

GUSTAVUS

career center

INTERNSHIP PROGRAM



STUDENT GUIDEBOOK

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

MEET THE STAFF OF THE
INTERNSHIP PROGRAM

GUSTAVUS 
—career center—

Heather Banks,
Internship Program Assistant
hbanks@gustavus.edu
(507) 933-7523



Brian Koeneman,
Internship Director
koeneman@gustavus.edu
(507) 933-7532

GUSTAVUS

GUSTAVUS ADOLPHUS COLLEGE

September 2004

Dear Gusties,

I'm delighted that you've shown an interest in our Internship Program and strongly encourage you to seriously consider participating in this experiential learning opportunity.

Internships are wonderful occasions for learning new skills while applying academic knowledge in a real-world setting. In addition, you can earn academic credit while exploring potential career options and both learn and demonstrate leadership skills.

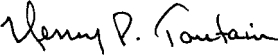
By registering for an internship, you are participating in an enriching and challenging experience that for many students is an important and useful way of identifying a fulfilling career. In fact, half of all Gustavus students participate in an internship or career exploration experience and many internships lead to full-time paid positions.

The Internship Program is a valuable aspect of the academic program at Gustavus since academic credit is earned through hands-on experience. For this reason, the Career Center and a faculty sponsor must approve all internships. Keep in mind also that while on an internship you are representing Gustavus as well as yourself.

Finally, please don't hesitate to contact Brian Koeneman, Director of Internships, if you have questions about the program, or stop in or call the Career Center for more information.

Best wishes in realizing your academic and personal goals at Gustavus.

Sincerely,


Henry P. Toutain
Dean of Students

HOW INTERNSHIPS WORK

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

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*** the 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



Step 1: BEGINNING THE PROCESS

- Browse the new Gustavus Internship database
- Learn about career fields and related internship options
- Attend a “How to Find an Internship” Workshop
- Participate in a Practice Interview in the Career Center

You may also want to: _____

- Meet with a Career Center counselor.
 - Search internships on the eRecruiting system.
 - Attend a Résumé Writing Workshop.
 - Complete the Strong Interest Inventory.
 - Use the Career Center Resource Library to research opportunities and learn about career fields.
-

Step 2: MAKING CONTACT

Over the Phone or in an Interview

- Explain why you want to do an internship with them.
- Tell them about yourself and briefly explain your career interests and goals.
- Ask what you need to do to apply for the position.
- Inform them whether you would like to do the internship for credit or not for credit. This may be important information for some companies.
- Refer to the Internship Director if you have additional questions or concerns.

Questions to Ask

- What is your procedure for choosing interns?
- What skills/personal qualities are you looking for in an intern?
- What kind of orientation and training will you provide?
- Who will be my supervisor?
- Where will I be working?
- How do you see an intern fitting in with the organization?
- What challenges and opportunities do you see associated with this internship?
- When would I be able to start?
- When may I call you to find out your decision?
- Do you ever hire your interns for permanent positions?

Questions to Answer

- Why do you want to do an internship?
- What do you know about this organization?
- What led you to your field of major study?
- What leadership roles have you undertaken?
- What are your future goals? What do you hope to do after graduation?
- What are your strengths and weaknesses?
- What would you want to have gained or learned by the end of this internship?
- Do you have any questions for me?

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

INTERNSHIP 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
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Fall Interns

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

□ **Step 3: YOU HAVE BEEN HIRED! NOW WHAT?**

Do you know the answers to the following questions?

- What are my starting and ending dates?
- What time should I show up to work in the morning?
- What is appropriate attire in this work setting?
- Where is the office located?
- Is there a parking fee?
- How do I utilize the local public transportation?

Joanie Preiner, '03; Beth LaZerte, '03; and Jen Naughtin, '04 (left to right back); with Children's HeartLink site supervisors, during their J-Term internship experience.

"Interning at Children's HeartLink was a really unique experience because I got to learn how a non-profit organization functions. Everyone here really truly cares about the organization and it's mission. I also worked with the special events team to help plan an upcoming event in the spring! It was a really great J-Term experience, I would recommend it to anyone!"

Beth LaZerte,
Communication Studies, '03





Step 4: HOW TO REGISTER FOR AN INTERNSHIP and CAREER EXPLORATION

- Carefully complete and sign* the student section of the Registration Form.
- Meet with your faculty sponsor to review your Registration Form and internship assignments. The Faculty sponsor completes and signs the faculty section of the registration form.
- Return all completed forms to the Career Center for final approval.
- ***IMPORTANT:** Read the statement above the “Student Signature” before signing and dating. Your signature indicates that you are in good standing (not on academic or disciplinary probation) with the college and that the credit you are seeking will not exceed the four-credit maximum allowed. Your signature also indicates that you have read and understood the Policies and Guidelines pertaining to Gustavus’ Internship Program, as printed in the Student Guide and in the Academic Catalog.
- Note to Summer Interns: Summer interns must also complete the Summer Session Registration Form and have it signed in the Student Accounts Office.

