



Internship Guide for Students

Lougheed

Center for Applied Learning

EXPLORE EXPERIENCE REFLECT BECOME



Welcome!

Please use this guide as a reference as you begin searching for, applying to, and securing an internship experience through SUNY Potsdam's internship program.

Our team at the Loughheed Center for Applied Learning (LoCAL) is committed to your success as you pursue this exciting and valuable experiential learning opportunity. Please reach out to appliedlearning@potsdam.edu and cc Max Grube, Internship Coordinator, at grubejm@potsdam.edu. You can also book an advising appointment with Max through Starfish and visit our office in the Loughheed Learning Commons, Suite C107. Please do not hesitate to reach out during any step of the internship process. We are here to help!

Sincerely,
Your LoCAL support team



Table of Contents

Page 4-5
Internship Overview

Page 6
Internship Registration Timeline

Pages 7-10
Internship Proposal

Page 11
Applying for a LoCAL Stipend

Page 12
Applying for LoCAL Scholarships

Page 13
Midterm and Final Evaluations

Page 14
Summer Session Registration

Page 15
Affiliation Agreements

Page 16
Professionalism

Page 17
Contacts

Internship Overview

What is an internship?

Internships are credit-bearing experiences that help connect classroom knowledge with hands-on application in a student's discipline. Students work with a faculty mentor to develop experiential learning goals and with their site supervisor to match learning with appropriate site work. Internship sites are on the SUNY Potsdam campus and across the North Country community, as well as through national partnerships and global/remote options.

Internships allow students to explore and/or focus on a career path, while gaining practical skills within their field. Internship sites provide a vital network of job contacts and references as well as the potential for future employment at the site itself (over half of eligible interns convert to full-time employees, according to NACE's annual survey of internship employers). Internships help students become career ready!

Internship Overview

Defining key parts of an internship

1 credit = 40 contact hours on site

- SUNY Potsdam allows a maximum of 12 internship credits (480 contact hours)
- Departments decide how internships count toward the major, so students should check with their advisor prior to registering for a credit-bearing internship

Faculty sponsor—determines academic appropriateness of proposed experience, creates learning objectives, and assigns final grade based on site supervisor's evaluations

Site supervisor—offers training and guides the hands-on, practical learning of the experience and submits midterm and final evaluations of the student's progress

Internship Coordinator—facilitates all steps of the internship process for students, faculty, and sites

Please visit the [LoCAL website](#) for more info, FAQs, and deadline information

Internship Timeline

Internship Registration Timeline

1. Student searches for internship (with assistance of advisor and/or Internship Coordinator)
2. If required by the site, student submits resume and/or cover letter to site, schedules interview etc.
 - Students can meet with Career Services to refine resume and/or cover letter
3. Student uses the [Internship Proposal Form](#) to gather all necessary internship info from faculty sponsor and site supervisor
 - Student can copy and paste info from this fillable form directly into Handshake proposal
4. Student submits their official internship proposal on [Handshake](#) (attach course syllabus afterward)
5. LoCAL notifies student if proposal corrections are needed before moving to approvals
6. Handshake automatically sends the proposal for approvals (each person has 3 days to approve):
 - Faculty sponsor
 - Site supervisor
 - School Dean
 - University Registrar
7. Once fully approved, Handshake notifies student of approved proposal, and the internship is officially registered with SUNY Potsdam

Internship Proposal

Please reference these steps to better understand the administrative workflow of your internship proposal

Preliminary meetings, gathering info:

1. Contact/meet with faculty sponsor and site supervisor to discuss details of internship experience
 - Faculty sponsor provides syllabus and helps student develop internship learning goals
 - Site supervisor provides description of internship work duties, weekly work schedule, pay rate as applicable, and beginning-end dates on site
 - Use the [Internship Proposal Form](#) to collect information when meeting with faculty sponsor and site supervisor
 - It is the student's responsibility to initiate contact with faculty sponsor and the site (Internship Coordinator can assist with making introductions as needed)

Internship Proposal

Submitting an Experience on Handshake:

2. Registering an internship is done through Handshake (this is called “submitting an experience” on Handshake). Transfer all info from Internship Proposal Form during this process:

- [Step-by-step walkthrough](#) for submitting an experience on Handshake—this is highly recommended!
- All fields in the Handshake proposal require an answer
 - Avoid N/A or incomplete answers
 - Be specific when listing internship site duties, training, weekly schedule, etc.
- Double-check that all information is accurate on the Handshake proposal (and matches the Internship Proposal Form)
- Remember to attach a course syllabus at the very end of the proposal process
 - This can be done from the dashboard, immediately after submitting a proposal

Internship Proposal

Proposal Corrections (if needed):

3. Internship Coordinator and LoCAL clerical staff will check for accuracy and complete information

- If Handshake proposal has missing/incorrect information, student and faculty sponsor will receive a corrections email from the LoCAL
- The proposal is like a contract between the student, faculty mentor, and site supervisor—all details must be correct to register the course
- All corrections must be completed by the student, as this builds a clear understanding of the proposed experience (like creating an official contract)
- If corrections are needed, students can edit an existing Handshake proposal instead of creating a new one

Internship Proposal

Approving the Internship Proposal:

4. The LoCAL office will send the Handshake proposal through a chain of approvals:

- Faculty sponsor—Site Supervisor—School Dean—Registrar
- Students should expect a wait as each party has 3 days to review proposal details for accuracy
- Faculty and site supervisors can request proposal changes by contacting the Internship Coordinator
 - Internship Coordinator can make edits to an in-process proposal
- Once the proposal is deemed accurate and complete, the student can be officially registered for the internship experience!

