

Bloomsburg University Technical Leadership Program

Internship Manual

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Introduction

The Technical Leadership Internship program is designed to provide you an opportunity to apply the information and skills obtained in classes to a "real-world" environment. This manual is designed to guide you through the experience of applying for and completing your Technical Leadership internship. As with manuals that you will encounter in the workplace, it also provides information on the internship course policies and procedures with which you are expected to comply. Additional materials you will receive from your Internship Course Instructor will supplement this manual, as well.

Requirements for a Technical Leadership Internship

To provide the proper learning opportunity, your internship must meet certain criteria:

- § An Affiliation Agreement detailing the responsibilities of the host-organization and Bloomsburg University. It is Bloomsburg University policy that students may not be registered for an internship course until an Affiliation Agreement has been signed.
- § An Internship Confirmation and Plan completed by the student after discussion with the company - and signed by both parties.
- § 120-240 hours of onsite work at the host-organization. This may be completed on a full-time basis (approximately 6 weeks) or part-time, spread over a longer period.
- § An onsite Site-Supervisor - An individual from the host-organization with supervisory or management experience to provide guidance and mentoring to the intern.
- § Planned projects and activities that make use of the training you have received in leadership, supervisory, training and project management skills.
- § Communication and coordination of the internship with the Bloomsburg University Internship Course Instructor.

Eligibility Criteria

Prior to starting an internship, all students should have:

- Completed INSTTECH 465 Leading Co-Located and Virtual Teams and INSTTECH 466 Technical Leadership Capstone I
- Have a GPA of 2.0 or higher

Exceptions

Our internship eligibility criteria were devised to ensure that all students are properly prepared for their internships. If you are missing some of the required courses but feel that you are, nonetheless, able to manage and benefit from your proposed internship, you will submit your request via the Internship Candidate Profile form the semester prior to your intended internship.

Your Internship Support Team

Your internship is both a 3-6 credit academic course and a practical work experience. Although you are responsible for the success of your internship, a team of individuals from Bloomsburg University and your host-organization will support you.

Internship Coordinator

The Internship Coordinator assists you in enrolling into the internship course by guiding you through the process of the internship application. They provide communications throughout the semester to notify of important due dates and deadlines. In addition, when available they push internship opportunities out to you.

Internship Course Instructor

In addition to a work experience, your internship is also an academic course. Your faculty Instructor for your internship course provides professional guidance and feedback while assisting you in growing yourself professionally. They also conduct phone conferences or a site visit with you and your Site Supervisor to check on your progress and ensure that your internship is proceeding according to plan. At the end of your internship, your Course Instructor reviews your work and the evaluations from your Site Supervisor to determine your course grade.

Internship Site Supervisor

Your Site Supervisor is assigned by your host-organization and provides day-to-day direction for your experience. During the internship, your Site Supervisor will schedule regular meetings to discuss your work performance and any questions or concerns that you may have. This is also the person to whom you should turn if you run into difficulties.

During your internship your Site Supervisor will assess your performance and complete two evaluations of your performance, review it with you and send it to your Course Instructor so that it can be taken into consideration when determining your course grade.

The professional relationship that you build with your Site Supervisor can be invaluable. He or she can serve as mentor, resource, and professional reference during your initial job search and as you move forward into your career.

Locating and Securing an Internship

As mentioned above, the responsibility for locating and securing an internship rests with you. Your chance of locating the internship you seek is directly proportional to the amount of effort you invest in your search. It's recommended that you begin to explore your internship options early in the semester prior to the one in which you will complete your internship. Contact either the BU or your respective community colleges Career Development Office to tune up your resume. Monitor your BU email account regularly for messages from the Internship Coordinator about internship opportunities. Check the Human Resources or University Relations webpages of companies in the area. The time you spend searching for your internship and skills you learn in the process will help prepare you for your later job search.

Completing an Internship with your Current Company

Your current job can serve as the base for your Technical Leadership Internship if it offers an opportunity for project work that meets our internship guidelines (see the Requirements section above). It's not a learning experience however; if you're doing the same tasks that you perform every day.

In order to support this learning focus, we ask that you identify a project that is unique to your internship. Often, organizations have projects that may have been "on the back burner" for some time or are open to new ideas. Ideally, an internship project would make use of the skills in project planning and management, training development, and other areas you've covered in your BASTL courses and require that you "stretch" a bit.

In addition, since it's reasonable to expect that you will continue your regular work, only a limited number of daily work hours will be allowed toward your internship requirements. Your plan for this should be discussed with the Internship Coordinator then included on your Internship Plan form.

Application Process

Several documents are required to obtain approval for your internship:

- *Affiliation Agreement* signed by the host-organization and university
- *Internship Confirmation and Plan Form* signed by the site supervisor and intern
- *Internship Application (509) Form* completed by the student

Once approved, your application packet is sent to the Registrar's Office and you are registered for the course. You will receive an email from the Internship Coordinator informing you of the approval of your internship. It can take 1-2 weeks to obtain approval of your internship application packet, so be sure to submit it as soon as possible.

Affiliation Agreement

This is an agreement between the University and the host-organization that describes the duties and obligations of each during the internship experience. An agreement is generated for each organization by the Center for Professional Development and Career Experience through the Alumni and Professional Engagement Office. A link to view a listing of current Affiliation Agreements can be found in the content section of the BOLT course.

If your organization does not have an active *Affiliation Agreement* with the university, send an e-mail to the Internship Coordinator with the host-organization name, contact person's name and title, mailing address, direct phone number/extension and e-mail address.

An Affiliation Agreement will be generated and emailed to the contact person - along with instructions for signing and returning it. Since your internship start date is impacted by this document being in place, be sure to alert your host-organization's contact person that the agreement will be coming and ask that it be signed and returned as soon as possible.

Internship Confirmation and Plan Form

This form provides contact information and the plan for your internship activities. It may be obtained from the Internship Coordinator. The Internship Plan is part of the application packet that is initially used for approval of your internship. Later, your course instructor will use it to ensure that your internship "stays on track." Complete your Internship Plan using the information you obtain during interview sessions. This form should be typed, not handwritten. Both you and your site supervisor should sign the completed form. It may then be faxed or scanned to a pdf and emailed to the Internship Coordinator.

Internship Application Form (Form 509)

The *Application for Internship or Practicum 509 form* may be obtained from the Internship Coordinator or from the [Office of Alumni and Professional Engagement](#). Information on how to complete this form correctly is located in the BOLT course. Incomplete and incorrect forms and packets will not be accepted for processing.

You must complete all steps in this process before starting your internship!

Summary

An internship provides the "finishing touch" to the new skills you've obtained by giving you a chance to apply them in a real world setting. In some cases, internships may serve as "extended interviews" and can lead to a position with the company. In other cases, although your internship may not lead to a job, it still provides a valuable learning experience and resume entry that strengthens your perceived value to an employer. As you prepare for your internship, reach out to the Internship Coordinator and your course instructors for suggestions and advice on how to best locate the internship you seek.