

# LAKELAND COLLEGE

## Internships at Lakeland College

### Steps involved in obtaining an internship:

1. A **2.5** Grade Point Average and **Junior or Senior academic standing** is required to complete an internship at Lakeland College. Students meeting these criteria are strongly encouraged to participate in the internship program, as employers are looking for graduates with relevant work experience.
2. All internships are done for credit. Students have the option of taking 1 to 16 internship credits in any one semester. While most internships are 2-6 credits, there are some rare, full-time semester opportunities that must get faculty approval before pursuing the program. **Each credit requires a minimum of 40 contact hours** of work by the student. Internship candidates must decide how many credits they need and the hours worked per week needed to satisfy the contact hour requirement.
3. Students who do not want credit for their work experience can still use Career Development or faculty to assist with relevant work experiences. There are some restrictions for international students with F-1 or J-1 visas.
4. All interested students who are eligible can make an appointment with Career Development (x1255 or [stephanlm@lakeland.edu](mailto:stephanlm@lakeland.edu)) to start the process of finding an appropriate site to complete an internship. Career Development is available to assist you in finding resources to identify opportunities and in developing the skills necessary for conducting an effective internship search. This approach is more beneficial to you, given the fact that the skills you learn while conducting an internship search are the very skills you will use in the your future job searches. Many faculty also offer suggestions for internships and work experiences. Deadlines follow:

<b>Contact Career Development by:</b>		<b>Registration Deadline:</b>
<b>Fall</b>	July 13 <sup>th</sup>	September 4 <sup>th</sup>
<b>Spring</b>	November 16 <sup>th</sup>	January 18 <sup>th</sup>
<b>May Term</b>	March 12 <sup>th</sup>	May 16 <sup>st</sup>
<b>Summer</b>	March 12 <sup>th</sup>	May 16 <sup>th</sup>

5. After the appointment with Career Development, both student and Career Development will work to develop potential intern hosts. A current and approved resume is needed. Students should register with Career Connect and upload a resume to search posted internships. <https://www.myinterfase.com/lakeland/student> The next step is interviewing with the organization. During the interview the student and the organization will decide if the proposed experience is mutually beneficial. If both parties agree, then the student will meet with his/her academic advisor for approval of the internship. It is essential that these internships will provide Lakeland students with an excellent work experience to gain additional skills and meaningful assignments.
6. Once the internship is approved, the student will obtain an assignment from the supervising faculty member, which usually involves writing at least 1 paper. This varies by instructor, but other examples of academic requirements include keeping a journal, completing a reflective essay, or making a presentation. Also, the faculty member may send student evaluations to the on site supervisor. This, along with the academic requirements, determine the grade given for the internship. All academic requirements are to be discussed and completed with the supervising faculty member. Career Development will assist with any issues or concerns that may arise, but the primary contact after the internship is arranged is the supervising faculty member.
7. The final step with Career Development is to complete an Internship Agreement Form. This form is available in Career Development and requires the signatures of the supervising faculty member, the student, the organizational on-site supervisor, and Career Development. The form should be completed according to deadlines above. Once completed and returned, Career Development will give a copy of the form to the Registrar's Office. This copy will be used to register the student for the appropriate credit to be earned from the internship.