Note: If you're applying for a LoCAL stipend to offset internship costs, you must first complete and submit your Handshake proposal (the LoCAL Advisory Board uses internship details to make an informed stipend decision)

LoCAL Stipend

The LoCAL stipend helps offset costs incurred during an internship experience

Note: Students must submit an internship proposal on Handshake before applying for a LoCAL stipend

Important details about stipends:

- Students must complete a stipend application, which can be found on the [Internships/Student Information page](#)
- Students who apply after the stipend deadline are not guaranteed consideration for a stipend award
- A stipend will be split into two separate payments
 - First stipend payment will be made at the start of the internship experience
 - Second stipend payment is dependent upon a favorable midterm review from the site supervisor
 - The second payment is disbursed once the LoCAL office has received and approved the midterm eval
 - Please check the processing and disbursement schedule posted on the Internships/Student Information webpage
- Stipend recipients will receive an award letter, detailed instructions, and financial documents to complete

Scholarships

Opportunities for Internship Scholarships

[This](#) link includes information about scholarship opportunities (this includes a list of awards and qualifications for each award).

Steps to apply:

1. Complete General Application
2. Look at award matches (generated automatically based on general application answers, indicated under Actions as "None")
3. Look at other awards for additional scholarship options. If they apply, indicated under Actions as "Apply"

Midterm & Final Evals

Midterm & Final Evaluations are key to measuring your progress during the internship experience

- Handshake automatically sends links for the Midterm and Final Evaluation to your site supervisor
- Your faculty sponsor can use evaluations in determining your course grade
- The LoCAL uses midterm evals to determine whether a second stipend installment is awarded
 - In order to receive the second installment of the LoCAL stipend, your site supervisor must complete the midterm evaluation
- Reflect on the questions asked (NACE Competencies), as your ability to articulate your internship growth/experience are helpful reference points during job interviews
- The Midterm and Final Evaluations help the LoCAL improve internships for future students and sites—these are critical tools to help make the experience better for everyone!

Summer Session

For Summer Session Internships:

Students will be dropped from summer internships on the first day of summer session if they have not:

- a) Applied for financial aid/FAFSA
 - Fill out the [Summer Aid Information and Application Form](#) and the [FAFSA](#).
 - Email student-accounts@potSDam.edu and let them know about the financial aid application for the internship
- b) Paid for internship credits
 - Log in to e-bill and [make payment](#) to the Summer bill
 - Email student-accounts@potSDam.edu and let them know internship credits have been paid
- c) Spoken with OneStop regarding their plans

Affiliation Agreements

Some internship sites require an affiliation agreement to be on file with SUNY Potsdam

What is the MOU/Affiliation Agreement?

- Contract joining two parties for the purposes of doing business together and/or allowing for on-site work and visits to take place
- This document is used for liability coverage at a host site (ex. Canton-Potsdam Hospital can require an Affiliation Agreement for SUNY Potsdam student interns to complete site work)

Who needs an Affiliation Agreement?

- Most interns will not need an Affiliation Agreement; however, it is the student's responsibility to check with the site prior to submitting a Handshake proposal
- Most often education and healthcare sites, but others may require this as well

How to complete an Affiliation Agreement

- The Internship Coordinator can send the Affiliation Request Form to any student whose site requires it
- The student will complete the form and return it to the Internship Coordinator, and this form will remain on file with SUNY Potsdam once approved
- Do this in advance, as processing time can take weeks!

Professionalism

On-Site Behavior and Professionalism

As a student intern, you are representing SUNY Potsdam and your department/program. You are expected to be respectful and professional. Aim to be an intern who is:

- Polite—treat everyone you meet with kindness (these might be future colleagues)
- Organized—keep track of your schedule, duties, completed vs. uncompleted work, etc.
- Communicative—remain open with your site supervisor regarding work completion (you should always communicate in advance if there is an expected schedule conflict or anticipated absence)
- Proactive—start working without being prompted, ask questions when appropriate, ask for feedback, and aim to find obvious answers/troubleshoot on your own
- Helpful—demonstrate a willingness to take on new tasks, assist coworkers when you can, etc.
- Positive—bring a positive attitude to your site work (regardless of the task), because it impacts team dynamics and your own work
- Present—stay focused with site work and stay away from phone use/internet browsing (unless on a break)
- Quality—give your best effort to produce work that you're proud of

Contact Us

Please contact us with any questions or issues that arise with your internship experience. Our team is here to help!

LoCAL Office

appliedlearning@potssdam.edu
315-267-2507

Max Grube, Internship Coordinator

grubejm@potssdam.edu
315-267-2037

Nichelle Burnett, Career Services

burnetnm@potssdam.edu
315-267-2531

Sarah Lister, Dorf Endowed Director of Applied Learning

listersl@potssdam.edu
315-267-3132

