

Internship Program

Overview

Internships are short term, supervised, practical work experiences. They can be established on or off campus and are typically not paid. The Faculty Supervisor or the **Career Readiness Team** collaborate with the Field Supervisor on site to monitor the student's progress and evaluate the final achievements. The experience will be judged as a quality activity if it is successfully determined that the student has learned from the internship.

The internship is an opportunity for the student to demonstrate his/her ability to perform the duties and tasks assigned. More importantly, an effective intern experience should be a time for the student to identify his/her strengths and limitations so that he/she may in turn, fine tune the professional skills needed in a real life setting.

Internships provide the opportunity for a student to integrate work and formal education with experts in his/her major field of study, to test a chosen career path, and to be involved in activities like those of full-time employees. The final outcome of an internship centers on the fact that the experience is likely to serve as a way to have LEARNED about the field.

Franklin University **Switzerland** expects that the objectives of an internship be content-based, skill-related, academically substantive, and integral to the student's academic and career path.

Resources

Students seeking information regarding finding and fulfilling an internship, should contact Franklin's **Career Readiness Team**.

Internships to Fulfill Major Requirements

The following Franklin University majors include the option of an internship towards fulfillment of major requirements:

Art Histories, Ecologies, Industries	AHT 498
Communications and Media Studies	COM 498
Comparative Literary and Cultural Studies	CLCS 498
Economics	ECN 492
Environmental Studies	ENV 498
Fashion Studies	FAS 497
Finance	ECN 494
French Studies	FRE 498
Health Sciences	BIO 498

International Management	BUS 498
Italian Studies	IS 498
Psychology	PSY 498
Social Justice and Sustainability	SJS 498
Visual and Communication Arts	VCA 497

Eligibility and Required Hours

To be eligible to enroll for a credit-bearing internship to fulfill a major requirement, the student must have earned at least 60 university semester credits (Junior class level), including at least 18 credits (6 courses) within the major with a grade of C or above in each of these courses, and have an overall GPA of at least 2.0. Moreover, students must fulfill any additional internship requirements set by the individual department. *The student and Faculty Supervisor have the option of designating the internship class as fulfilling a writing-intensive requirement.*

The student must meet the minimum requirement of 90 hours at the work site, in addition to time spent completing academic requirements assigned by the Faculty Supervisor.

Evaluation

Evaluation of the internship will be negotiated with the Faculty Supervisor and may include pre, during and post-internship assignments, reflections and papers/projects, as well as, the Field Supervisor Final Evaluation form.

Internships for General Elective Credit

If a student has an internship opportunity that does not relate to a major, yet is still a valid learning opportunity, the student may request credit under the course registration INT 298 (1 credit)

Eligibility and Required Hours

To be eligible to enroll in an internship for general elective credit, the student must have earned at least 30 university semester credits with a minimum overall GPA of 2.0.

The student must meet the minimum requirement of 45 hours at the work site, in addition to time spent completing academic requirements assigned by the Career Readiness Team.

Evaluation

Evaluation of the internship will be negotiated with the Supervisor and may include pre, during and post internship assignments, reflections and papers/projects, as well as, the Field Supervisor Final Evaluation form.

Policies, Procedures and Responsibilities

The design of the internship should be a partnership among the student, Field Supervisor and Faculty Supervisor. This partnership begins with an agreement with the Field Supervisor regarding the onsite format and the learning goals. This agreement will help ensure the success of your internship. Each **Program** has its own course requirements and the intern should be aware of the expected work load for credit. In the case of **INT 298**, the Internship Learning Agreement and Plan should be completed with the **Career Readiness Team**.

Policies

- It is the student's responsibility to secure an internship opportunity and then secure approval from the Faculty Supervisor. In the case of **INT 298** the **Career Readiness Team** will approve the internship.
- All internships **must be approved before** the experience officially begins.
- Regular tuition for the academic term for which the intern is registered will be charged for any internship experience.
- Internships are graded using the standard grading scale set out in the Franklin University Switzerland **Academic Catalog**.
- A student may withdraw from the internship only for medical reasons. Proper documentation will be needed for the 'W' to be posted on the transcript.
- ***Due to U.S. Federal financial aid regulations, students who are recipients of federal aid may not complete internships in the U.S. (Contact Financial Aid department for more details finaid@fus.edu)***

Procedures

- The student must first secure an internship opportunity. The **Career Readiness Team** may be able to provide some support and direction in seeking out an internship opportunity.
- The student must complete the Internship Application form, in conjunction with the Faculty Supervisor and the Field Supervisor.
- The student must receive approval for the internship from the Faculty **Supervisor** or **Career Readiness Team**.
- **For ALL internships in Switzerland (whether for major requirements or INT 298), students must check with the Career Readiness Team to verify their Swiss permit status.**
- In order to be registered for the internship course, the student must complete the Internship Registration Form and return it to the Registrar's Office before the end of the registration period.

Responsibilities of the Intern

- Plan early. In order to earn academic credit for your internship, keep in mind that registration must be completed in advance of participating in the internship experience. Know deadline dates and procedures.
- Fulfill your 90-hour obligation with your Field Supervisor in the agreed upon time frame.

- Accomplish, to the best of your ability, the duties and procedures outlined by the Field Supervisor and the Faculty Supervisor or **Career Readiness Team**, meeting all scheduled deadlines and responsibilities.
- Maintain an ethical and professional attitude toward the employer and fellow employees.
- Maintain confidentiality in the use of the company's information.
- Communicate with the Field Supervisor and the Faculty Supervisor or **Career Readiness Team** for evaluation of progress, to address any concerns, and to receive constructive feedback.
- Prepare a research paper or project per the requirements of the Faculty Supervisor or **Career Readiness Team**.
- Failure to comply with your responsibilities could result in termination of the internship. A grade of 'F' may be issued in the case of termination before the end of the contracted time.

Responsibilities of the **Faculty or Career Readiness Team Supervisor.**

- Review with the student the Internship eligibility requirements (listed above) and the “credit-worthiness” of the internship opportunity **the student** is planning to pursue.
- Approve and sign the student's Internship Application **Form** agreeing to be the Faculty Supervisor **or, in the case of INT 298, from the Career Readiness Team Supervisor.**
- Provide a syllabus that details the learning objectives and assessment criteria. Supervisors may also develop, in collaboration with the student, an internship-specific set of goals and objectives.
- Determine the schedule for the final internship activity which can be a final project, integrated paper, portfolio, seminar presentation.
- Review all data and assignments, including post internship reflection journal/paper and assign a grade. The grade should reflect mastery or accomplishment of the learning goals as outlined previously. Submit the grade to the Registrar's office, adhering to all deadlines established by the Office of the Registrar.