LifeWorks
Children’s HeartLink
Boulay, Heutmaker, Zibell
CADA House
Science Museum of Minnesota
Region Nine Development Commission
Minnesota Coalition for the Homeless
Marshall Field’s
Gustavus Alumni Relations Office
WCCO 4 Television
Nicollet County Court Services
Seigel Brill Duffy Law Firm
Minnesota Valley Action Council
City of Saint Peter
Immanuel-St. Joseph’s-Mayo Health System
Fitness First
Swanson Art Gallery
Two Fish Recording Studio
Sioux Trails Mental Health Center
WCAL Classical Radio
MCRI
ACT–Asian Communities Together
Mankato Surgery Center
Sexual Violence Center
James Tower
Dear Faculty Sponsors,

Thank you for agreeing to serve as a faculty sponsor for a student intern. Your willingness to sponsor student internships is crucial to positive student learning experiences. Without your guidance, internships at Gustavus would simply not be possible.

The purpose of this guide is to provide you with information to help you sponsor students more effectively. To this end, suggestions and ideas are provided that may enrich your student’s internship experience. The content in this guide is meant to compliment what you do well as a faculty sponsor, and generate new ideas to help us continually improve the internship program at Gustavus.

To begin, all students must submit an Internship Job Description Form to the Career Center for approval. Students then receive the Internship Registration Form, which is reviewed and signed by you. At this point, it is important that you meet with the student to discuss the details of your student’s experience. Please review both the Internship Job Description Form and the Registration Form with the student. Feel free to contact the site supervisor or the Career Center for clarification. After you meet with your student and you both sign the forms, the Career Center completes the registration process.

To help students find internships the Career Center presents several workshops throughout the year. Also, prior to the beginning of each internship students attend an “Internship Orientation” session to help prepare them for the experience. At the conclusion of the internship students prepare a short presentation for the Reflection Session. The dates and times of these sessions are provided on page seven. These sessions are aimed at helping students identify new skills, articulate what they have learned, and reflect on their career options. Faculty are encouraged to attend these sessions or I can help you schedule a specific session for a student group.

I hope to work with you to guide students through meaningful internship experiences and, with your ideas, continually develop new ways to improve the Internship Program at Gustavus. If, at any time, I can be of assistance to you or your students, please do not hesitate to contact me.

Thank you,

Brian Koeneman
A NOTE FROM THE DEAN OF FACULTY:

Dear Faculty:

Thank you for serving as a faculty sponsor for a student intern. Student internships are important components of student learning experiences at Gustavus. The work you do as a faculty sponsor, which often is above and beyond your normal scope of duties, is greatly appreciated. Your willingness to work with students as a faculty sponsor reflects your commitment to student learning and can provide you with an opportunity to explore innovative ways of enriching your own teaching and scholarship.

This guide provides ideas for helping students through meaningful internship experiences. If you have additional ideas, please share them with Brian Koeneman in the Career Center. Brian would be happy to hear your thoughts for enhancing the Internship Program.

Again, thank you for this important service to our students and the College.

Sincerely,

John A. Mosbo
WHAT YOU NEED TO DO

• Complete the Faculty Section of the Internship Registration Form.

• Review the Registration Form and Internship Job Description Form (you must sign both forms—please do NOT sign a blank form).

• Assign journal, readings, summer papers, or other appropriate work.

• Review the student’s hopes, fears, and goals for the internship.

• Set due date for all work to be completed and returned to you.

• Schedule a site visit with the student and their supervisor.

HOW TO BE AN OUTSTANDING FACULTY SPONSOR

1. Be prepared to invest time with interns. It’s easy to forget about students while they are off campus.

2. Create links between classroom learning and the internship experience. For example, you can assign readings and/or papers that connect with class topics.

3. Assign appropriate academic projects to compliment the student’s experience (e.g. related readings, professional journals, books, newspapers etc.).

4. Encourage student professionalism, perspective, and initiative.

5. Schedule internship site visits early and connect with the student’s site supervisor. Site supervisors can provide ideas for improvement and are key to making an internship experience work.

6. Provide feedback on journal entries throughout the experience.

7. Challenge students to explore future career options, related professional organizations, graduate programs, or further training.

8. Encourage reflective thinking about purpose, value, and meaning in work.

9. Recognize the student’s growth and progress.

10. Help students see connections between liberal arts and their career fields.

Attend the Reflection Sessions to hear your students present what they’ve learned at their internship.
“My Career Exploration at the law firm of Siegel, Brill, Greupner, Duffy and Foster was an experience that allowed me to live the life of an attorney for four weeks. I think that it was especially important for me to do this Career Exploration because I was able to gain hands-on experience. I was able to accompany attorneys to court and also do legal research for them. I would highly recommend doing an internship, especially at Siegel, Brill, Greupner, Duffy and Foster.”

Sarah Marsden, Communications Studies, ’04

SITE VISITS

Faculty are encouraged to visit students at the internship site whenever possible. Site visits can be done at any time during the internship or career exploration. You will be reimbursed for mileage and expenses. Preferably, you should reserve a college vehicle to conduct site visits. To make reservations for a College vehicle please call Telecommunications by dialing “0”. Please contact the Career Center to obtain a vehicle authorization form. The vehicle form needs to have the appropriate Career Center account number and a signature from a Career Center staff member for authorization.

Lunches and/or coffee expenses you have with students and site supervisors (with discretion) may be reimbursed through the Career Center. Please save receipts and submit to Brian Koeneman as soon as you return to campus.

