

Introduction to Centre College Internships

This section provides information on the requirements for completion of an internship at Centre College. Much of this information is written with the student in mind, but it is also valuable information for any faculty member who may be interested in being a faculty mentor. Specifics on both academic credit and non-credit internships are described. Although non-credit internships do not require that a student arrange a faculty mentor, information on the differences between the two types of internships may still be useful. Statistics on for-credit internships from 2002 fall term through 2007 summer term are included.

Duties of a Faculty Internship Mentor

Career Services would like to thank all the faculty members who have sponsored an internship. The faculty mentor is an important part of a Centre College academic credit internship. Without the faculty mentor, there would be no academic credit for an internship.

The main responsibility of a faculty mentor is to establish the link between the student's academic experience and the internship experience. The faculty mentor will work with the student to establish an "academic component" to an internship experience. This component, which is set out by the student and faculty mentor in the student's internship contract before the start of the internship, often consists of readings, a paper, a research project, and/or a journal. Other projects can be established at the faculty mentor's discretion. The faculty mentor also meets with the student at midterm to review progress and discuss any issues that may arise. In addition, the faculty mentor may follow up with the intern's employer sponsor or Career Services will be happy to follow up with the employer.

Faculty mentors also attend a fifteen-minute presentation given by the student intern at the end of the term. In the case of CentreTerm, the presentations will be given at the beginning of spring term. These presentations are coordinated in groups of three or four students. The faculty mentor and students will stay for all the presentations during their hour to hour-and-a-half time slot. Once the presentation is completed and the academic component evaluated, the faculty mentor will submit a designation of either "credit" if satisfactory or "no-credit" if not satisfactory. Career Services also may judge an internship unsatisfactory if the student has failed to attend the required meetings. In summary, the faculty mentor helps design and evaluate the student's academic experience as an integral component of the internship and as a complement to the internship employment experience.

The Role of Career Services

Career Services provides the coordination of the internship program at Centre College so that you, as a faculty member, do not have to worry about the administrative details associated with the internship. Career Services helps students locate internship opportunities, makes sure their paperwork is complete, organizes two meetings during the term to make sure the internship is progressing properly, coordinates the internship presentations at the end of the term, and provides the opportunity for employer sponsors and interns to evaluate each other.

Once a student has decided to do an internship and has registered for INT 400, they will need to complete an internship contract. The person in Career Services responsible for signing completed internship contracts is Mindy Wilson. (Note: Signatures need to be obtained in the order they are listed on the contract.) During the internship, Mindy will conduct the required meetings, follow up with on-site supervisors, arrange for on-site supervisors to evaluate students and students to evaluate on-site supervisors, and organize and conduct the required end-of-term presentations.

Recent Internships Statistics

Faculty Sponsored Internships

Fall 2002 – Summer 2007

Term	Number of Internships		
Fall 2002	10		
Centre Term 2003	32		
Spring 2003	21		
Summer 2003	1	Total Fall 2002 – Summer 2003	64
Fall 2003	3		
Centre Term 2004	46		
Spring 2004	16		
Summer 2004	0	Total Fall 2003 – Summer 2004	65
Fall 2004	8		
Centre Term 2005	49		
Spring 2005	49		
Summer 2005	2	Total Fall 2004 – Summer 2005	70
Fall 2005	10		
Centre Term 2006	31		
Spring 2006	30		
Summer 2006	10	Total Fall 2005 – Summer 2006	74
Fall 2006	10		
Centre Term 2007	40		
Spring 2007	23		
Summer 2007	3	Total Fall 2006 – Summer 2007	76
Total Interns			349

Student Internship Checklist

- Meet with career counselor and complete an Internship Interest form.
- Identify possible internship sites.
- Apply for and secure an internship position.
- Identify a faculty mentor. Identify and solidify the academic component.
- Complete the Internship Contract.
- Register for INT400 (academic internships only).
- Attend the required pre-internship meeting.
- Start the internship.
- Attend the required mid-term meeting (fall and spring only).
- Complete a mid-term evaluation.
- Give the final presentation.
- Complete a final evaluation.