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 Site Supervisor,

Thank you for your interest in the Internship Program at Gustavus Adolphus College. I appreciate your willingness to develop opportunities for Gustavus students and look forward to creating new partnerships with you throughout the year. As you may know, the Gustavus Internship Program can offer mutual benefits: You gain access to motivated workers while providing students with a real world learning experience.

We look to you to create an environment where students are both challenged and supported throughout the experience. As a site supervisor you serve as a mentor for our students, your involvement is extremely important to the success of any internship program. We encourage you to be accessible to students and receptive to their questions or concerns throughout the experience. To help you provide quality experiences, the Internship Office works closely with each internship site, often visiting with you and the student during the process.

As you may know, over 60 percent of Gustavus students participate in an internship while they are enrolled at the College. This experience is crucial to helping our students determine potential career paths.

If you have any questions about the Internship Program, please do not hesitate to contact Director Brian Koeneman at (507) 933-7532. Again, thank you for your involvement in the Gustavus Internship Program. We look forward to working with you.

Sincerely,

James L. Peterson
President
The Internship Program is an integral part of the academic curriculum at Gustavus. It offers students the opportunity to receive college credit for work experience related to their major or career interests. Students participating in internships apply academic knowledge, develop confidence in their skills, and become increasingly aware of the preparation necessary for a successful and fulfilling career.
Develop an Outstanding Internship

• Contact the Career Center for ideas for student internships.
• Create an internship job description and submit to the Gustavus Career Center. (The Internship Description Form is available on the Career Center website.)
• Be prepared to invest time with interns.
• Be committed to student development.
• Provide clear application requirements.
• Offer students orientation and training.
• Provide interns with information regarding work attire and agree on days and times they will be on site.
• Engage students in pre-professional activities; limit clerical tasks such as filing, copying, and answering phones as much as possible.

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.
During the Internship

• Provide substantive, meaningful, and challenging work experiences.

• Provide experiences that require collaboration with others.

• Allow student the freedom to offer suggestions and ideas.

• Provide responsibilities that encourage critical thinking and problem solving.

• Provide opportunities to develop specific skills (i.e. research, writing, computer, presentation skills).

• Meet with the intern on a regular basis to provide feedback and career guidance.

• Recognize the intern’s progress and contributions to the organization.

• Provide evaluation of overall experience.

“My internship has really given me a different perspective on what direction I want to pursue in the ‘job world’. It has challenged me, intrigued me, and taught me the skills that you cannot find between the covers of text books or in the classroom. The Alumni Office at Gustavus has opened many doors to my future endeavors and for that I am thankful.”

Josh Carter, Communication Studies and English, ’03, Gustavus Adolphus College Alumni Office
The Internship Program includes three options: Semester Internships, Summer Internships, and a January Term Career Exploration.

✔ **Semester and Summer Internships**

Semester internships are available to junior and senior students and should follow the Gustavus calendar semester dates. Summer internships also are available to junior and senior students for a 10–12 week period. Students receive up to three course credits for their internship, depending on the number of hours worked.

<table>
<thead>
<tr>
<th>HOURS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (35–40 hours/week)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Half-time (20–25 hours/week)</td>
<td>2 credits</td>
</tr>
<tr>
<td>Part-time (10–15 hours/week)</td>
<td>.5–1 credit</td>
</tr>
</tbody>
</table>

✔ **January Term Career Exploration**

Career Exploration internships are available to sophomore, junior and senior students. Career Exploration participants gain experience in a professional setting and assist employers on various projects during the month of January. Students receive one course credit for full-time participation during their career exploration experience.

**Note:** All January Term Career Explorations must be full-time. Some students may choose to extend the experience over Touring Week, which is the first week of February.
The faculty sponsor and site supervisor must be different people, the latter preferably an established professional in the field. A family relative must not be involved in a student’s supervision and ideally should not have authority over a student’s supervisor.

**THE SITE SUPERVISOR**

- Complete and send the Internship Job Description Form to the Career Center at Gustavus by mail or fax. (See sample on page 7 or download from the Career Center website).
- Complete and return the Employer Evaluation Form which will be sent at the conclusion of the internship.
- Discuss all evaluations with your student intern, preferably in person before the end of the internship.
- Provide reference and/or letters of recommendation for students if asked.
- Speak directly with the intern if problems occur. If you are unsure about how to deal with a particular situation, a phone call to the faculty sponsor or Internship Director is recommended.

The Employer Evaluation Form will be sent to you toward the end of the internship. You are strongly encouraged to discuss it with the intern in person, using it to reinforce strengths and suggest areas for improvement. The evaluation is also reviewed by the student’s faculty sponsor and may be considered when determining a pass/fail grade for the internship. Please provide thoughtful comments that may be useful as student continue on their career path. Also, feel free to share the evaluation with other staff who have worked with the student intern.
The Gustavus Adolphus College Internship Job Description Form is required for approval of most internships. Contact the Career Center to receive a copy or log on to the Career Center website to download the form.