WHAT YOU SHOULD KNOW ABOUT INTERNSHIPS and CAREER EXPLORATIONS

1. Internships and Career Explorations are part of the academic curriculum at Gustavus. You should select an experience related to your major and/or career interests.
2. January Term Career Exploration is open to sophomores, juniors, and seniors in good academic and disciplinary standing. Eligibility for a 3-month internship, requires junior or senior standing. A student on academic or disciplinary probation will not be permitted to enroll in an internship or career exploration. The College reserves the right to remove a student from an internship if the student is placed on probation during the internship period.
3. Internships and Career Explorations are planned learning experiences. Students may not register for less than .500 course credit for any internship.

4. Internship and Career Exploration credits are applied toward **general elective** graduation requirements. A student is permitted a maximum of four credits including Career Exploration and PS 396. Education majors fulfill all four of these credits through ED 268 and student teaching (ED 392, 393, 394, or 395). **Important: Do not assume your internship fulfills a major course requirement. Check with the individual department to determine if credit is granted toward your major.**
5. Family members are not to be involved in your supervision. Site supervisors should not report to family members either. In addition, your Faculty Sponsor and Site Supervisor must be two different individuals.
6. At the request of the employer, the College may provide a certificate indicating liability coverage for student interns.

7. Career Exploration Registration

If you have arranged a J-Term Career Exploration site before the November 8th registration period, you will register once, through the Career Center. **NOTE: it is required that you attend a Career Exploration and Internship Workshop for details.**

OR

If you *intend* to find a Career Exploration site for J-Term, but it is not finalized by November, you must Pre-Register for Course No. ND 268 during your regularly scheduled registration time. Students who have no CE site finalized at the time of Pre-Registration will need to follow standard procedures: submit a job description for approval and a signed CE Registration Form/Learning Contract to the Career Center. Registration forms must be completed and returned to the Career Center by **Monday, December 13, 2004**. If it becomes clear that no CE site will be arranged, students may change their registration from ND 268 to a regular course.

NOTE: You will NOT be allowed to register for a Career Exploration after November registration. We will only process Career Exploration registrations for those individuals who have returned completed Registration Form/Learning Contracts to the Career Center prior to November registration OR those who pre-registered for ND 268 during the November registration period.

8. For a complete list of academic policies refer to the Gustavus Catalog, under ACADEMIC INFORMATION AND POLICIES.

Step 5: FITTING IN AT YOUR INTERNSHIP

Starting at your internship may feel a bit like starting your first year at Gustavus. Everything will be new and different, and it will take some time before you learn your way around. When you first arrive at your internship observe styles of interaction between staff for cues about organizational culture. If you have specific questions, ask your Site Supervisor. Treat your internship like a professional experience, and you will be rewarded by being treated like a professional in return.

Getting Started

Before you arrive at your internship site, you should take some time to review your job description and the goals you set. It is also important to think clearly about what you hope to achieve in this internship. Arrange to meet with your Site Supervisor during the first few days of the internship to revisit your objectives and ensure a good start. That way both you and your Site Supervisor are clear on the expectations for the internship.

Appropriate Attire

You do not need to go out and buy a whole new wardrobe, but check to see that you have a couple of items that you can mix and match that fit the “business casual” description. Though this will vary depending on your site, nice pants or khakis and a buttoned shirt and/or sweater is suitable for men. For women, nice slacks or a skirt and a buttoned down shirt and/or sweater is appropriate. Most importantly, present a neat and polished appearance (your clothes should be ironed, etc.) If you have questions regarding what appropriate attire is at your worksite, ask your Site Supervisor.

Be on Time

You must be on time every day. If there is an emergency and you know you will be late, call your Site Supervisor immediately to let him/her know where you are. You are expected to show up every day at your worksite. If you become ill and cannot make it in one day, let your Site Supervisor know as soon as possible. On the first day it is a good idea to arrive early and allow time for the commute, parking, etc.

Keep Personal Business to a Minimum

Resist the temptation to use your office phone and computer for personal calls and e-mails. If you do not have enough work to keep yourself busy, ask for additional projects, conduct an informational interview with staff in your office, ask to sit in on meetings, etc. Never use your work computer to view inappropriate websites. The employer owns the computer and therefore it is not yours to use for non-work related purposes.

Ask Lots of Questions

Use your internship as an opportunity to learn as much about this field as you possibly can. Introduce yourself to the people who work in your office, get to know as much about their jobs as you can. Take advantage of the opportunity to make connections, which may benefit you later on when you are looking for another internship or a job after graduation.

