

MORAVIAN COLLEGE

Internship Guide for Employers

About Moravian College:

As America's sixth-oldest college, Moravian College (MC) has been a little revolutionary from the start. The College has been pushing boundaries in small ways that have big (lasting) impacts since 1742. That's when a 16-year-old girl founded MC as the nation's first school to educate women. Almost 275 years later, Moravian College gives 1,600 undergraduates eye-opening, heart-racing ways to discover their own little revolutionary spirits. Moravian College believes in the liberating power of the liberal arts. Which means students have the freedom to own their education. To choose from more than 50 academic programs. Get hands-on, in-the-field opportunities, like interning with NASA. Work one-on-one with professors on SOAR (Student Opportunities for Academic Research) projects. Study abroad in nearly 20 countries, including Argentina, Germany, Thailand, and Japan. And participate in programs like AddVenture, which allows freshmen with a clear focus to accelerate past first-year requirements in order to explore multiple interests.

Moravian College Majors:

Undergraduate Majors and Minors: Africana Studies (Minor only), Art Education, Art History and Criticism, Graphic and Interactive Design, Studio Art, Biochemistry, Biology, Natural Resource Management (Cooperative), Chemistry, Computer Science, Accounting, Economics, International Management, Management, Education (Early, Middle Level and Secondary), English, Environmental Studies, Ethics (Minor only), History, International Studies (Minor only), Mathematics, Medieval Studies (Minor only), Modern Languages and Literatures (French, German, German Studies, Spanish), Music, Neuroscience, Nursing, Public Health, Peace and Justice (Minor only), Philosophy, Physics, Engineering (Cooperative), Geology (Cooperative), Political Science, Psychology, Health Sciences, Religion, Sociology, Women's Studies (Minor only)

Graduate Concentrations: M.S. Human Resources, MBA, M.Ed. Curriculum and Instruction, M.S. Athletic Training, M.S.N. Nursing

Center for Career and Civic Engagement:

The Center for Career and Civic Engagement assists and provides support to students through experiential learning and professional development opportunities. Some of these opportunities include volunteering, hands on learning, preparing for graduate school, securing internships and finding part-time and full-time jobs. The Center also assists employers and community organizations with recruitment needs.

What is an internship?

NACE (National Association of Colleges and Employers) Definition of an Internship:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

What types of internships exist?

PAID INTERNSHIP: A paid internship will offer students monetary compensation for their work as an intern. Students may receive payment in the form of a stipend (paid in one or more lump sums) or an hourly rate. There may be other ways to obtain compensation such as reimbursement for travel, housing and/or other living expenses.

UNPAID INTERNSHIPS: An unpaid internship is the same as all other experiences except there is no monetary compensation. In an effort to be supportive of the needs of students and employers, Moravian College encourages everyone to abide by the guidelines set forth in the Department of Labor Fair Labor Standards Act. There is much discussion taking place around the country regarding internships and changes to this legislation may be forthcoming. The Center for Career and Civic Engagement encourages everyone to be informed about changes that may occur.

ACADEMIC CREDIT INTERNSHIPS: These internships allow students to earn academic credit for their experience. Students interested in earning academic credit must meet Moravian College guidelines and work with a faculty advisor and on-site supervisor. Required paperwork should be obtained by the student through the Registrar's office (see following section for more information).

Moravian College internship policies and procedures:

REQUIREMENTS FOR EXPERIENCES THAT OFFER COURSE CREDIT *Note-in addition to the information on this page, please review the Moravian College Internship Application, Checklist, Internship Agreement and Personal Assessment paperwork with your student. Interns can access this on Moravian College's AMOS page and in the Registrar's Office.*

Internships for credit provide course credit for off-campus work, study, or both. They may be taken in any term, including summer, on a full-time or part-time basis, and may assume the form of volunteer work or internships in public or private agencies, institutes, or businesses.

Internships for credit may be undertaken by students who have junior or senior standing and a QPA of at least 2.70. (Transfer students must also have completed a full fall or spring term of study at Moravian College).

To undertake an internship for credit, students must find both a faculty coordinator and an on-site supervisor who will share responsibility for supervising the project. Students then fill out the application form and the Internship Agreement.

Internship Agreements must include a statement of how the student's work will be assessed by the faculty coordinator and on-site supervisor. Assessment methods might include tests, papers, journals, weekly meetings, and other means by which their progress can be measured.

Students may be compensated for internships that earn credit if given approval from the Office of the Provost.

