



Traditional Internship Overview

Purpose

Collaborate with the employer to develop, implement, and assess a traditional internship experience as a best practice model for experiential learning at USG. Through this internship, we seek to provide a student with meaningful, relevant, practical work experience which compliments classroom activity and career interests. In addition, we seek to support the pipeline of talented, qualified, and career ready students needed to support our regional workforce.

Overview

This experiential learning model will include a traditional internship experience where all work is conducted on-site with the employer. The internship will include completion of approximately 120-130 hours of work, to include tasks completed both independently and as part of a team.

In addition to their work experience, this intern will be assigned a career mentor, and will be asked to present an e-portfolio of work samples upon completion of the internship. While the internship tasks and actual experiences may vary, the internship will be structured to support the student's career development including NACE "Career Readiness Competencies" - *Critical Thinking/Problem Solving, Oral/Written Communications, Teamwork/Collaboration, Information Technology Application, Leadership, Professionalism/Work Ethic and Career Management.*

Sample Project Approach

- i. The employer develops a job description for a traditional internship experience to include one semester, or approximately 120-130 hours, of work to be completed on-site at the employer. This job description should include deliverables related to "practical experience" utilizing a variety of skill sets, and should include no more than 25% administrative tasks.
- ii. USG CISC will actively market this internship to targeted student populations at USG.
- iii. The employer select one student for the traditional internship experience. The employer and the student will work together to develop an agreed upon work schedule and process for logging all hours worked.
- iv. The employer will provide all on-boarding and training activities as needed for the internship. The employer will also designate a professional supervisor to manage the student intern.
- v. USG CISC and the employer will collaborate to identify and assign a career mentor to the student intern.

- vi. USG CISC will conduct a site visit during the semester to ensure meaningful practical experience is taking place in a proper work environment. During this site visit, USG CISC will also make any needed recommendations for improvement, and address any questions or concerns of the employer or intern.
- vii. USG CISC will conduct reflection, evaluation, and assessment of the internship experience.

Sample Timeline

August 2022	Create and market position description
September 16, 2022	Employer selects final candidate
September 19, 2022	Conduct orientation with student and employer; Employer conducts on-boarding and training
September 23, 2022	Student begins internship
September 30, 2022	Identify career mentor and begin mentoring process
November 2022	Conduct mid-way site visit
December 2022	Complete evaluation and assessment tools
January 2023	Send thank you letter, explore future opportunities for internships and collaboration

Benefits for Employers

- Completion of designated projects or “deliverables” for employer
- Spurring of interest in a particular industry among future generations of employees
- Development of a potential pipeline of candidates from qualified applicants
- Marketing and name recognition among the area community, as well as, local colleges and universities
- An opportunity to collect new perspectives and ideas from students regarding processes, organizational branding, and more

Benefits for Students

- Explore a particular industry, career, or employer site
- Gather information on an industry culture, lifestyle, norms, and expectations
- Industry-specific experience
- Resume development
- Career mentoring, guidance and support
- Professional development
- Networking and “face time” with potential employers
- Expert insights regarding strengths, challenges, and potential career trajectories in a particular field

Compensation

This position will be expected to be paid position for the student.

Learning and Development Outcomes

As a result of participating in this traditional internship experience, the participating student will enhance their knowledge and skills; including:

Knowledge Acquisition, Construction, Integration and Application

- *Relating Knowledge to Daily Life* – Ability to understand how skills utilized through internship will apply to professional experiences in the future. Ability to utilize what is learned through experience to make future career decisions.

Cognitive Complexity

- *Critical Thinking* – Demonstrates ability to prioritize and organize designated work load. Shares innovative ideas during staff meetings and in staff interactions. Provides detailed research in line with designated research tasks.

Interpersonal Competence

- *Collaboration* – Recognizes the value added of working as a team with internal and external constituents.

Practical Competence

- *Pursuing Goals* – Completes a realistic self-analysis to understand personal interests in line with newly obtained experience and strategically align these interests to future career goals. Ability to understand disinterest in sector functions in order to make appropriate career decisions for the future.
- *Demonstrating Professionalism* - Completes tasks by designated deadlines. Demonstrates accountability and ownership for assigned task work. Dresses professionally in line with organizational codes of conduct.

Success Metrics

Quantitative:

- Pre- and post-test on Learning and Development Outcomes
- Student Evaluation of Internship Experience
- Employer Evaluation of Internship Process
- Student performance evaluation

Qualitative:

- Project Deliverables
- Student Reflection
- E-Portfolio
- Student Evaluation of Internship Experience
- Employer Evaluation of Internship Process
- Student performance evaluation