Strike a Balance Between Eager and Pushy

Let your supervisor know if you would like more work, or can think of a better way of doing a project. However, be careful not to be too pushy. Do not try to change the way your employer does everything on your first day.

Keep Organized

You may be asked to work on several projects simultaneously, so you will need to come up with a way to keep everything organized. Make a to-do list; clarify the instructions for the assignments you receive; keep aware of deadlines; and ask for help prioritizing when you need it.

Keep your Workspace Neat and Orderly

Straighten up your desk and projects you have worked on every day before you leave.

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.



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

Host Organization _____	Web Address _____
Supervisor Name * _____	Mailing Address _____
Supervisor Title _____	City, State, ZIP _____
Supervisor E-mail _____	Gustavus alum? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Phone (_____) _____	Supervisor Fax (_____) _____
Student Name _____	Title of Internship _____

<p>Internship Availability Dates (check all that apply)</p> <input type="checkbox"/> Fall Semester 2004 (Start date _____ End date _____) <input type="checkbox"/> Career Exploration (January 3–28, 2005) <input type="checkbox"/> Spring Semester 2005 (Start date _____ End date _____) <input type="checkbox"/> Summer 2005 (Start date _____ End date _____)	<p>Internship Position Details</p> Will this opportunity be offered in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of positions available. _____ Is this a compensated position? <input type="checkbox"/> Yes <input type="checkbox"/> No (Wage \$ _____) Number of hours student-intern will work per week. _____
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Describe the responsibilities of the intern: (Provide details about daily work, skills developed, special projects etc.)

S A M P L E

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	<p style="text-align: center;">GUSTAVUS ADOLPHUS COLLEGE USE ONLY</p> Career Center _____ _____ Registration sent _____ Faculty Sponsor Signature _____
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Rev. 7/1/04

Step 6: INFORMATIONAL INTERVIEWS

In addition to your required internship assignments, you should complete an informational interview with your supervisor, and/or another professional within the organization whose position interests you.

The following are the types of questions you might ask.

- How did you select this field?
- What do you enjoy most/least about your position?
- What is a typical day like?
- What kind of challenges do you deal with?
- What kind of decisions do you make?
- What other position could you get with your background?
- What are the trends in your field?
- What impact does your work have on your personal life?
- What are the entry-level titles? Salaries? Opportunities?
- What qualifications, skills, and personalities does your company look for?
- Who is your competition?
- Where do you see opportunities in this field?
- What strengths set this organization apart from others?

Kelsey Hanson and Natalie Leach, both psychology, spent their January Term interning at Nicollet County Court Services in St. Peter, Minn. Kelsey and Natalie worked with juvenile offenders, court attorneys, judges, and probation officers under the supervision of the Nicollet County Court Services Director, Steve Kley.



Sample for Summer or Semester Internship Acceptance Letter

Student's Name

Address

Phone

Date

Ms. Jane Smith

Director of Research

Atlantas Labs

Cityville, NJ 11211

Dear Ms. Smith:

I am writing to confirm my acceptance of your internship offer for the Biology testing department, and to tell you how delighted I am to be joining Atlantas Labs for the summer. The work is exactly in line with my career plans of becoming a laboratory researcher. I am confident that I can make a contribution to your staff.

As we discussed in our telephone conversation last week, I will report to the office to begin my internship at 8 a.m. on May 24, 2004. Please feel free to contact me if you need any additional information before I begin the position.

Thank you for accepting me as an intern. I appreciate your confidence in me and am happy to be joining your staff.

Sincerely,

(signature)

Student Name

Sample J-Term Acceptance Letter

Student's Name

Address

Phone

Date

Ms. Dawn Barr

Samaritan Rehabilitation Institute

Phoenix, AZ 85006

Dear Ms. Barr:

I am writing to confirm the opportunity you have offered me to observe at the Samaritan Rehabilitation Institute during the month of January. I am looking forward to observing in all four of the departments which you mentioned on the telephone: outpatient orthopedics, the "Care Center," inpatient rehabilitation, and in Good Samaritan Hospital itself. I am excited to be able to observe the many facets of rehabilitation and the professional areas that make the rehabilitation of injuries possible.

As we discussed on the phone, I plan to observe between thirty-five and forty hours each week. I will start on Monday, January 3, 2005 and observe until Friday, January 28, 2005. Please complete the enclosed form and mail or fax it to the Internship Director at Gustavus Adolphus College, by December 6, 2004. The address and fax number are written on the lower left-hand corner of the form. If you have any questions regarding the Career Exploration, feel free to contact either the Internship Director or myself.

Thank you for allowing me to do my Career Exploration through your department. I am truly looking forward to this experience and can't wait to begin.

