



CUMBERLAND UNIVERSITY INTERNSHIP PROGRAM

Welcome to the Internship Program of Cumberland University. Your time as an intern will be one of the most beneficial parts of your learning experience during college. While each academic department constructs its own learning goals and grading criteria for its interns, the management of the internship program is assumed by the Office of Career Services and Internships. The Internship Coordinator is here to assist you in any way possible to make your internship work for you, both as a career assessment tool, and as an important credential as you work toward your career goals.

WHAT IS AN INTERNSHIP?

Internships require students to be more responsible and aware of the given environment. During the internship phase, students apply skills learned through classes and other experiences where he/she has to work directly under the employer. An internship is not part of an academic course, but *is* the academic course.

Students participating in an internship may or may not be paid. Most organizations require that students seek academic credit for the experience. Along with this requirement, students not receiving compensation are required to have their employer sign the Fair Labor Standards Act.

Students may also be required by faculty sponsors to submit assignments or special projects based on information gathered during the internship experience.

VALUES OF THE PROGRAM

It is our belief that on-the-job experience directly related to your chosen career field clarifies and enhances not only your educational goals, but also your future ability to secure career employment. The Cumberland Internship Program is based on the principle that significant and meaningful learning can be achieved in the professional workplace if it is a structured experience. This is accomplished through the planning of all parties involved: you, the employer, the CU faculty sponsor, and the Internship Coordinator.

Although the Internship Coordinator is available to guide you in locating possible internship opportunities, the responsibility of obtaining the internship and completing all course requirements belongs to the student.

Remember:

- Internships require you to plan ahead. Think about what you really want to do after graduation and look for internships that will give you experience in that field.
- The best internship sites require your application information **one semester prior** to working your actual internship. Check HireCU daily for new internship listings!
- Talk to the Internship Coordinator the semester **before** you plan to serve your internship. Securing a site and completing all the paperwork takes time. You do not want to rush an employer or yourself!
- You cannot earn internship credit for past experiences.

LOCATING AN INTERNSHIP

- All internships are posted online at HireCU. Please check the site daily for new listings.
- Talk to professors, family, and friends for ideas. Some of the best internships and jobs are found through NETWORKING!
- Think outside the box! If you have an idea but do not see a listing, please talk to the Internship Coordinator. Do not limit yourself to just Lebanon or Wilson County. Internships can be served anywhere!

QUALIFICATIONS

- Student must be a junior or senior (Students may be assigned an internship as an extenuating circumstance by approval of the school Dean and Director of Career Services and Internships).
- Students must be in good standing with the university.
- Student must have a cumulative GPA of 2.5 or above.
- Internships must be directly related to your major, minor, or occupational goal, and approved by a faculty sponsor.
- No internship will be held over a 2-semester window. Each will take place during a single semester only (for financial aid and audit purposes).
- Employer must be willing to enter in the "Internship Learning Contract" with Cumberland University.

CREDIT OFFERING

The credits awarded are determined according to the hours worked on site per semester:

- 1 credit=50 minimum hours
- 2 credits=100 minimum hours
- 3 credits=150 minimum hours

NOTE: Hours worked on site may vary among departments based on accreditation standards and/or other extenuating circumstances as determined by the school Dean and Director of Career Services and Internships.

GRADING

- Two weeks prior to the semester end, interns and site supervisors are required to complete an evaluation. The purpose of the evaluation is to review employer and student involvement and overall internship work experience.
- Employer and student evaluations of internship experience will be forwarded to faculty sponsors upon the completion of internship.
- Once faculty members receive evaluations, a pass/fail grade may be entered. Incompletes are not given for Internships.