

Work Projects

- We have quality work assignments for the intern. These may include:
 - Assisting/creating/overseeing specific programs or projects
 - Participation in staff or team meetings
 - Ability to shadow upper-level leadership
- An intern will be able to apply the knowledge they have learned in the classroom to the workplace.
- The work assignments will be attainable yet challenging for the intern.

Supervision

- We have someone to train, supervise, and mentor an intern. Responsibilities may include:
 - Creating an orientation for new interns
 - Outlining learning objectives with the intern and helping the intern reflect on how their internship relates to their classroom learning
 - Holding one-on-one weekly meetings with the intern and being open and available to answers questions
 - Providing the intern with career development opportunities outside of their other duties



- Evaluating the intern’s performance halfway through the internship and again at the end of the experience
- The intern’s supervisor should have some degree of expertise in the area in which the intern will be working.

CREATING AN EFFECTIVE INTERNSHIP JOB DESCRIPTION

Creating accurate job descriptions is essential to the recruitment process as it helps clarify who is responsible for what within your department and company and helps the intern better understand the responsibilities of the position. An effective job description also helps you establish a better applicant pool, which will help you identify the best candidate for the position. The following elements should be included in an internship job description:

1. Organization name/department: Include the name of the organization, division, and department as well as the location of the organization.
2. Job title: It’s best to have the title relate to the type of work being performed (marketing intern is better than intern).
3. Reports to: Include the title of the intern’s superior, where the superior is located, and describe the management structure
4. Job Objective: Explain the impact this position will have on the organization and how it fits into the overall mission/goals. Students appreciate knowing that what they do has meaning.
5. Responsibilities and Accountabilities: Describe the principal duties, continuing responsibilities, and accountability of the position.
6. Required/preferred Qualifications: Focus on specific skill sets rather than majors/academic programs. GBC has more than 15 programs; we wouldn’t expect you to list all the ones relevant to the position that’s available.
7. Any form of Compensation: Don’t feel restricted to hourly pay. Compensation could include a one-time stipend, free membership to a professional association, or free parking. Think creatively in terms of what the intern will be getting out of the experience.
8. Description of organization/company: Many students may not be from the area so it is helpful to include a few sentences about your organization/company.
9. How to Apply: Students can apply directly to you or you can have them apply through Career Services Central, our job posting system.

INTERNSHIP LEARNING OBJECTIVES

One of the distinguishing factors of an internship is the connection between academics and hands-on experience. This is often accomplished through learning objectives.

What are they? Internship learning objectives help the student identify what he/she is learning throughout the internship experience by connecting competencies to specific projects or tasks. Although many internships completed for academic credit require the student to identify key skills he/she will be gaining throughout the experience, it is recommended that all interns identify key skills. Learning



objectives also provide supervisors with concrete examples for evaluation purposes, both midway through the internship as well as at the conclusion of the experience.

How do you write them? Learning objectives should be written by the intern in conjunction with his/her supervisor. The student should identify three to five key elements they hope to learn while completing their internship. These skills can be specific to the student's field, or more general skill sets he/she wants to enhance. It's important to make sure the learning objectives are measurable and achievable. Once the learning objectives are identified, the supervisor can help the student pinpoint the projects or work assignments that will help achieve the student's objectives. Keep in mind that the learning objectives are not all about the student and should align with goals of the organization/department.

Sample Learning Objectives

Learning Objective #1: Gain an understanding of how a nonprofit organization operates and identify if this is the industry I would like to enter upon graduation.

Task/Work Assignment #1: To understand how a nonprofit organization operates, I will be assisting in all areas of the organization such as recruiting volunteers, assisting the executive director with budgeting, contributing to the planning of the Big Apple Fundraiser, and researching grant funding opportunities. Through these activities I will have a better sense of the industry and if it's a good fit for me.

Learning Objective #2: Enhance my written communication, specifically in regard to effective press releases, public service announcements (PSAs), and media kits.

Task/Work Assignment #2: One of my main tasks will be advertising for the organization's big event: the Big Apple Fundraiser. To help recruit volunteers and increase the attendance of donors I will be working with my direct supervisor to create press releases, PSAs, and media kits.