### Internship Job Description Form / 2004–2005

<table>
<thead>
<tr>
<th>Host Organization</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>Supervisor Title</td>
<td>City, State, ZIP</td>
</tr>
<tr>
<td>Supervisor Phone</td>
<td>Supervisor Fax</td>
</tr>
<tr>
<td>Student Name</td>
<td>Title of Internship</td>
</tr>
</tbody>
</table>

#### Internship Availability Dates
- [ ] Fall Semester 2004 (Start date ___________   End date ___________)
- [ ] Career Exploration (January 3–28, 2005)
- [ ] Spring Semester 2005 (Start date ___________   End date ___________)
- [ ] Summer 2005 (Start date ___________   End date ___________)

#### Internship Position Details
- Will this opportunity be offered in the future? [ ] Yes [ ] No
- Number of positions available. __________________________________
- Is this a compensated position? [ ] Yes [ ] No (Wage $__________ )
- Number of hours student-intern will work per week. _________________

Describe the responsibilities of the intern: (Provide details about daily work, skills developed, special projects etc.)

Describe frequency of contact with student:

What are future job opportunities in this career field?

How to apply? (check all that apply)
- [ ] Phone interview
- [ ] Résumé
- [ ] Cover letter
- [ ] Application
- [ ] Personal interview
- [ ] References
- [ ] Other _____________________________

* Site Supervisor’s Signature ______________________________________________________________ Date __________________________

Return to:
Brian Koeneman, Internship Director
Gustavus Adolphus College
800 West College Avenue
Saint Peter, MN 56082-1498
Fax: (507) 933-6277

GUSTAVUS ADOLPHUS COLLEGE USE ONLY

Career Center _______________________ | _______________________
Registration sent _______________________ | _______________________
Faculty Sponsor Signature _______________________ | _______________________
YOUR STUDENT SHOULD BE ABLE TO:

• Articulate why they are doing an internship with your organization.

• Establish clear learning objectives.

• Define your organization’s mission statement.

• Work assigned hours, following the same work habits expected of employees.

• Keep a journal of the experience.

• Complete all academic work assigned by Faculty Sponsor.

• Prepare a 3–5 minute presentation for their Reflection Session.

“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 & Athletic Training
SELECTING AN INTERN

Complete and return an Internship Job Description Form to the Gustavus Career Center. The Job Description Form serves as the key marketing piece and will be used to advertise your opening on campus. In addition, a job description provides the intern and employer a clear understanding of expected responsibilities, qualifications, and supervision. Because this form acts as a contractual agreement, be as specific as possible about what the intern will be doing on a daily basis.

If you would like to come to campus to interview student candidates for your position please let us know. In most cases, we can provide a private interview room for you to conduct interviews. This may be helpful as some students do not have access to transportation and can also save you time as you interview several candidates in one day. If there is anything else that we can do to help you select the best candidate, please contact the Career Center.

“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
SPECIAL MESSAGE TO SITE SUPERVISORS

Students appreciate the advice, information, and mentoring that career professionals can provide. You are encouraged to register on eRecruiting in the Mentor Program. The Career Center is always looking for volunteers to serve as Career Mentors and you can limit the number of students and e-mails you receive. To obtain a username and password, please contact Kathy Allen at (507) 933-7524.

Serving as a Career Mentor this way can be a great way for you to connect with Gustavus and screen potential future job candidates.

ADVERTISING INTERNSHIP OPPORTUNITIES

<table>
<thead>
<tr>
<th>For an Internship during</th>
<th>Advertise during</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester (September–December)</td>
<td>March–April</td>
</tr>
<tr>
<td>January Term</td>
<td>August–November</td>
</tr>
<tr>
<td>Spring Semester (February–May)</td>
<td>October–December</td>
</tr>
<tr>
<td>Summer Term (June–August)</td>
<td>January–April</td>
</tr>
</tbody>
</table>

To advertise your position with Gustavus Adolphus College,

- Mail, e-mail, or fax an Internship Job Description Form to Brian Koeneman at Career Center, 800 West College Avenue, St. Peter, MN 56082, koeneman@gustavus.edu, or fax it to the Career Center at (507) 933-6277. The Job Description Form is also available on the Career Center website.
Résumés

It is recommended you request cover letters and résumés of student applicants. You may decide on other application requirements as well (e.g. writing sample, transcript, etc.). Some students may be submitting a résumé for the first time. Feel free to offer feedback.

Interviews

1. Arrange and conduct interviews with qualified candidates.

2. Interviews may occur in your office or you may schedule on-campus interviews. A private room is available by calling Kathy Allen at (507) 933-7524.

3. Employers often do phone interviews when geographic distance is an issue.

4. Honest communication about your needs and the intern’s skills is essential for a successful match.

5. The interview process provides students with a valuable learning experience in career preparation. And, again, feel free to offer feedback.

Molly McIntyre, psychology, participated in a January-Term Career Exploration at Minnesota Valley Action Council, a community action agency. Molly worked one-on-one with social workers and job counselors learning the complexities of the state’s welfare programs.
INTERVIEW QUESTIONS FOR POTENTIAL INTERNS

Questions you may want to ask a prospective Gustavus intern:

- Why do you want to do an internship?
- What do you know about this organization? (Have they taken time to research your organization?)
- What led you to your field of major study?
- What leadership roles have you undertaken?
- I’d like to hear a little about your future goals. What do you hope to do after graduation?
- What are your strengths and weaknesses?
- What can you offer us?
- Do you have any questions for me? (Encourage students to ask.)