



Internship Handbook

Saint Vincent College Career Center

<http://www.stvincent.edu/careers>

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Student Handbook



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- Internships are academic programs which combine classroom theory with practical, on-the-job experience.
 - The Saint Vincent College Career Center has specific policies/guidelines for participation.

Preparing for your Internship Search

- Stop in the Career Center and make an appointment with the Internship Coordinator, Christine Sundry-Gregorini for assistance with identifying resources, resume reviews, writing cover letters or mock interviews.
- Visit www.collegecentral.com/stvincent for internship vacancies.
- Review and research openings. Make a list of those that interest you.
- Speak with your faculty advisor to determine # of elective credits you may need to fulfill and # of hours you need to work to earn academic credit.

Getting My Internship...

- Submit required application materials.
- Follow-up with each employer.
- Interview (dress professionally).
- Send a thank you for each interview attended.
- Keep the Career Center informed of your interviewing activity and of any acceptance.
- Complete necessary internship paperwork. Forms can be found at

http://www.stvincent.edu/internship_forms

Getting Credit for My Internship

You can...

1. Register for credit (highly recommended!!!)
2. Register for “0” credit (if you’ve completed all your electives & wish to avoid paying for unnecessary credits) You will receive a Pass/Fail on your transcript (\$75 fee).
3. Register for no credit (which means the internship will not appear on your transcript).

Key points...

- The number of credits your internship is worth varies and depends upon departmental requirements stated in the catalog and the number of general electives you must take.
- Generally, students register for 1-3 credits per internship. To receive credit for additional internships you must get approval from your faculty advisor.
- Your faculty advisor must approve an internship for academic credit, complete his/her section of the student/employer/faculty agreement (internship form) and the add/drop form.
- Bring completed paperwork (including the add/drop form) to the Career Center for final approval.



Common Questions

Will I get paid?

On average, a large percentage of Saint Vincent College students receive compensation as an hourly wage, monthly salary, stipend or PHEAA Off Campus Federal Work Study Program. **DO NOT** assume you will get paid.



What else is required?

- Understand the requirement for credit and meet with your faculty advisor.
- Complete all necessary internship forms found online.
- Be sure you've completed the student section, work collaboratively with your employer to complete the next section on goals/objectives and have your faculty advisor complete his/her section.
- Bring completed forms (add/drop included) to the Career Center for approval.
- The Student Code of Conduct and option to have a press release done are included online, as are evaluation forms for both you and your employer.
- At some point during your internship, your faculty advisor will contact your supervisor and complete an evaluation on your performance.

Why Participate in an Internship?

Research shows students who intern:

- Demonstrate increased self-awareness.
- Discover the link between classroom theory and its application in the professional world.
- Identify personal talents and interests.
- Gain a greater knowledge of career goals and objectives.
- Perform better in school.
- Are more likely to graduate.
- Are ahead in preparation for their field.
- Are viewed as better candidates in job interviews by employers.
- Are more likely to get the job with the employer they want after graduation.
- Receive more job offers.
- Earn higher starting salaries.

What are the Benefits?

Students will:

- Acquire opportunities to make informed career decisions through on-the-job-experience.
- Gain practical employment experience that employers look for when hiring college graduates.
- Develop essential, practical, and professional skills and competencies specific to a career or environment.
- Integrate classroom theory with real-life experiences.
- Obtain a heightened understanding of classroom instruction.
- Extend and apply broad-based liberal arts education to the world of work.
- Earn monetary compensation to help with college costs.
- Boost self-confidence and maturity.
- Gain a competitive edge for employment or graduate school admission.
- Establish a network of professional contacts, mentors, and references for future employment.
- Experience a controlled transition from the college environment to the real working world.

Helpful Websites



Internship Opportunities

www.collegecentral.com/stvincent

Internship Forms

http://www.stvincent.edu/internship_forms

Department of Labor

Fair Labor Standards Act

<http://www.dol.gov/esa/whd/flsa/>

Federal Off Campus Work Study Program

<http://www.pheaa.org/workstudy/faq.shtml>