If you are sponsoring several students at once, group meetings can be an efficient way to visit student interns. Meeting a group of students at a restaurant or café can be just as effective as individual site visits. Group meetings are particularly effective during J-Term when you may have multiple students participating in a Career Exploration simultaneously.
HOW INTERNSHIPS WORK

<table>
<thead>
<tr>
<th>Internship Type</th>
<th>Length of Internship or Career Exploration</th>
<th>Weekly Time Commitment</th>
<th>Relationship of Credits to Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring and Fall Internships</td>
<td>14 Weeks</td>
<td>10–40 hrs/wk</td>
<td>.5–1 credit = 10 hrs/wk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 credits = 20 hrs/wk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 credits = 35–40 hrs/wk</td>
</tr>
<tr>
<td>Summer Internships</td>
<td>Minimum 10 Weeks</td>
<td>10–40 hrs/wk</td>
<td>.5–1 credit = 10 hrs/wk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 credits = 20 hrs/wk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 credits = 35–40 hrs/wk</td>
</tr>
<tr>
<td>J-Term Career Exploration</td>
<td>4 Weeks</td>
<td>30–40 hrs/wk</td>
<td>1 credit = 35-40 hrs/wk</td>
</tr>
</tbody>
</table>

**Important:** Internship dates should follow the Gustavus calendar as closely as possible. Breaks and vacations during the Gustavus academic calendar may not coincide with breaks at the internship site. Students **should not assume** internship site break schedule and should always check with the site supervisor well in advance of planning any breaks or vacations.

“I really enjoyed my internship at MVAC. I was able to work in a variety of settings and different departments and wrote newsletters, attended conferences, interviews, and worked with important state legislators and actually met them at the Capitol. This experience has been an amazing résumé booster.”

Melissa Habendank, Communication Studies, ’04 Minnesota Valley Action Council
GRADING

Faculty must submit grades via the Gustavus online system by the deadline. All internships and career explorations are pass/fail only. Internships do not affect a student’s GPA.

Internship grades are due at the following time:

- **January 3, 2005**  Fall Semester Internship grades due
- **February 3, 2005**  January Term Career Exploration grades due
- **June 1, 2005**  Spring Semester Internship grades due
- **May 25, 2005**  Graduating senior grades due

INTERNSHIP EVALUATIONS

Students participating in an internship are required to complete both mid-point and final evaluations. In addition, each student’s site supervisor completes an evaluation of the student at the conclusion of the internship. You are strongly encouraged to discuss these evaluations with your students in person. Evaluations can be used to reinforce strengths and suggest areas for improvement.

At the conclusion of the internship, both the Student Evaluation and the Site Supervisor Evaluation are sent to you for review. If you do not receive a copy, please contact Heather Banks in the Career Center at 7523 or at hbanks@gustavus.edu.

**Note:** *Students participating in an internship complete a mid-point evaluation and a final evaluation. Students participating in a January Term Career Exploration complete a final evaluation only.*

Thanks to the generous assistance from Laura Rydhold (second from left), Health Ministries director, several Gustavus students found an internship in an allied health care setting at Immanuel-St. Joseph’s Hospital in Mankato.
STUDENT INTERNSHIP PRESENTATIONS

Faculty are encouraged to invite former interns to present in classes. Class presentations allow students who have completed their internship the opportunity to reflect, compare, and share their experiences with other students. Many faculty have invited groups of students returning from their internship to present to the lower-level classes.

Contact Brian Koeneman in the Career Center if you would like assistance arranging student internship presentations in your classes.

“The Sports and Orthopaedic Specialists, P.A. is a great environment to learn hands-on orthopaedic medicine from knowledgeable athletic trainers and physician’s assistants, as well as from 4 of the best doctors in Minnesota.”

Michael Metcalf ’04
Health Fitness and Athletic Training
CAREER CENTER INTERNSHIP WORKSHOPS

HOW TO FIND AN INTERNSHIP

Friday  
September 10, 2004  3:30 p.m.  Career Center
Monday  
October 25, 2004  3:30 p.m.  Career Center
Wednesday  
October 27, 2004  3:30 p.m.  Career Center

INTERNERNSHIP ORIENTATION

For students about to begin an internship.

Tuesday  
December 7, 2004  3:30 p.m.  Heritage Room
Wednesday  
December 8, 2004  3:30 p.m.  Heritage Room
Tuesday  
December 14, 2004  3:30 p.m.  Heritage Room
Friday  
May 13, 2005  3:30 p.m.  St. Peter Room

WRAP-UP REFLECTION DINNER & SYMPOSIUM

Required for students who have just completed an internship.

Summer Interns

Thursday  
September 9, 2004  6:00 p.m.  St. Peter Room

Fall Interns

Thursday  
December 16, 2004  6:00 p.m.  St. Peter Room

J-Term Interns

Monday  
February 7, 2005  6:00 p.m.  Heritage Room
Wednesday  
February 9, 2005  6:00 p.m.  Heritage Room
Tuesday  
February 15, 2005  6:00 p.m.  Heritage Room

Spring Interns

Wednesday  
May 18, 2005  6:00 p.m.  St. Peter Room
Thursday  
May 19, 2005  6:00 p.m.  St. Peter Room

REGISTRATION DEADLINES

Fall Semester Internship  
Tuesday, September 14, 2004
January Term Career Exploration  
Monday, November 8, 2004
Spring Semester Internship  
Friday, February 11, 2005
Summer Internship  
Tuesday, May 24, 2005

*The faculty sponsor must sign Registration Forms and Internship Job Description Forms before students can register.