HOURLY REQUIREMENTS: Students must complete a minimum of 140 hours in order to earn one course unit and a minimum of 280 hours to earn two course units during the fall or spring semesters. If completing an internship for credit over the summer the same number of hours must be completed but in a shorter period of time.

REQUIREMENTS FOR EXPERIENCES THAT DO NOT OFFER COURSE CREDIT: Students that do not earn credit for internship experiences do not fill out any paperwork for the College. Their agreement with their employer is at will, and the College does not assume any responsibility.

LIABILITY: Please contact Moravian College regarding liability inquiries and concerns.

Developing an Internship Program:

1. Define your goals for the program.
2. Build support for the program at all levels. Commitment from top management is crucial in creating successful internship opportunities.
3. Plan ahead! Interns will need...
 - **A proper workspace** including a desk, computer and access to technology.
 - **A supervisor/mentor.** Be sure to include your intern in staff meetings, professional development opportunities, lunches and other gatherings.
 - **Information regarding compensation.** Will the intern be paid? If so, how much?

- **Something to do!** What are the intern's duties? What are the learning goals?
 - **Useful and meaningful work.** An intern does NOT mean free or low-cost help. Take time to learn your intern's skills and strengths so you can create appropriate projects.
 - **A structured evaluation process.** How will the intern be evaluated? When?
 - **Regular contact and feedback.** Schedule a time to meet with your intern regularly.
 - **Immediate explanations.** Be sure to explain policies and procedures to your intern. Sometimes students may not know how/what to ask, so be proactive and explain!
 - **An orientation to the organization/position.** Provide an orientation to your organization, overview of services and an introduction to staff.
4. Construct a job description which includes an overview of your organization, intern duties, special projects and desired qualifications. *See final page for a sample internship description/posting.*

Recruiting Interns:

Post internship opportunities through Moravian College's internship and employment posting site, Handshake. Information on creating an account can be found on the Moravian Center for Career and Civic Engagement website, or by contacting the Center directly.

Get involved on campus! You can: attend internship/volunteer/job fairs, interview applicants on-campus, host an information session, and much more! See the Employer Guide and Recruitment Services Document or contact the office.

Start early and develop a relationship with the Center for Career and Civic Engagement! FYI, students are encouraged to start searching and applying for opportunities 6-8 months in advance.

Helpful Resources:

- NACE Internship & Co-op Survey: <http://www.naceweb.org/uploadedfiles/content/static-assets/downloads/executive-summary/2016-internship-co-op-survey-executive-summary.pdf>
- Starting and Maintaining a Quality Internship Program: <http://www.virginia.edu/career/intern/startinganinternship.PDF> (*Compiled and edited by Michael True, Messiah College*)
- Intern Bridge: www.internbridge.com

Sample Internship Description/Posting:

Event Coordination Intern, XYZ Company

Company Overview: *Include a brief summary of the company (e.g. mission, vision and services provided). This can be pulled directly from your website.*

Responsibilities: (Examples of specific duties)

- Shadow and assist Event Producer in securing event locations, preparing event visuals and coordinating activities
- Participate in weekly staff meetings to assist in idea development and provide project updates
- Market services and upcoming events using various social media platforms including Facebook, Twitter and Instagram
- Perform analysis of marketing effectiveness and present findings during company-wide training session
- Attend client meetings with supervisor and co-facilitate project discussions
- Assist staff and supervisor with “day-of” event duties including guest registration and issue reconciliation

Desired Major(s):

Management, Marketing, English

Desired Class Level(s):

Senior, Junior

Salary Level:

Paid - \$12.00 per hour

Duration: 14 weeks with opportunity to continue, 10-12 hours per week, some weekends required

Requirements: (Examples)

- Undergraduate student majoring in English, Business or other related field with a strong desire to learn about event management
- Excellent verbal and written communication skills
- Ability to effectively work within a team environment
- Experience using various social media platforms
- Proficiency in Microsoft Office Suite
- Familiarity with Adobe’s Creative Suite (illustrator, Photoshop, InDesign, etc.) is a plus

Application Procedures:

Interested candidates should submit cover letter and resume via email to <email address>

Contact Information:

Moravian College Center for Career and Civic Engagement Hauptert Union Building

www.moravian.edu/careercivic | careercivic@moravian.edu | 610-861-1509

Moravian College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation regarding physical accessibility, please contact the Center for Career and Civic Engagement at 610-861-1509 at least one week prior to an event.