Sincerely,

(signature)

Student Name

enc. Job Description Form

Sample Thank You/Follow-Up Letter

Student's Name

Address

Phone

Date

Ms. Dawn Barr

Samaritan Rehabilitation Institute

Phoenix, AZ 85006

Dear Ms. Barr:

Thank you for being my Site Supervisor during my January Term Career Exploration experience. I know you were busy this January and want you to know that I appreciate the time you took to teach me and help me feel at home at your organization. The skills I learned from you will help me as I continue my classes at Gustavus and hopefully as I begin my new career after graduation.

Also, thanks for offering to serve as a reference for me. I will keep you updated on my job search next year.

Thank you again for being such a great mentor. It has meant a lot to me.

Sincerely,

(signature)

Student Name

A personal handwritten Thank You card is a more personal option. Use your best judgement to determine the most appropriate type of thank you. A thank you via e-mail is not recommended.

INFORMATION FOR INTERNATIONAL STUDENTS CONSIDERING AN INTERNSHIP

F-1 regulations require authorization for all off campus employment, including an internship. Your internship may qualify as authorized “Curricular Practical Training” if you have been enrolled as a full-time F-1 student for one academic year and the internship is in your field of study (major).

F-1 regulations require that curricular practical training must be an integral part of an established curriculum in the student’s field of study. There are two ways to meet this requirement:

1. “Required” curricular practical training is an internship that you are required to complete to earn your degree. Nursing is an example of a major that requires an internship.
2. “For-credit” curricular practical training allows you to earn degree credit for employment in a job that is related to your field of study.

To apply for curricular practical training, you must meet with Jeff Anderson, International Student Services Coordinator. You will need to:

- Complete the student portion of Form I-538 (available in the International Education Office).
- Bring your current I-20 and any previous I-20s.

Once your internship is approved by Brian Koeneman in the Career Center, copies of the following documents must be provided to Jeff Anderson, International Student Services Coordinator:

- Internship job description signed by supervisor.
- Letter of acceptance.
- Registration Form signed by student, faculty sponsor, and Internship Director.

If the internship meets the requirements for curricular practical training and you are eligible, Jeff will endorse your I-20 and indicate the name of your employer and the dates you are authorized to work for that employer. He will also complete the school certification portion of the I-538 and send it to INS. Please allow a minimum of one week for this authorization process.

Gustavus students attending the Minnesota Private College Job and Internship Fair in February at the Minneapolis Convention Center.



Student Responsibilities and Understandings

Gustavus Adolphus College assumes no liability for personal injury that you may suffer during the course of an internship.

You must have sufficient health, accident, disability and hospitalization insurance. You are responsible for the costs of this insurance and for the expenses not covered by this insurance.

Workers' Compensation laws vary from state to state. Be aware that Minnesota's Workers Compensation benefits do not apply to interns. Therefore, if injured "on-the-job" during the course of your internship, your internship employer is not obligated to pay for medical costs you incur; in this case, your personal insurance will be primary.

You will not be entitled to unemployment compensation benefits upon completion of an internship.

Arrangements for Mail

Interns who do not have access to their campus PO Box will have *First Class mail* forwarded to them by the Gustavus Post Office. Forwarding will cease one week prior to the end of the semester. If you would like the forwarding stopped prior to that date, please notify the Gustavus Post Office by voice mail at 7599 or by mail addressed to them. Campus mail and bulk mail will be forwarded weekly on Friday.

NOTE: Mail is forwarded during fall and spring semesters only. You must make you own arrangements during J-Term and summer to have your mail forwarded.

Mail will not be forwarded to off campus St. Peter addresses. If you have a St. Peter address, you should check your PO Box on campus frequently.

Final Thoughts

Keep in mind that you represent Gustavus, the Internship Program, and most importantly, yourself. The impressions you make at your internship may affect your evaluations, reference letters, and future job offers. Oftentimes, your willingness to take initiative and accept challenges weighs as much as your actual performance. Stay professional, positive, and genuine. Ask for advice, work hard, and you will benefit more than you can imagine.

Do not forget to thank your supervisor(s) for their willingness to mentor you and for all of their hard work during your experience. Also, do not forget to complete your Wrap-up Reflection questions, evaluations, and faculty assignments before the end of your experience.

Good luck!

We at the Career Center hope that you have an enjoyable and rewarding career exploration. Please do not hesitate to contact us if we can be of assistance to you at any point before, during, or after your internship.

Brian Koeneman

Director of Internships

(507) 933-7532

koeneman@gustavus.edu

GUSTAVUS 
GUSTAVUS ADOLPHUS COLLEGE



Career Center

800 West College Avenue
St. Peter, MN 56082

Telephone: (507) 933-7586

Fax: (507) 933-6277

E-mail: career-center@gustavus.edu

Web: www.gustavus.edu/careercenter